

CSIR-TKDL Unit File No. CSIR/HRDC/TKDL/2009/Manpow.
Human Resource Development Centre Campus (HRDC)
(Council of Scientific and Industrial Research)
Sector-19, Central Government Enclave, Kamla Nehru Nagar, Ghaziabad. PIN-201002

TENDER NOTICE

Sealed tenders are invited under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, financially sound Manpower Companies / Firms / Agencies with minimum experience of three years (from Govt/PSU/Autonomous bodies) for providing skilled Data Entry Operators, Data Scanning personnel, Stenographic- cum- Office Assistants, Accounts Assistants, Administrative Assistants, DG set operators, and Helpers in Traditional Knowledge Digital Library (TKDL) Unit located at Human Resource Development Centre (HRDC) Campus, Kamla Nehru Nagar, Ghaziabad and Morarji Desai National Institute of Yoga (MDNIY), 68 Ashok Road, Near Gole Dak Khana, New Delhi and Two (2) No. of Audio Visual Operators and One (1) No. of Bus Helper in office of HRDC, Ghaziabad for a period of two years.

The prescribed Tender Form and the documents can be obtained from the office of the HRDC, Ghaziabad from **28.04.2014 to 12.05.2014** between **9:00 AM to 5:00 PM** against a payment of Rs. 500/- (Rs. Five hundred only), which is non-refundable, through cash or Demand Draft drawn in favor of HRDC, Ghaziabad or can be downloaded from the website of Human Resource Development Centre (www.csirhrdc.res.in) in which case Rs. 500/- may be paid by Demand Draft at the time of submitting Tender document. The duly completed Tender Forms along with EMD of Rs. **1,12,000/- (Rupees One lakh twelve thousand only)** in form of Demand Draft from a nationalized bank drawn in favor of HRDC, Ghaziabad with required documents can be submitted to HRDC office on or before **15.05.2014** up to **02:00 PM**. The Tenders shall be opened in the office of COA, HRDC, Ghaziabad on **15.05.2014** at **3.30 PM** by the Tender Committee in the presence of bidding agencies or their authorized representatives, if any.

The Competent Authority reserves the right to accept or reject any or all of the tenders without assigning any reason thereof. For details of the tender please visit www.csirhrdc.res.in.

Controller of Administration

CSIR-Traditional Knowledge Digital Library Unit

(Council of Scientific and Industrial Research)

Human Resource Development Centre Campus

Sector-19, Central Government Enclave, Kamla Nehru Nagar, Ghaziabad. PIN- 201002

TENDER DOCUMENT

Name of Work

For providing skilled Data Entry Operators, Data Scanning personnel, Stenographic and Office Assistants, Accounts Assistants , Administrative Assistants, DG set Operators, Audio Visual Operators, Bus Helper and Helpers

for

Traditional Knowledge Digital Library (TKDL) Unit

at

Human Resource Development Centre (HRDC) Campus, Ghaziabad

& at

Morarji Desai National Institute of Yoga (MDNIY) Campus, New Delhi

& for

Human Resource Development Centre (HRDC) Campus, Ghaziabad

Sale of tender document : 28.04.2014 to 12.05.2014 between 09:00 AM to 05:00 PM

Last date & time for submission of Tender Document : On or before 15.05.2014 up to 02:00 PM

Date & time for opening of Tender Document : On 15.04.2014 at 03:30 PM

CONTENTS OF TENDER DOCUMENT

S.No.	Description of contents	Page Number
1.	Tender Notice	1
2.	Tender Document	2
3.	Index	3
4.	Scope of work and general instructions for tenderer	4
5.	Technical specifications for the tendering agency and the Man Power to be deployed in TKDL/HRDC by the agency	5-7
6.	Tender Application - Technical Bid	8-10
7.	Tender Application – Financial Bid	11-13
8.	Terms and Conditions	14-19
9.	Order for arrangement of documents	20
10.	Annex 1 Emoluments per moth for different categories	21
11.	Undertaking	22
12.	Mandate Form	23

