



Government of India  
Ministry of Skill Development,  
Entrepreneurship, Youth Affairs & Sports  
Department of Sports  
Mission Directorate-RGKA

Cafeteria Building,  
Pragati Vihar Hostel  
C.G.O. Complex,  
Lodhi Road  
New Delhi-110003

F. No. 1-7/MYAS/RGKA/2014

## TENDER NOTICE

Mission Directorate- RGKA under Department of Sports, Ministry of Skill Development, Entrepreneurship, Youth Affairs & Sports, P. V. Hostel, C.G.O. Complex, Lodhi Road, New Delhi-110003 invites sealed tenders under Two bids system from the eligible agencies for providing the services of Supporting Staff such as Executive Assistant, Account Assistant, Data Entry Operator and LDC etc. on outsource basics. The last date for receipt of bids will be three weeks from the date of publication of tender notice. The technical bid will be opened on the same day at 1400 Hrs. Relevant tender document containing detailed terms and conditions can be downloaded from the website [www.pykka.gov.in](http://www.pykka.gov.in) or [www.yas.nic.in](http://www.yas.nic.in).

Sd/-  
(A.K. Singh)  
Under Secretary to the Govt. of India  
Phone: 011-24361823  
E-mail: [uspykka@gmail.com](mailto:uspykka@gmail.com)

**TENDER DOCUMENT FOR OUTSOURCING OF MANPOWER IN  
THE MISSION DIRECTORATE - RGKA, NEW DELHI**

**Bid Details:**

Last Date and Time for submission of bid	14.10.2014; 1200 Hrs.
Address for communication	Mission Directorate- RGKA Government of India Mission Directorate- RGKA, Department of Sports, Ministry of Skill Development, Entrepreneurship, Youth Affairs & Sports, Cafeteria Building, Pragati Vihar Hostel CGO Complex, Lodhi Road New Delhi- 110003
Details of contact person	Shri A. K. Singh, Under Secretary Government of India Mission Directorate- RGKA, Department of Sports, Ministry of Skill Development, Entrepreneurship, Youth Affairs & Sports, Cafeteria Building, Pragati Vihar Hostel CGO Complex, Lodhi Road New Delhi- 110003 Tel : 011-24361823, 24361820 e-mail : <a href="mailto:uspykka@gmail.com">uspykka@gmail.com</a>
Date, Time & Venue of Pre-Bid Meeting	30.09.2014 at 1100 Hrs. Venue – Mission Directorate -RGKA
Date, Time & Venue of Technical Bid Opening	14.10.2014 at 1400 Hrs. Venue – Same as above
Date, Time & Venue of Financial Bid Opening	21.10.2014 at 1100 Hrs. Venue – Same as above

 23/09/14

F. No. 1-7/MYAS/RGKA/2014  
Government of India  
Ministry of Skill Development, Entrepreneurship,  
Youth Affairs & Sports  
Department of Sports  
Mission Directorate- RGKA

Cafeteria Building,  
Pragati Vihar Hostel  
C.G.O. Complex, Lodhi Road  
New Delhi-110003  
Dated: 23<sup>rd</sup> September, 2014

**Invitation of Tender Documents for Outsourcing of Manpower in  
Mission Directorate of Rajiv Gandhi Khel Abhiyan (RGKA)**

**ELIIGIBILITY:**

1. Sealed tenders in conformity with the tender call notice are invited by the Mission Directorate of Rajiv Gandhi Khel Abhiyan (RGKA), from eligible service provider Agencies/Firms for outsourcing of manpower. The agencies should have all relevant valid Registration Certificate, including registration with the Regional Labour Commissioner, EPF Registration, ESI Registration, Service Tax Registration and PAN Card, upto-date Service Tax clearance Certificate and have experience in a similar line of business for more than 3 years towards outsourcing the services of Manpower. The service providers should have local Offices at Delhi/NCR to ensure satisfactory fulfilment of contractual obligations.
2. The Service Provider Agencies/Firms should have good track record, proof of qualified manpower and relevant experience. They should produce satisfactory work completion certificate of appropriate value of work alongwith proof of compliance to relevant statutory provisions from previous clients and a certificate showing annual turnover of not less than ₹50,00,000/- (Rupees Fifty Lakh only) and a net profit for a minimum of three preceding year.

