

Government of India
Principal Accounts Office
Ministry of Human Resource Development,
D Wing Ground Floor,
Shastri Bhawan, New Delhi
(23070351/ 23073210 Fax)

NOTICE INVITING FOR LIMITED TENDER

Tender Notice No. Pr.AO/Admn/HRD/Outsourcing/1810 Dated: 27/10/2017

Name of Work: Providing of DEO & MTS.

Earnest Money: Rs. 35,000- (Rupees Thirty Five thousands only)

EMD in favour of: PAY & ACCOUNTS OFFICER, Department of Higher Education, New Delhi

Contract period: Six months from the date of issue of supply / work order. Further extendable for 3 years on mutual agreements on same terms & conditions.

Principal Accounts office M/o HRD, New Delhi invites sealed cover documents from eligible registered/ licensed firms for supplying of 2 Data Entry Operators (Graduate and above), 02 Data Entry operator (matriculate but not graduate) and 02 MTS (Non matriculate, semi skilled) for various services on contract basis. Tender document can be downloaded from web site mhrd.gov.in/tenders. Detailed Terms & Conditions are given in the Tender Document. Sealed Tenders should be dropped in the box kept for the purpose in Principal Accounts Office, D Wing, Ground Floor, Near CR Cell, MHRD on or before **13.11.2017 at 2:30P.M.** The sealed documents will be opened under supervision of Accounts Officer (Admn) on the same day i.e. **13.11.2017 at 03.00 PM** and in the presence of authorized representatives of the bidders (if any).

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New Delhi**

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Sealed tenders are invited from registered/ licensed firms with Labour Department of any State/ Central Government for supplying of 04 DEOs & 02 MTS purely on contract basis. The number of DEOs and MTS may be increased or decreased as per requirement during the currency of the contract.

Eligibility Criteria for Bidders:-

The Bidder must have the experience for supplying of DEOs and MTS in Central Government/ State Governments/ Public Sector undertaking and they are doing similar work for supplying services on rate contract.

The quotation is to be submitted in two envelopes i.e. **Technical Bid** and **Financial Bid**.

(a) Technical Bid:-

- (i) The technical Bid as in Annexure 1 is to be submitted in a **separate sealed** envelope with "**TECHNICAL BID**" written on it.
- (ii) Technical Bids will be opened first.

(b) Financial Bid:-

- (i) Financial Bid as in annexure II is also to be submitted in a **separate sealed** envelope with "**FINANCIAL BID**" written on it.
- (ii) Financial Bid of only those service providers will be opened who will be found technically FIT/ qualified. The date for opening of Financial Bid will be intimated accordingly.

(c) Technical Bids and Financial Bid in sealed envelopes as mentioned above have to be submitted in an another single sealed envelope with "**Bid for outsourcing of DEOs & MTS**" written on it. The last date for receipt of the bid is **13.11.2017 02.30 P.M** and Technical Bid will be opened on **13.11.2017 at 03.00 P.M.**

(d) The sealed envelope containing tender document i.e. Sealed cover should be superscripted "**Bid for outsourcing of DEOs / MTS**" The tender should preferably be submitted in the printed envelope of the bidder otherwise he shall have to print his rubber seal stamp on the envelope.

Terms and Conditions of contract

1. The supplier firm should be registered/ licensed with Labour Department of any State/Central Government for supplying skilled/unskilled manpower.
2. The period of the contract will be initially for a period of Six months from the date of issue of the contract order. The contract period may be further extended maximum up to a period of 3 years on the same terms & conditions on mutual agreements.
3. The number of DEOs and MTS may be increased or decreased as per requirement of offices under Pr.CCA, MHRD during the currency of the contract. All the local offices (Delhi based) namely Pr.AO, MHRD, PAO (SE&L), PAO (HE), GIA Cell (MHRD), PAO (Youth Affairs & Sports), PAO (Culture), PAO (ASI), GIA Cell (Culture), PAO (Social Justice & Empowerment), PAO (Minority Affairs), PAO (Tribal Affairs), PAO (Women & Child Development), PAO (Disability Affairs), Internal Audit Wing, MHRD under the administrative control of Pr.CCA, may hire the services of these manpower during the currency of the contract on the same rates, terms & conditions. The firm has to supply the DEOs/ MTS as per terms and conditions prescribed in tender document.
4. Interested supplier firms may clearly quote their rates for engaging manpower on monthly basis as per annexure-I & II. All the liabilities of supplied manpower directly or indirectly will be the sole responsibility of the manpower supplier firm. The other statutory expenses like Minimum Wages, EPF, ESI, Workmen compensation etc. will be the responsibility of the supplier.
5. The firm has to fulfill all conditions as required under Labour Contract and Employment Act as amended from time to time.
6. The payment to be made to the contractor is subject to deduction of taxes leviable by any Government as per rules from time to time and will be made after the completion of every month. The payment of dues will be paid with all levied charges for the first month. For the subsequent months the charges like EPF, ESI, GST etc will be paid on production of the valid challans of the previous months for these charges being paid to the concerned agencies.
7. The manpower supplier firm will be responsible for making the payment directly to the supplied manpower by first week of each month. The agency will not demand for any illegal money from the manpower while making the payments.
8. In the event of injury, illness or accidents to any worker, this office will not be liable to pay any compensation.