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. CSIR-TKDL Unit, Ghaziabad, and HRDC, Ghaziabad requires the services of reputed, well established and financially sound Manpower Companies / Firms / Agency to provide skilled Data Entry Operators, Data Scanning personnel, Stenographic and Office Assistants, Accounts Assistants, Administrative Assistants, DG set operators, Audio Visual Operators, Bus Helpers and Helpers for its officers working in the Traditional Knowledge Digital Library (TKDL) Unit and in HRDC, Ghaziabad.
2. The contract is likely to be for a period of two years from the date of award of the work to the selected bidder. The period of the contract may be further extended beyond a period of two years as per the requirement of the institution on the same terms and conditions. DG set operators who will be required to work in shifts from 4:00 pm to 12:00 am (Mid Night) and 12:00 am (Mid Night) to 8:00 am and from 8:00 am to 4:00 pm. TKDL/HRDC, however, reserves right to terminate this initial contract at any time after giving one week notice to the selected service providing Company / Firm / Agency. TKDL/ HRDC may also enhance or reduce the number of personnel during the period of contract based on the requirements.
3. TKDL/HRDC has initial requirement for: (i) 8 skilled Data Entry Operators (6 English and 2 Hindi) who are well conversant with computers. Six required for English data entry need to be essentially well trained in MS Word language. Two Hindi Data Entry Operators need to be well trained in using 'Akshar' software. The requirement of TKDL, CSIR may further increase or decrease during the initial period of contract also; (ii) six skilled Data scanning personnel who can use the flat bed scanners/document scanners; (iii) 2 skilled Stenographic-cum-Office Assistants having stenographic speed of 100 words per minute and typing speed of 40 words per minute; (iv) three Account Assistants; (v) three Administrative Assistants, (vi) Four DG set operators for DG sets and (vii) 11 Helpers (9 males and 2 women) in TKDL and (viii) 2 Audio Visual Operators with some basic knowledge of Computer Operations in HRDC, (ix) 1 Bus Helper/Cleaner In HRDC.
4. The tenders have been invited 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 Bids for Providing Data Entry Operators, Data Scanning personnel, Stenographic and Office Assistants, Accounts Assistants, Administrative Assistants, DG set Operators, and Helpers in respect of TKDL, Audio Visual Operators and Bus Helper in respect of HRDC**" and "**Financial Bids for Providing Data Entry Operators, Data Scanning personnel, Stenographic and Office Assistants, Accounts Assistants, Administrative Assistants, DG set Operators and Helpers in respect of TKDL Unit, Audio Visual Operators and Bus Helpers in respect of HRDC**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing Data Entry Operators, Data Scanning personnel, Stenographic and Office Assistants, Accounts Assistants, Administrative Assistants, DG set Operators and Helpers to TKDL Unit, CSIR and Audio Visual operators and Bus Helpers to CSIR-HRDC, Ghaziabad**".
5. The Bids shall be opened on the scheduled date and time (at **03:30 PM on 15.04.2014**), in the Office of Controller of Administration, HRDC (CSIR), Kamla Nehru Nagar, Ghaziabad in the presence of the representatives of the Companies, Firms / Agencies, if any, who wish to be present on the spot at that time.
6. The competent authority of CSIR reserves the right to annul any or all bids without assigning any reason.
7. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**

TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY / FIRM / AGENCY

1. The tendering manpower Company / Firm / Agency should fulfill the following technical specifications:
 - (a) The Registered Office or one of the Branch Office's of the manpower Company / Firm / Agency should be located either in Delhi / New Delhi or in any of the Satellite Towns of Delhi;
 - (b) The manpower Company / Firm / Agency should be registered with the appropriate registration authority;
 - (c) The Company / Firm / Agency should have at least three years experience in providing manpower to Public Sector undertaking Companies / Banks and Government Departments etc;
 - (d) The Company / Firm / Agency should have its own Bank Account;
 - (e) The Company / Firm / Agency should be registered with Income Tax and Service Tax departments;
 - (f) The Company / Firm / Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - (g) The Company/Firm/Agency should have a minimum financial turnover of Rs.2 crores per annum

