

No.A-12024/01/2007-Estt.-I(Part)
Government of India
Ministry of Rural Development

Krishi Bhavan, New Delhi,
Dated the .

To,

Subject : Quotation for award of contract for providing skilled manpower for a period of one year – regarding.

Sir,

I am directed to state that this Ministry is interested in having a contractual arrangement with a suitable placement agency for providing the services of **Data Entry Operators** on contract basis for day-to-day official work. The details of such engagement and the general terms and conditions are as under:-

Sl No.	Name of the Post/No. of Posts	Educational Qualification	Skill Qualification
01.	Data Entry Operators No. of Posts : 22	Graduation	Proficiency in Data Entry Work/ Working knowledge of Computer/MS Windows/knowledge of various operating system like MS Word/Excel/access/powerpoint etc.; Knowledge of typing (English) with a speed of 30 w.p.m or more; Knowledge of Stenography with a speed of 80 w.p.m or more (desirable).

2. Age: Not exceeding 30 years. The age limit shall be relaxable upto the period of their experience in respect of those persons who have work experience in the secretariat.

3. Period : Approximately for One year.

4. Security considerations:

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.

5. Period within which the manpower is to be supplied:
Within 15 days of award of contract.

6. Terms and Conditions:
As at **Annexure-I.**

Contd.....2/-

7. The tenderer will fill up the technical information in the **Annexure-II** and financial information in **Annexure-III** shall consist of rates inclusive of all charges/service tax etc., based on minimum wages payable to skilled worker under the Minimum Wages Act as notified by Govt. of NCT of Delhi and the revision in the same subsequently shall be applicable as and when the Govt. of NCT of Delhi notifies any change in such rules. It will be responsibility of the tenderer (in the event of contract being awarded to him/her) that he intimates such changes to the Ministry for necessary action. Both the Annexure may be put in a separate cover while submitting the proposal to this Department. The blank quotation shall be superscripted as "Quotation for providing _____". The quotation should be accompanied by an Earnest Money Deposit of Rs. 10,000/- (Rupees Ten thousand Only) in the form of Bank Draft payable to the Pay & Accounts Officer, Ministry of Rural Development, New Delhi. The tender received without EMD will be rejected summarily. The EMD is returnable to the bidders after award of the contract. The successful tenderer will have to submit Performance Security Equivalent to 10% of the amount payable per month which will be forfeited in case the supply of manpower is delayed beyond the stipulated period indicated at Para 5 above and his/her performance is found not satisfactorily during the period of currency of the Agreement or frequent absence from duty/misconduct on the part of manpower supplied by the agency. The amount will be payable through Bank Draft/Bank Guarantee/Fixed Deposit Receipts drawn in favour of Pay & Accounts Officer, Ministry of Rural Development, Krishi Bhavan, New Delhi. The validity of the Bank Draft shall be upto 60 Days after the period of contract.

8. The successful tenderer will have to enter into an Agreement with the Ministry, a copy of which is available in the Ministry's website "rural.nic.in".

9. You are therefore, requested to quote your rates in the proforma as per Annexure-III to this letter. The quotation must reach in a sealed cover to the Section Officer (Estt.-I), Room No.452, Krishi Bhavan, New Delhi latest by **05.10.2009** (Monday) positively. The bids will be opened on the **same day** at **16.00 Hrs** in the room of the undersigned in the presence of the representative of the firms.

10. The decision of this Ministry to reject/accept any technical/financial bid shall be final and no grievance will be entertained in this regard.

11. If at any stage of the processing of the bidding/finalization of the Contract, during the period of implementation of the Contract or even after expiry of the terms or termination of the Contract it is found that the concerned Agency/Tenderer has/had furnished false information/document(s) or withheld some vital information/document(s) or the services of the personnel(s) have not been provided to the utmost satisfaction of this Ministry and as per relevant statutory provisions, the contract will be cancelled and/or the concerned authority shall be requested to take necessary penal action against the Agency/tenderer as per relevant/statutory instructions/orders.

Yours faithfully,

(S.S. PRASAD)

Under Secretary to the Govt. of India
Tele: 23070978

Encl.: As above.

Copy to:

NIC (RD) alongwith enclosures to put on website of the Ministry.

TECHNICAL BID

Technical Bid should indicate the following information in brief along with the self attested photocopies of these documents (preferably a to c, f and i):-

- (a) Profile of the Company;
- (b) Proof of Incorporation/inception of the Agency
- (c) Registration for manpower supply
- (d) PF Registration details (if any)
- (e) ESI Registration details (if any)
- (f) PAN Number
- (g) Service Tax registration number (if any)
- (h) Details of Registration with the Labour Commissioner (if any)
- (i) Any other relevant information

NOTE : The above information/documents should not be more than one page in each case.