**GENERAL INSTRUCTIONS**

3. The tender document can be obtained from the website of the Mission Directorate of RGKA, [www.pykka.gov.in](http://www.pykka.gov.in) or website of the Ministry of Youth Affairs & Sports, [www.yas.nic.in](http://www.yas.nic.in). ₹ 1,000/- (Rupees One Thousand only) towards the cost of tender document is to be deposited in the form of demand draft draw in favour of PAO(SPORTS) payable at New Delhi. The technical Bid document should also be accompanied by the EMD of ₹ 60,000/- (Rupees Sixty Thousands only) in the form of a demand draft draw in favour of PAO(SPORTS) payable at New Delhi.



4. The tenders should be submitted in two sealed covers as indicated below:
- (A) The first sealed cover should be super-scribed "Technical Bid" and should contain
- i. Checklist of documents submitted (**Annexure-I**)
  - ii. The Performa at **Annexure-II** duly filled in.
  - iii. Agency profile including details of previous experience of manpower supply to Government/Semi Government/Autonomous Agencies.
  - iv. Acceptance of terms and conditions there under.
  - v. Demand Draft for Earnest Money Deposit.
  - vi. Demand Draft towards the cost of Tender document.
  - vii. Any other required relevant documents.
- (B) The second sealed envelope super-scribed, "Financial Bid" should contain only rates at which manpower (for each category) will be provided (**Annexure-III**)
- (C) Both the sealed covers should be placed in the main sealed envelope super-scribed Tender for Outsourcing the services of Manpower by hand delivered latest by 1200 Hrs. of 14.10.2014 in the office of Mission Directorate of Rajiv Gandhi Khel Abhiyan (RGKA). The Technical Bids shall be opened on the same day at 1400 Hrs. in presence of the tenderers or their authorized representatives.
5. Tenders received after the due date and time will be summarily rejected. Incomplete and conditional tenders shall not be accepted.
6. The Technical Evaluation Committee will assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria and only those found fit will be eligible for financial bid opening.
7. The bidders are required to submit self attested copies of all supporting documents including valid Registration Certificate, EPF Registration, ESI Registration and PAN Card and up-to date Service Tax clearance certificate, etc., along-with the bid documents, failing which the tender shall be declared as non-responsive and thus liable for rejection. All original documents/ certificate/licenses will be produced for verification at the time of opening of technical bid.
8. Submission of more than one tender paper by a tenderer for a particular work will render the bid liable for rejection.
9. The rates for different category of manpower that may be required for the proposed services shall not be less than the rates of minimum wages prescribed by the Government

 13/10/14

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 23/11/17

from time to time under contract Labour (R&A) Act- 1970 and the Minimum Wages Act 1948.

10. Adherence to Labour Laws/Rules: The firm/contractor shall comply with all Labour Laws, Rules and Acts in relation to its employees and ensure payment of minimum wages to the personnel engaged on outsourcing basis as per the notifications issued by Government of NCT of Delhi from time to time in compliance with the provisions of Minimum Wages Act and the Contract Labour (Regulation & Abolition) Act, 1970. The payment of wages by the contractor to its employees shall be made by **ECS** only and a certificate in the Firm's letter head be furnished to this Directorate every month alongwith a copy of the Acquaintance Roll duly signed by the concerned employees, in confirmation of payment of minimum wages/agreed salary and compliance of Labour Laws etc. in each case.

11. The rate of wages, statutory dues and other allowances etc. under the labour law and other laws payable by the employer (the bidder) should be indicated in detail as per the enclosed **Annexure-III**.