TECHNICAL REQUIREMENTS FOR THE FOLLOWING MANPOWER TO BE DEPLOYED AT TKDL BY THE SUCCESSFUL COMPANY / FIRM / AGENCY IN TRADITIONAL KNOWLEDGE DIGITAL LIBRARY (TKDL)

DATA ENTRY OPERATORS

1. S / he should be at least 12th pass with minimum working proficiency in English.
2. S / he should be below 30 years of age;
3. S / he should have Typing speed of 40 words per minute in English (or 30 words per minute in Hindi);
4. S / he should be conversant with the working of the computers and should necessarily have knowledge of MS Word (or `Akshar`)
5. S / he should have Character certificates from two Group "A" or Class –I Gazetted Officers of the Central Government / State Government;
6. His / her antecedents should have been got verified by the agency from the local police authorities.

DATA SCANNING PERSONNEL

1. S / he should be at least 12th pass and below 30 years of age;
2. S / he should be able to use the flat bed scanners/document scanners);
3. S / he should be conversant with the working of the computers
4. S / he should have Character certificates from two Group "A" or Class –I Gazetted Officers of the Central Government / State Government;
5. His / her antecedents should have been got verified by the agency from the local police authorities.

STENOGRAPHIC CUM OFFICE ASSISTANTS

1. S / he should be at least Graduate with minimum working proficiency in English.
2. S / he should be below 30 years of age;
3. S / he should have a typing speed of 40 words per minute, and a stenographic speed of 100 words per minute;
4. S / he should be conversant with the working of the computers and should necessarily have knowledge of MS Word.
5. S / he should have Character certificates from two Group “A” or Class –I Gazetted Officers of the Central Government / State Government;
6. His / her antecedents should have been got verified by the agency from the local police authorities.

ACCOUNTS ASSISTANT

S / he should be at least B. Com (Pass/Hons.) with minimum working proficiency in English.

1. S / he should be below 30 years of age;
2. S / he should have Character certificates from two Group “A” or Class –I Gazetted Officers of the Central Government / State Government;
3. His / her antecedents should have been got verified by the agency from the local police authorities.

ADMINISTRATIVE ASSISTANT

S / he should be at least graduate, with minimum working proficiency in English;

1. S / he should be below 30 years of age;
2. S / he should have Character certificates from two Group “A” or Class –I Gazetted Officers of the Central Government / State Government;
3. His / her antecedents should have been got verified by the agency from the local police authorities.

DG SET OPERATORS

S / he should be at least 12th pass and below 30 years of age;

1. S / he should be able to operate at least 15 KVA DG set in shift duty hours i.e. from 4:00 pm to 12:00 am (mid night) and from 12.00 am (mid night) to 8.00 am and from 8:00 am to 04:00 pm.

HELPERS

S / he should be able to read English and Hindi and below 35 years of age;

1. S / he should have Character certificates from two Group “A” or Class –I Gazetted Officers of the Central Government / State Government;
2. His / her antecedents should have been got verified by the agency from the local police authorities.

TECHNICAL REQUIREMENTS FOR THE FOLLOWING MANPOWER TO BE DEPLOYED AT HRDC BY THE SUCCESSFUL COMPANY/FIRM / AGENCY IN HUMAN RESOURCE DEVELOPMENT CENTRE, GHAZIABAD

BUS HELPER/CLEANER

1. S / he should be able to read English and Hindi and below 35 years of age;
2. S / he should have Character certificates from two Group “A” or Class –I Gazetted Officers of the Central Government / State Government;
3. His / her antecedents should have been got verified by the agency from the local police authorities.