9. The manpower supplier /firm will not pay its employees less than the minimum mandatory rates in accordance with the Minimum Wages fixed by State/Central Government and a record of that should be kept in a register which may be made available for examination to this office as and when demanded.
10. The firm shall not appoint any sub company/agency to carry out any obligation under the contract.
11. The Contractor shall abide by all the law of land including labour laws (PF, Income Tax, GST or any other extra taxes levied by Government), Companies Act, Tax deduction liabilities, welfare measures of its employees and all other obligations that is being instructed in such cases and are not essentially enumerated and defined herein, though any such burden/ duty shall be the responsibility of the contractor.
12. In case of any damage or loss caused to O / o Pr. CCA property by the manpower supplied (if found) same shall be charged from manpower supplier firm.
13. The firm shall replace immediately any of its personnel who is found unacceptable to O/o Pr. CCA because of security risks, incompetence, conflict of interest, improper conduct etc. without any notice issued from O/o Pr. CCA. No association or trade union activities will be allowed by the manpower supplied by the agency.
14. The normal working hour shall be 09.00 am to 05.30 pm with half an hour lunch break from 01.00 pm to 01.30 pm. However, the timing may be changed at the directions of O/o Pr. CCA from time to time. In case of urgency/ emergency, the worker can be deployed beyond normal duty hours.
15. O/o Pr. CCA is not responsible for any dispute of manpower supplied, and the manpower so provided shall not be in any way be the employees of O/o Pr. CCA.
16. In case of termination of this contract on its expiry or otherwise, the persons employed by the manpower supplier firm shall not be entitled any claim for absorption and for any relaxation for absorption in the regular capacity in the O/o Pr. CCA.
17. **O/o Pr. CCA reserve the right to accept or reject all tenders at any time prior to the award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligations, whatsoever to the affected bidder(s).**
18. Earnest Money Rs. 35,000/- (Rupees thirty five thousand only) in the form of Demand Draft in favour of "**PAY & ACCOUNTS OFFICER, Department of Higher Education**" payable at New Delhi should be enclosed with the Financial Bid. **Tenders submitted without earnest money shall not be entertained.** DD of the unsuccessful bidders will be returned to them at the earliest or after the award of the contract to successful bidder. No interest

will be paid in case of delay in refunding the EMD due to technical reasons arise at that time.

19. Conditional tenders shall not be considered.
20. All pages of tender should be signed by bidder.
21. Contract shall be awarded to lowest bidder qualified as per conditions mentioned above. **However, O/o Pr. CCA reserves the right to reject any bid, the right to postpone or to extend the date of receipt opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.**
22. The present tender will be as per the minimum wages mentioned above which is as per Notification No. F.Addl.LC/Lab/MW/2016/4859 dated 03.03.2017 of Govt. of NCT of Delhi, Labour Department. If rates are revised in future by Govt. of NCT of Delhi, the firms will revise minimum wages and the corresponding charges for EPF, ESI, and applicable taxes. There will be no change in the administrative and supervisory charges.
23. The financial bid should have "reasonable" Administrative / Supervisory Charges. Bids quoting the "Nil" or unreasonable less charges will be rejected.
24. The tender is indivisible and the firm who will quote the overall lowest rate for all three categories of manpower as mentioned in the Financial Bid will be considered as L-1 and the contract will be awarded accordingly.


(Shammi Kapoor)
Accounts Officer (Admn)

Encl: -Annexure I, & II

Copy to:-

1. Technical Director (NIC) M/o HRD with the request to upload the Tender Inviting Notice on web site of Ministry of HRD.
2. Notice Board.

TECHNICAL BID

Name, Address, Telephone No, of the Firm:

Sl. No.	Details	✓ Yes	X NO	At Page No.
1.	Earnest Money enclosed (in the form of DD)			
2.	PAN No. (Self attested copy)			
3.	GST No. (Self attested copy)			
4.	Registered with EPF(Self attested copy)			
5.	Registered with ESI(Self attested copy)			
6.	Registered with Labour Department(Copy)			
7.	Copy of providing similar services and also satisfactory performance report at least one Central Government/ State Governments/ Public Sector undertaking.			
8.	Undertaking that the firm has not been black listed ever.			
9.	Undertaking for paying minimum wages.			

NOTE :- The firm has to filled all the above columns with due care. If any of the above condition is not met, the firm will not be treated as Technically Qualified.

The information stated above is true to the best of my belief.

Date:
Place:

(Signature of Authorized person)
Name
Seal

FINANCIAL BID**Name, Address & contact details of the firm:**

Sr. No	Descriptions	Category of Manpower			
		DEO (Graduate & above)	DEO (Matriculate but not Graduate)	MTS (Non-Matriculate -semi skilled)	Total (in Rs)
1	Monthly charges for				
	Minimum wages	Rs.17604	Rs.16182	Rs.14698	
2	EPF @ 13.36% of minimum wages	Rs. 2352	Rs. 2162	Rs. 1964	
3	ESI @ 4.75% of minimum wages	Rs. 836	Rs. 769	Rs. 698	
4	Administrative/ supervisory charges				
5	Applicable GST @				
6	Total for 1 man power				
7	Bill of Quantity	02	02	02	
8	Grand Total as per BoQ				

Note: - (1) The blank columns are to be filled up by the firm and the L-1 will be decided as per the grand total mentioned at column no. 8.

(II) The present tender will be as per the minimum wages mentioned above which is as per Notification No. F.Addl.LC/Lab/MW/2016/4859 dated 03.03.2017 of Govt. of NCT of Delhi, Labour Department. If rates are revised in future by Govt. of NCT of Delhi, the firms will revise minimum wages and the corresponding charges for EPF, ESI, and applicable taxes. There will be no change in the administrative and supervisory charges.

(Signature of authorized person)

Date:

Full Name:

Place:

Seal