12. The bidders are required to quote their rates both in words and figures and put their Signature, they should also sign on any overwriting or any correction made in the tendered rate. The rates filled in figure only and not in words shall be liable for rejection and in such cases, the tender cost shall not be returned to the tenderer(s).

13. In the Financial Bids, if the service charges per person quoted are less than 5% of the minimum wages, the quotation will be rejected outrightly.

14. The bidders while submitting tender shall furnish an affidavit along with the tender about the authenticity of the tender document. Conditional tenders will not be accepted under any circumstances by the Department.

15. Other details can be seen in tender document.

#### **16. RIGHT TO ACCEPT OR REJECT TENDERS**

##### **A. The tender is liable to be rejected, inter-alia:**

- i. If it is not in conformity with the instructions mentioned in the tender paper.
- ii. If it is not properly signed by the bidder.
- iii. If it is received by Fax.
- iv. If it is received after the expiry of the due date and time.
- v. If it is not accompanied by other requisite documents.
- vi. A list of manpower available with the firm with qualification must be enclosed along with the tender papers.



**B. This office reserves the right to:**

- i. Accept / Reject any of the tender in full or part thereof.
- ii. Revise the requirement of manpower at the time of placing the order.
- iii. Modify, relax or waive any of the conditions stipulated in the tender specification, wherever deemed necessary.
- iv. Reject any or all the tenders in part or full without assigning any reason thereof.
- v. Award contracts to one or more bidders for the items covered by the tender.

17. Remuneration payable to each category and minimum qualification required of supporting staff is at **Annexure IV**.

 28/11/19

## GENERAL CONDITIONS OF CONTRACT

1. The manpower will have to be supplied by the agency within 07 days of award of contract.
2. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category.
3. The persons supplied by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. Before deployment, the character and antecedents of persons will be verified by the Service Provider through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect shall be submitted to this office. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request. A certificate to this effect should be submitted in the form of an Affidavit.
4. The service provider shall engage necessary persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category, as required by this office from time to time. The deployment of personnel is to be on monthly basis. The deployment/arrangement of the personnel should be in such a manner that there shall be no violations of any Rules including and weekly off days, as per Labour Laws.
5. There is no Master and Servant relationship between the employees of the service provider and this office.
6. The service provider's person shall not claim any benefit/compensation/ absorption/ regularization of services from/in this office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to this Department.
7. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/ organizational matters as of confidential/secret nature.
8. The service provider's personnel should be polite, cordial, positive and efficient and follow official decorum and formal dress code while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by them. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in anyway detrimental or prejudicial to the interest of this Department. The decision of the Officer-in- charge on any matter arising under the clause shall be final and binding on the agency.
9. That the persons engaged shall not be below the age of 18 years ~~and above~~ and they shall not interfere with the duties of the employees of this office.

 27/11/17

10. The functional control over the personnel deployed by the Agency will rest with this Mission Directorate and the disciplinary/administrative/Technical control will be with the Agency.
11. This office may require the service provider to dismiss or remove from the work place, any person or persons, employed by the service provider, who may be incompetent or for his/her/ their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
12. The service provider has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
13. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.
14. The agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund Act, ESI Act etc. and this office shall not incur any liability or any expenditure whatsoever on the persons employed by the agency on account of any obligation. The agency will be required to provide particulars of EPF & ESI of its employees engaged in this office. The Agency will comply with all statutory provisions of law, rules and regulations of Act and keep this office informed about any amendment in the law from time to time.
15. Subject to terms of this document, no variation in or modification of the terms of contract shall be made except by written amendment.
16. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking and loitering without work.
17. The service provider will submit the bill in triplicate in respect of a particular month in the first week of the succeeding month. The payment will be released within a month from the date of submission of claim, complete in all respects such as dated Acquaintance roll, certificate given by the Officer In-Charge regarding attendance and production of documentary evidence towards P.F./ESI/ Service tax in respect of its staff for the previous month. Tax if any shall be deducted at source as per the relevant Act.
18. The service provider will not charge any kind of administrative/registration charge/service charge from the deputed personnel.
19. The service provider will also give undertaking they will not adopt any malpractices at any stage of bidding/execution.