AUDIO VISUAL OPERATORS PERSONNEL

1. S / he should be at least middle class pass (ITI person shall be preferred) and below 30 years of age;
2. S / he should be conversant with the working of the computers
3. S / he should have Character certificates from two Group “A” or Class –I Gazetted Officers of the Central Government / State Government;
4. His / her antecedents should have been got verified by the agency from the local police authorities.

APPLICATION - TECHNICAL BID

1. For Providing Data Entry Operators, Data Scanning personnel, Stenographic cum Office Assistants, Accounts Assistants, Administrative Assistants, DG set Operators and Helpers in respect of TRADITIONAL KNOWLEDGE DIGITAL LIBRARY (TKDL) and Audio Visual operators and bus helper in respect of HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC).

2. Name of Tendering Company/ : _____

Firm / Agency

(Attach certificate of registration)

3. Name of proprietor / Director : _____

of Company / Firm / agency _____

4. Full Address of Reg. Office : _____

Telephone No. : _____

FAX No. : _____

E-Mail Address : _____

5. Full address of Operating

/ Branch Office : _____

Telephone No. : _____

FAX No. : _____

E-Mail Address : _____

6. Banker of Company / Firm / agency with full address : _____

(Attach certified copy of statement of A/c for the last three years)

Telephone Number : _____

Of Banker

7. PAN / GIR No. : _____

(Attach attested copy)

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 tendering **Company / Firm / Agency** for the last 3 Financial Years:

(Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2010-11		
2011-12		
2012-13		

12. Give details of the major similar contracts handled by the tendering Company / Firm / Agency during the last three years in the following format:

S.No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. Lacs)	Duration of Contract	
			From	To
1.				
2.				
3.				

(if the space provided is insufficient, a separate sheet may be attached)

13. EMD of Rs. **1,12,000/- (Rupees One Lakh Twelve Thousand Only)** enclosed vide Demand Draft No. _____ dated _____.

14. Additional information, if any

(Attach separate sheet, if required)

Signature of authorized person

Date:

Name:

Place:

Seal :

APPLICATION – FINANCIAL BID

(Quote separately for Data Entry Operators, Data Scanning personnel, Stenographic and Office Assistants, Accounts Assistants, Administrative Assistants, DG Set Operators, Audio Visual Operators, Bus Helper/Cleaner and Helpers

1. **For Providing services to TRADITIONAL KNOWLEDGE DIGITAL LIBRARY (TKDL) and HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC).**
 2. Name of tendering Company / Firm / Agency:
 3. Details of Earnest Money Deposit : **Rs.1,12,000/- (Rupees One lakh Twelve thousand Only)** (as enclosed with the Technical Bid)
D.D. / P.O. No. & Date : _____
Drawn on Bank : _____
 4. Rates are to be quoted in accordance with the Minimum Wages Act, 1948 as applicable in the NCT of Delhi for **clerical and Non-Technical Supervisory Staff who are matriculates but not Graduates (for Data Scanning Personnel) and also for Staff that are Graduates separately.**
- (a) **Rate per person / per month for Staff who are matriculates but not Graduates** (six days working; 8 hours excluding ½ hr. lunch) is **Rs. _____ (Rupees _____)** (inclusive of all statutory liabilities, taxes, levies, Cess etc.) **with following break-up:**

S.No.	Component of Rate	Amount (Rs.)
1.	Daily Wage Rate to be calculated for the month (as per MWA, 1948)	Rs.
2.	Employees Provident Fund @ % of 1 above	Rs.
3.	Employees State Insurance @ % of 1 above	Rs.
4.	Service Tax Liability @ % of	Rs.
5.	Any other liability (Pl. indicate)	Rs.
6.	Service Charge	Rs.
Total (Column 1 to 6)		Rs.