Name and Signature of the authorized person
of the firm alongwith the Seal

FINANCIAL BID

To,

Under Secretary (Administration)
Department of Rural Development
Room No. 378-A, Krishi Bhavan,
New Delhi.

Sub: Quotation for award of contract for providing 22 Data Entry Operators for a period of one year – regarding.

Sir,

With reference to your letter No. _____ dated _____ 2009 on the subject mentioned above I/We quote the rate for above mentioned work as under:-

Sl. No.	Particulars	Rate per month	
		(Rs. In figures)	Rs. In words
01	Rate per person inclusive of all charges, Statutory payments, service tax etc.		
02.*	Actual wages proposed for payment to outsourced persons per month.(minimum of which should not be less than those prescribed by the Govt. of NCT of Delhi as per extant notification)		

*** This column is mandatory failing which Financial Bid is liable to be rejected. Besides a copy of the extant notification of Govt. of NCT of Delhi should also be attached.**

I/We accept all the terms and conditions of your letter referred to above.

Yours faithfully,

(Authorised signatory)

TERMS AND CONDITIONS

- (1) The Ministry may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or may not conduct himself/herself properly and service provider shall forthwith comply with such requirements.
- (2) The service provider has to provide the 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.
- (3) All services shall be performed by persons qualified and skilled in performing such services.
- (4) The Service provider shall replace immediately any of its personnel (if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct) upon receiving written notice from office.
- (5) 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.
- (6) The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- (7) The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
- (8) 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 all are of confidential/secret nature.
- (9) The service provider's person shall not claim any benefit/compensation/absorption/regularization of services with office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
- (10) The person deployed shall not claim any Master & Servant relationship against this office.
- (11) The service provider shall ensure deployment of suitable persons from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
- (12) The character and antecedents of each personnel of the service provider will be got verified by the service provider through Police/District Authorities before their deployment and a certification to this effect submitted to the Ministry.

(13) The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

(14) The service provider shall engage the necessary person as required by our office 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 every month. There is no Master & Servant relationship between the employees of the service provider and the Purchaser (Office). Further, the said person of the service provider shall not claim any absorption.

(15) The transportation, food, medical and other statutory requirement in respect of each personnel of the service provider will be the responsibility of the service provider.

(16) Working hours would be normally 8 ½ hours per day including half hour lunch break between 9.00 A.M. to 5.30 P.M. during working days. However, the concerned person may have to work beyond office hours if, there is any urgency. The personnel may also be called on Saturday, Sunday and other Gazetted holidays, if required. They may be paid extra as per the rates approved by the office.

(17) The service provider will submit the bill in triplicate in the 2nd week of succeeding the month. Thereafter, the payment will be released by the 1st week of the following month.

(18) The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.

(19) The service provider shall provide a substitute well in advance if there is any probability of the 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.

(20) The Service Provider shall be responsible for contributions towards Provident Fund, Employees State Insurance and other statutory payments/liabilities etc., wherever applicable.

(21) Payments to the service provider would be strictly on certification by the officer, with whom the concerned person is attached, that his services were satisfactory and attendance as per the bill preferred by the service provider. The Agency's workers will work under the overall supervision and direction of the authorized Officer of the Department.

(22) The service provider shall be contactable at all times and message sent by e-mail/Fax/Special Messenger from Ministry to the service provider shall be acknowledged immediately on receipt on the same day.

(23) The agency should be registered as and when required with the concerned Govt. Authorities, i.e., Labour Commissioner, Provident Fund Authorities, Employees' State Insurance Corporation, authority concerned with the Service Tax etc., and a copy of the registration should be submitted. The service provider shall be responsible for deposition of payment of contribution made towards Provident Fund, Employee State Insurance, Service Tax etc. and bear all other similar financial and statutory liabilities as per provisions of EPF Act, ESIC Act, Minimum Wages Act, Contract Labour (Regulation and Abolition) Act etc. as and when required, in respect of all outsourced personnel wherever applicable and provide

copies of receipt/challan of deduction/amount deducted deposited with concerned authorities.

(24) The Agency should submit its PAN and Sales Tax registration Numbers, other registration numbers etc.

(25) Escalation clause shall not be accepted on any grounds during the period the contract is in force except whenever the same is required to be allowed keeping in view the revision of rate of minimum wages (in compliance with the provisions of Minimum Wages Act) as notified by the Govt. of NCT of Delhi from time to time.