 23/6/15

20. In no case salary/wage payment to the deployed personnel would be correlated with the monthly bill/claim of the contractor, which are to be done/processed (or pending for payment) by the Mission Directorate i.e., if payment of contractor bill/claim is pending with Mission Directorate due to unforeseen circumstances, the contractor will have to make payment of monthly wages to his deployed supporting staff in this Mission Directorate and will not have any right to stop/withheld the salary/wage payment of deployed supporting staff in this Mission Directorate.
21. Payments to the service provider would be strictly on the basis of certification by the officer with whom the personnel is attached that his services are satisfactory and attendance as per the bill preferred by the service provider.
22. No wage/remuneration will be paid to deployed persons for the days of absence from duty. All the supporting staff deployed in MD-RGKA will be paid their wages on monthly basis (By ECS only) by the Company/Firm/Agency and the photocopies of salary slip will be submitted in this Directorate.
23. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of this office.
24. The service provider shall provide a substitute well in advance if there is any probability of any person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
25. The service provider shall be contactable at all times and messages sent by phone /email/fax/ special messenger from this office shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the office in fulfilment of the contract from time to time.
26. This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
27. If this office suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this office for the same. The agency shall keep this office fully indemnified against the damage by any staff engaged by the Agency. For any accident or casualty occurred during the course of working to any staff deployed by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with the Agency and this office will in no way be responsible for it or any other clause mentioned above.
28. This office will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.
29. The service provider shall engage the necessary person(s) as required by the Mission Directorate from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay



their salary and other dues every month and thereafter claim reimbursement from the Mission Directorate.

30. Working hours would be normally 8 hours per day from 9.00 a.m. including half hour lunch break during working days. However, the concerned person may have to work beyond office hours, if there is any urgency. The persons deployed shall be punctual and shall abide by the directions of the Department in this regard.
31. The personnel may be called on Saturdays, Sundays and other Gazetted holidays, if required, for which they will not be paid any extra remuneration.
32. Escalation clause will not be accepted on any grounds during the period the contract is in force.
33. 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 month bill. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Ministry.
34. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax Act, as amended from time to time, and a certificate to this effect shall be provided to the agency by the Department.
35. The successful bidder shall furnish a security deposit to ₹ 2,00,000/- in the form of an account payee demand draft drawn in favour of the "NSDF-PYKKA" payable in New Delhi or Fixed Deposit Receipt from a nationalized/commercial bank or Bank Guarantee from a nationalized commercial bank in an acceptable form safeguarding the interest of this office in all respects. The security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by this office or non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the Agency.
36. The successful bidder will enter into an agreement with this office for supply of suitable and qualified manpower as per requirement of this office on these terms and conditions on Rs. 100/- non judicial stamp paper. The above stamp paper will be arranged by the bidder for execution of agreement. The agreement will be valid for a period of one year commencing from the deployment of personnel to this Mission Directorate and shall continue to be in force in the same manner, unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of one year and no request for any change/modification shall be entertained before expiry of the contract period. Any statutory increase in wages/DA etc. is to be absorbed by the service provider. The contract/agreement is extendable by one more year subject to satisfactory performance of the agency and such amendments as mutually agreed to.
37. The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.