(b) **Rate per person / per month for DG set (shift) operators who are matriculates but not Graduates** (six days working; 8 hours excluding ½ hr. lunch) is **Rs. _____ (Rupees _____)** (inclusive of all statutory liabilities, taxes, levies, Cess etc.) **with following break-up:**

S.No.	Component of Rate	Amount (Rs.)
1.	Daily Wage Rate to be calculated for the month (as per MWA, 1948)	Rs.
2.	Employees Provident Fund @ % of 1 above	Rs.
3.	Employees State Insurance @ % of 1 above	Rs.
4.	Service Tax Liability @ % of	Rs.
5.	Any other liability (Pl. indicate)	Rs.
6.	Service Charge	Rs.
Total (Column 1 to 6)		Rs.

(c) **Rate per person / per month for Staff that are Graduate**(six days working; 8 hours excluding ½ hr. lunch) is **Rs. _____ (Rupees _____)** (inclusive of all statutory liabilities, taxes, levies, Cess etc.) **with following break-up:**

S.No.	Component of Rate	Amount (Rs.)
1.	Daily Wage Rate to be calculated for the month (as per MWA, 1948)	Rs.
2.	Employees Provident Fund @ % of 1 above	Rs.
3.	Employees State Insurance @ % of 1 above	Rs.
4.	Service Tax Liability @ % of	Rs.
5.	Any other liability (Pl. indicate)	Rs.
6.	Service Charge	Rs.
Total (Column 1 to 6)		Rs.

(d) Extra wages / hour

	Data Entry Operator	Data Scanning personnel	Stenographic & office Assistant	Accounts Assistant	Admin Assistant	DG set operators	helpers	Audio Visual Operators	Bus Helper/ Cleaner
Extra wage Rate per person / hour (Rs.)									

Signature of authorized person

Date:

Full Name:

Place:

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 the number of days the person worked by each manpower.

TERMS AND CONDITIONS

General

1. The contract shall be for two year period from the date of award unless it is curtailed or terminated by TKDL/HRDC owing to deficiency of service, sub-standard quality of personnel deployed, breach of contract, reduction or cessation of the work requirements etc.
2. The contract shall automatically expire at the end of two years, unless extended further by the mutual consent of contracting agency and TKDL/HRDC (CSIR).
3. The contract may be extended, on the same terms and conditions or with some addition / deletion / modification, for a further specific period mutually agreed upon by the successful service providing Company / Firm / Agency and TKDL/HRDC (CSIR).
4. The contracting Company / Firm / Agency 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 TKDL/HRDC (CSIR).
5. TKDL at present, has requirement of: (i) 8 skilled Data Entry Operators (6 English and 2 Hindi); (ii) six skilled Data scanning personnel; (iii) two skilled Stenographic cum Office Assistants; (iv) three Accounts Assistants; (v) three Administrative Assistants, (vi) Four DG set Operators, (vii) 11 Helpers (9 males and 2 women),for TKDL and HRDC has requirement of (viii) 2 Audio Visual operators and (ix) 1 Bus Helper. The above requirements of the TKDL Unit and HRDC, Ghaziabad may further increase or decrease during the period of initial contract also and the tenderer would have to provide additional personnel, if required on the same terms and conditions.
6. The tenderer will be bound by the details furnished by him / her to TKDL/HRDC, 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.
8. TKDL/HRDC (CSIR) reserves right to terminate the contract during initial period also after giving a week's notice to the contracting agency.
9. Technical bid and financial bid including all the documents submitted should be signed by the agency. In case of unsigned tender bids & documents the bid will be rejected summarily.
10. The interested Companies/Firms/Agencies may submit the duly completed Tender Forms along with EMD of Rs. **1,12,000/- (Rupees One Lakh Twelve Thousand Only)** in form of Demand Draft from a nationalized bank drawn in favor of HRDC, Ghaziabad with required documents on or before **15.05.2014** by 02.00 PM. in the office of Controller of Administration, HRDC, Ghaziabad. **failing which the tender shall be rejected summarily.**
11. The successful tenderer will have to deposit a Performance Security Deposit of **Rs. 2,80,000/- (Rupees Two lakh Eighty Thousand Only)** in the form of Fixed Deposit Receipt (FDR) / Bank Guarantee made in the name of the Company / Firm / Agency **but hypothecated to HRDC, Ghaziabad**, covering one month period beyond contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.

