

No. 1-40/2016-NADA
National Anti Doping Agency
(An autonomous body under the Ministry of Youth Affairs and Sports)

Block 'A', Pragati Vihar Hostel,
Lodi Road, New Delhi-110003
Dated the 20th December, 2016

Tender Notice

Subject: Hiring of staff on contract basis.

This organization is interested in having a contractual arrangement with a suitable placement agency of providing the services of Data Entry Operators, Personal Assistant, Peon and Housekeeping Staff etc. on contract basis. The general terms and conditions are as under:-

- 1.The contract shall be effective for one year extendable to another one year. The organization shall have the right to terminate the contract by giving 15 days notice before expiry of the period without assigning any reason whatsoever.
- 2.The selected agency shall be solely responsible for complying with all statutory obligations including minimum Wage Act etc.
- 3.The agency under any circumstances shall not engage the services of any sub-contractor or transfer the contract to any other person.
- 4.The agency shall be fully responsible and answerable to the NADA for the performance of the contract entrusted to them under the contract and also for any action of commission and/or omission on the part of the workers deployed by them.
- 5.The person engaged must be at least graduate (except Peon and Housekeeping staff) and must have typing speed of 30 WPM in English and also knowing Hindi typing) for Data Entry Operator and 100 WPM in shorthand and 35 WPM in English typing and also knowing Hindi typing for Personal Assistant. The persons engaged should have the knowledge of MS Office including MS word, MS Excel and MS Power Point etc. and have writing & speaking knowledge of English. For Peon, the candidate must be a metric pass.
6. On sending a list of candidates, the suitability of the candidates will be assessed by this organization and only candidates found suitable would be considered for appointment on contract basis.
- 7.Escalation of rate shall not be accepted on any grounds during the period of the contract is in force, except for hike in minimum wages by the Govt. of NCT of Delhi.
- 8.It may also be ensured that the persons engaged will observe office discipline and decorum and integrity in the office. Any deviation from the code of conduct

and ethics by the contractual agency or engaged persons will lead to immediate termination of services of agency or engaged persons. Further this office works on all days when Central government offices work. Office timing are from 9.30 AM to 6.00 PM. However in times of exigencies the services of the persons may be required beyond working hours and even on holidays that will be exceptional rather than rule.

9.The payment shall be on monthly basis on submission of bills after completion of all formalities.

10.In case services are not given for particular days, proportionate recovery will be made at the quoted rate of rupees per person divided by thirty. Similarly proportionate payment will be paid by service provided in respect of worker who absents himself from his duties during the month.

11.The payment of such engaged contract workers will be subject to the providing of satisfactory services which may be certified by the officer/section where they are engaged.

12.The engagement does not confer any right for continuation or extension of the contract on any account. This will be purely short term temporary arrangement on contractual basis. This organization reserves the right to terminate the contract any time assigning any reason.

13.The contract agreement shall be construed as per Indian Laws and Delhi Courts will have jurisdiction to settle any dispute arising out of the contract

14.Any liability regarding payment to the workers or arising due to non compliance with any other labour laws or due to any human loss/injury during the course of work will be the sole and personal responsibility of the contractor.

15.The service provider's person shall not claim any benefit/compensation/absorption/regularization of services with this Department under the provision of Industrial Disputes Act, 1947 or contract labour (Regulation abolition) Act, 1970. An undertaking from the person to this effect will be required to be submitted by the service provider to this organization.

16.Antecedents of the staff as deployed shall be got verified at agency cost and the photocopies of the related documents verifying the antecedents shall be submitted to this organization while deputing the said staff for duty.

17.The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs. 15,000/- in form of DD in favour of National Anti Doping Agency, New Delhi along with technical bid. The bid security will remain valid for a period of 45 days beyond the final bid validity period. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. Bid security shall be forfeited if the bidder withdraws his bid during the period of tender validity. Bid security shall be forfeited if the successful bidder refuses or neglects

to execute the contract or fails to furnish the required performance security within the time frame specified by the organization.

18. In case any public complaint is received attributable to misconduct/misbehavior of contract's personnel, a penalty shall be levied and the same shall be deducted from contract's bill. Further the concerned contractor's manpower shall be removed from the organization immediately.

19. Sealed Tender (**Financial bid as per Annexure-I**) indicating the monthly rates per person excluding service tax along with complete credentials may be sent to the office of NADA in a sealed envelope superscribed as "**Quotation for Data Entry Operators, Personal Assistant, Peon and Housekeeping Staff etc.**" by **28th December, 2016 personally or by post**. However, competent authority has right to cancel all or any of the quotation without assigning any reason thereof.

20. The company must submit their registration certificate and full profile of the company along with details of services being provided to various organizations and produce the proof in respect of statutory payments made such as EPF, ESI and Service Tax etc. along with the tender. Failure to this effect shall amount to disqualification/rejection of their tender.

Administrative Officer

Copy to: Placement Agencies/
website

Annexure-I

Financial bid

To

The Director General,
National Anti Doping Agency,
A-Block, Pragati Vihar Hostel,
New Delhi

Subject: Hiring of staff on contract basis.

Sir,

With reference to your letter/letter No. dated on the
above mentioned subject, we quote the rate for above mentioned work as
under:

Rate per person, per month (inclusive of all charges except service tax

Type of Contract staff	Rate (Rs.)
Personal Assistant	
Data Entry Operator	
Peon	
Housekeeping staff	

Dated:

Name & Signature of authorized person.