  
22/11/17

38. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc. and any amount due to the Service Provider from the office shall be forfeited.
39. If at any time during performance of the Contract, the Service Provider should encounter conditions impeding timely performance of Services, the Service Provider shall promptly notify the Procurer in writing of the fact of the delay, its likely duration and its cause(s).
40. As soon as practicable after receipt of the Service Provider's notice, the Procurer shall evaluate the situation and may, at its discretion, extend the Service Provider's time for performance with or without penalty, in which case the extension shall be ratified by the parties by amendment of the Contract.
41. Except as provided under terms of this document, a delay by the Service Provider in the performance of its delivery obligations shall render the Service Provider liable to the imposition of penalty in terms of this document, unless an extension of time is agreed upon the application of penalty clause in terms of this document.
42. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
43. Any dispute arising out of the contract shall be settled within the jurisdiction of Delhi.
44. The bidders shall have to obtain the required license from the licensing authority of respective Department/Circle/Division/Other units before deployment of personnel in this office.
45. That if any amount is found payable by the bidders towards, wages, allowances and statutory dues in respect of personnel or any loss to this office property, the same shall be adjusted from the security deposit of the extent of the amount so determined reserving right to recover the deficit amount through other modes of recovery including the right to terminate the agreement without notice.
46. Subject to terms of this document, if the Service Provider fails to perform the Services within the period(s) specified in the Contract, the Procurer shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to is 1% per week and the maximum deduction is 10% of the contract price, after which the contract is liable for termination at Service Provider's cost, in case of additional expenditure in procurement or unperformed Services for each week or part thereof of delay until actual performance, up to a maximum deduction of the Percentage specified above. Once the maximum is reached, the Procurer may consider termination of the Contract.
47. The Procurer may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Service Provider, terminate the Contract in whole or part:
  - i. If the Service Provider fails to perform the services within the period(s) specified in the order, or within any extension thereof granted by the Procurer; or

 23/11/21

- ii. If the Service Provider fails to perform any other obligation(s) under the Contract.
- iii. If the Service Provider, in the judgment of the Procurer has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
48. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Procurer either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Service Provider shall promptly notify the Procurer in writing of such conditions and the cause thereof. Unless otherwise directed by the Procurer in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
49. The Procurer may at any time terminate the Contract by giving written notice to the Service Provider, if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Procurer.
50. The Procurer and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If, after thirty (30) days from the commencement of such informal negotiations, the Procurer and the Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms. In case of Dispute or difference arising between the Procurer and the Service Provider relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Mission Director - RGKA and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.



(A. K. Singh)

Under Secretary to the Govt. of India

Tel: 011-24361823

## UNDERTAKING BY THE BIDDER

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of the Tenderer with Seal

Name:

Designation:

Address:

Phone No.:

A handwritten signature in black ink, consisting of a stylized cursive script followed by the number '2214/14'.

ANNEXURE-I

CHECKLIST OF DOCUMENTS SUBMITTED

Sl. No.	Documents to be submitted	Submitted	Not Submitted	Remarks
1.	Cost of tender document & EMD			
2.	Copy of Registration of firms			
3.	Copy of Registration certificate of EPF			
4.	Copy of Registration Certificate of ESI			
5.	Copy of Labour license			
6.	Copy of Income Tax Return for last 3 years			
7.	Copy of Service Tax Registration			
8.	Copy of PAN/TAN Card			
9.	List of clients indicating quantum of work executed satisfactorily with them			
10.	Proof of experience			
11.	Copy of Service Tax clearance certificate			
12.	Last 3 years audited statement from Chartered Accountant			
13.	Proof of compliance with relevant statutory provisions with previous clients			