12. The tendering Companies / Firms / Agencies are required to enclose photocopies of the following documents (duly attested by Group “A” Gazetted Officers of the Government of India or Class – I Officers of the State Governments), along with the Technical Bid.
 - a. Registration certificate;
 - 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 of 3 years from Govt./PSU’s/Autonomous Bodies.

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 tendering agency must have minimum of 3 years experience of same type of work from any Govt./PSU’s/ Autonomous Bodies.

15. In case the last date of submission of tender document happens to be a Gazetted Holiday, the date will be automatically shifted to the next working day.

LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

1. The contracting agency shall ensure that the individual personnel deployed in the TKDL/HRDC (CSIR) conform to the technical specifications of age, educational and skill qualifications prescribed at page Nos.5-7 of the Tender Document.
2. TKDL Unit operates on six days (i.e. Monday to Saturday) in a week from 10.00 am. to 05:00 pm. with a lunch break of ½ hour from 01:00 pm. to 01:30 pm and HRDC operates on five days (i.e. Monday to Friday) in a week from 09.00 am to 05:30 pm with a lunch break of ½ hour from 01:00 pm to 01:30 pm Besides this, CSIR also observes the Gazetted holidays notified by the Government of India from time to time. The personnel deployed, however, may be required to attend the office in emergencies for which S / he will be paid as per agreed rates. The extra wage rate is required to be given by the tenderer on per person/ per hour basis.
3. The contracting Company / Firm / Agency shall furnish the following documents in respect of the individual Data Entry Operators who will be deployed by it in TKDL/HRDC(CSIR) before the commencement of work:
 - a. List of persons deployed;
 - b. Bio-data of the persons.
 - c. Attested copy of matriculation certificate containing date of birth;
 - d. Character certificate from two Group “A” or Class-I officers of the Central / State Government;
 - e. Certificate of verification of antecedents of persons by local police authority.
4. In case, the person employed by the successful Company / Firm / Agency commits any act of omission / Commission that amounts to misconduct / indiscipline / incompetence, the successful Company / Firm / Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by TKDL/HRDC (CSIR).
5. The tendering Company / Firm / Agency shall replace immediately any of its personnel who is found unacceptable to TKDL/HRDC (CSIR) because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from TKDL/HRDC (CSIR).
6. The person deployed shall be required to report for and leave from work at the prescribed timings as mentioned in para 2 above. In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted.
7. The agency shall depute a co-ordinator who would be responsible for immediate interaction with TKDL/HRDC (CSIR) so that optimal services of the persons deployed by the agency could be availed without any disruption.
8. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his / her personal reasons. **The delay by the Agency in providing a substitute beyond three working days shall attract a pre-estimated agreed liquidated damages @ Rs.100 per day per person on the service providing agency.**
9. It will be the responsibilities of the service providing agencies to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in TKDL/HRDC (CSIR).
10. For all intents and purposes, the service providing agency shall be the “Employer” within the meaning of different Labour Legislations in respect of personnel so employed and deployed in CSIR. **The persons deployed by the agency in TKDL/HRDC (CSIR) shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against TKDL/HRDC (CSIR).**

11. The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. CSIR shall, in no way, be responsible for settlement of such issues whatsoever.
12. CSIR shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
13. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of TKDL/HRDC (CSIR) 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 providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in TKDL/HRDC (CSIR).

LEGAL

1. The tendering agency 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 TKDL/HRDC (CSIR).
2. Tendering agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to TKDL/HRDC-CSIR to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
3. The tendering agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of TKDL/HRDC (CSIR) or any other authority under Law.
4. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax department, as amended from time to time and a certificate to this effect shall be provided to the agency by TKDL/HRDC (CSIR).
5. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof TKDL/HRDC (CSIR) is put to any loss / obligation, monetary or otherwise, TKDL/HRDC (CSIR) will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

FINANCIAL

1. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs **1,12,000/- (Rupees One Lakh Twelve Thousand Only)** in the form of Demand Draft / Pay Order drawn in favor of HRDC, Ghaziabad **failing which the tender shall be rejected out rightly.**
2. The EMD 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 may be adjusted towards the Performance Security Deposit on request of the tenderer. **Further, if the agency fails to deploy the number of personnel as required against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.**
3. Financial bids of the tenderers will be compared as per the table annexed (Annex. 1).
4. The successful tenderer will have to deposit a security amount of Rs. **2,80,000/- (Rupees Two lakh Eighty Thousand Only)** in the form of Bank Guarantee/Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the HRDC, Ghaziabad, covering one month period beyond the period of contract.. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
5. 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 TKDL/HRDC (CSIR) besides annulment of the contract.
6. The agency shall raise the bill, in triplicate, along with attendance sheet duly verified by concerned officer in respect of the persons deployed and submit the same to Project Leader for TKDL and in COA Office for HRDC 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.
7. 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 TKDL/HRDC (CSIR).
8. The amount of pre-estimated agreed liquidated damages calculated @ Rs.100 per day per person 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 providing Company / Firm / Agency in the following month.
9. Performance security will be returned to the firm within one month of the expiry of contract.
10. The competent authority of TKDL/HRDC (CSIR) reserves the right to any or all of bids without assigning any reason.

Controller of Administration

ORDER FOR 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 filed 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 document in support of financial turnover of the agency.
10. Certified documents in support of entries in column 12 of Technical Bid application;
11. Certified Experience certificate of 3 years from Govt./PSU's/Autonomous Bodies.
12. **Copy of the terms and conditions at pages 14-19 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 BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF THE PERSONNEL

1. List of personnel shortlisted by agency for each of the category of support staff deployed in TKDL containing full details i.e. date of birth, marital status, address etc.
2. Bio-data of all persons.
3. Character certificates from two Group “A” / Class – I Gazetted Officers of the Central / State Government in respect of all persons;
4. Certificate of verification of antecedents of all persons by local police authority.

Emoluments per month for different categories

Category	Nos.	Rate per person/month	Total Monthly Emoluments	Extra wage Rates per person/hour
(1)	(2)	(3)	(4=2x3)	(5)
Data Entry Operator	8			
Data Scanning personnel	6			
Stenographic-cum-Office Assistant	2			
Account Assistant	3			
Administrative Assistant	3			
DG set Operator	4			
Audio Visual operators(HRDC)	2			
Bus Helper/Cleaner(HRDC)	1			
Helper	11			
Total	40			

N.B. Minimum quoted bid would be as per the minimum of total under column 4.

Undertaking

I/We the undersigned being tenderer as mentioned above, hereby apply to the CSIR-HRDC (Ghaziabad) for providing Outsourced Manpower Services for TKDL Unit and HRDC, Ghaziabad as described above in accordance with the terms & conditions of the Tender. I/We have read and understood the terms & conditions of the tender and hereby unequivocally accept the same. The terms and conditions of the Tender & N.I.T. are also signed and being submitted with the tender form.

Signature of the Tenderer with seal of firm.

(MANDATE FORM)

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) / RETAIL TIME
GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS

A. Details of account holder

1. Name of account holder :

Telephone Number :

E-mail :

B. Bank Accounts Details :

a. Bank's name :

b. Branch name :

c. Telephone No. :

d. E-mail :

Whether the branch is computerized :

Whether the branch is RTGS :

IFC Code :

Is the branch NEFT enables :

Type of account :

Account No :

MICR Code :

We declare that the particulars given above are correct and complete. If the transaction is delayed are not affected at all for reasons of incomplete or incorrect information, we would not hold the user institution responsible. We have read the option invitation letter and agree to discharge responsibility expected of us as a participant under the scheme.

Name (in capital) of firm
Authorised signatory
Official rubber stamp

Note:

1. Bank details are to be certified by the bankers. Such confirmation shall be duly signed by the banker