Signature of Bidder Seal of Establishment

Full Name of Bidder with address and date

 23/1/17

ANNEXURE-II

## PROFORMA FOR TECHNICAL BID

Sl.	Particulars	To be filled by the tenderer
1.	Name of the Agency	
2.	Date of establishment of the agency (alongwith documentary proof)	
3.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
4.	Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour (Regulation & Abolition) act, 1970. (Copies of all certificates of registration to be enclosed)	
5.	PAN/TAN Number with IT Returns (copies to be enclosed)	
6.	Labour License Number (copy to be enclosed)	
7.	Service Tax Registration Number with up-to- date clearance certificate (copies to be enclosed)	
8.	EPF Registration Number and details of EPF contribution for last 3 years (copies to be enclosed)	
9.	ESI Registration Number and details of ESI contribution for last three years (copy to be enclosed)	
10.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against The firm or its owner/partners anywhere in India. (If no, a certificate is to be attached in this regard)	
11.	Length of experience in the field with documentary evidence	
12.	Proof of Experience in dealing with Govt. Departments (indicate the names of the Departments and years of dealing with those Departments and attach copies of contract orders placed on the agency, satisfactory work done certificate, compliance with all relevant statutory provisions during execution of the contract, etc) at least 3 year.	
13.	Whether the undertaking regarding acceptance of the terms and conditions have been duly signed, in token of acceptance of the same, is	



	attached.	
14.	Whether agency profile is attached?	
15.	List of other clients	
16.	Financial turnover and Profit/Loss status of the tendering company/firm/agency for the last 3 financial year with supporting documents (copy of balance sheet and Profit/Loss Account duly certified by Auditors/CAs to be attached)	
17.	Whether any show cause notice was ever issued by the Office of the Labour Mission Directorate or any Government Agency? If so, details thereof (please attach the copies of communications, if any).	

22/2/14

**FINANCIAL BID**

To

The Under Secretary (RGKA)  
Cafeteria Building,  
Pragati Vihar Hostel  
C.G.O. Complex, Lodhi Road  
New Delhi-110003

Subject: Quotation for award of contract for providing the services of Manpower-reg.

Sir,

With reference to your tender published in \_\_\_\_\_ on \_\_\_\_\_ on the subject mentioned above, I/We quote the rate for above mentioned work as under:

Particulars	Rate (in words and figures)
Monthly Wages per person deployed	
ESI	
Employer's contribution	
Employee's contribution	
PF	
Employer's contribution	
Employee's contribution	
Service Tax Liabilities	
Service Charges per person per month Demanded	
Any other charges (Pl. indicate)	
Total	
Rate per day for attending office on holidays	
Liabilities applicable (in detail)	
Total	

Any other points to be mentioned:

2. I/We accept all the terms and conditions of your Tender Notice referred to above. Certified that the above quoted rate is in compliance with Minimum Wages Act and all the statutory provisions and rules as applicable. The above rate is inclusive of Service Tax or any other tax payable to the Government.

Yours faithfully,

(Authorised Signatory)

(with name/designation, contact No.& seal)

**NB: Please use separate form for each category of personnel.**

 2/2/14

**TECHNICAL AND FINANCIAL REQUIREMENT FOR SUPPORTING STAFF TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/FIRM/AGENCY  
IN THE MISSION DIRECTORATE - RGKA**

Supporting Staff	Qualification Essential	Desirable	Age Group	Consolidated monthly amount (inclusive of EPF, ESIC, and Bonus etc.)	Typing Speed English/Hindi	Knowledge of MS Office	Character Certificate	Police Verification	Experience
Account Assistant	B. Com	Post Graduate	20 to 35	12,000/-	35 wpm	Yes	Yes	Yes	2 Yrs
Assistant Programmer	BCA	MCA	20 to 35	12,000/-	35 wpm	Yes	Yes	Yes	2 Yrs
Executive Assistant	Graduate	Post Graduate	20 to 35	12,000/-	35 wpm	Yes	Yes	Yes	2 Yrs
Data Entry Operator	10+2	Graduate	20 to 35	As per applicable Minimum Wages	40 wpm	Yes	Yes	Yes	2 Yrs
Hindi Typist	10+2	Graduate	20 to 35	- Do -	40 wpm	Yes	Yes	Yes	2 Yrs
LDC	12 <sup>th</sup>	Graduate	20 to 40	- Do -	35 wpm	Yes	Yes	Yes	2 Yrs
Attendant	8 <sup>th</sup>	10 <sup>th</sup> Pass	18 +	- Do -	No	No	Yes	Yes	0 Yrs

22/2/2015