(26) The award of the Contract will be subject to the fulfillment of the conditions laid down in Rules 157, 158 and 160 of GFR, 2005 as amended from time to time.

(27) Any dispute arising out of the contract will be settled within the jurisdiction of Delhi Courts.

* * * * *

No.A-12024/01/2007-Estt.-I(Part)
Government of India
Ministry of Rural Development

Krishi Bhavan, New Delhi,
Dated the .

To,

Subject : Quotation for award of contract for providing skilled manpower for a period of one year – regarding.

Sir,

I am directed to state that this Ministry is interested in having a contractual arrangement with a suitable placement agency for providing the services of **Messengers** on contract basis for day-to-day official work. The details of such engagement and the general terms and conditions are as under:-

Sl No.	Name of the Post/No. of Posts	Educational Qualification	Skill Qualification
01.	Messengers No. of Posts : 20	VIIIth Standard; Should be able to read Hindi & English; Should be young and active with good health.	Should know cycle riding.

2. Age: Not exceeding 30 years. The age limit shall be relaxable upto the period of their experience in respect of those persons who have work experience in the secretariat.

3. Period : Approximately for One year.

4. Security considerations:

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.

5. Period within which the manpower is to be supplied:
Within 15 days of award of contract.

6. Terms and Conditions:
As at **Annexure-I**.

Contd.....2/-

7. The tenderer will fill up the technical information in the **Annexure-II** and financial information in **Annexure-III** shall consist of rates inclusive of all charges/service tax etc., based on minimum wages payable to skilled worker under the Minimum Wages Act as notified by Govt. of NCT of Delhi and the revision in the same subsequently shall be applicable as and when the Govt. of NCT of Delhi notifies any change in such rules. It will be responsibility of the tenderer (in the event of contract being awarded to him/her) that he intimates such changes to the Ministry for necessary action. Both the Annexures may be put in a separate cover while submitting the proposal to this Department. The blank quotation shall be superscripted as "Quotation for providing _____". The quotation should be accompanied by an Earnest Money Deposit of Rs. 10,000/- (Rupees Ten thousand Only) in the form of Bank Draft payable to the Pay & Accounts Officer, Ministry of Rural Development, New Delhi. The tender received without EMD will be rejected summarily. The EMD is returnable to the bidders after award of the contract. The successful tenderer will have to submit Performance Security Equivalent to 10% of the amount payable per month which will be forfeited in case the supply of manpower is delayed beyond the stipulated period indicated at Para 5 above and his/her performance is found not satisfactorily during the period of currency of the Agreement or frequent absence from duty/misconduct on the part of manpower supplied by the agency. The amount will be payable through Bank Draft/Bank Guarantee/Fixed Deposit Receipts drawn in favour of Pay & Accounts Officer, Ministry of Rural Development, Krishi Bhavan, New Delhi. The validity of the Bank Draft shall be upto 60 Days after the period of contract.

8. The successful tenderer will have to enter into an Agreement with the Ministry, a copy of which is available in the Ministry's website "rural.nic.in".

9. You are therefore, requested to quote your rates in the proforma as per Annexure-III to this letter. The quotation must reach in a sealed cover to the Section Officer (Estt.-I), Room No.452, Krishi Bhavan, New Delhi latest by **05.10.2009** (Monday) positively. The bids will be opened on the **same day** at **16.00 Hrs** in the room of the undersigned in the presence of the representative of the firms.

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11. If at any stage of the processing of the bidding/finalization of the Contract, during the period of implementation of the Contract or even after expiry of the terms or termination of the Contract it is found that the concerned Agency/Tenderer has/had furnished false information/document(s) or withheld some vital information/document(s) or the services of the personnel(s) have not been provided to the utmost satisfaction of this Ministry and as per relevant statutory provisions, the contract will be cancelled and/or the concerned authority shall be requested to take necessary penal action against the Agency/tenderer as per relevant/statutory instructions/orders.

Yours faithfully,

(S.S. PRASAD)

Under Secretary to the Govt. of India

Tele: 23070978

Encl.: As above.

Copy to:

NIC (RD) alongwith enclosures to put on website of the Ministry.

Annexure-II

TECHNICAL BID

Technical Bid should indicate the following information in brief along with the self attested photocopies of these documents (preferably a to c, f and i):-

- (a) Profile of the Company;
- (b) Proof of Incorporation/inception of the Agency
- (c) Registration for manpower supply
- (d) PF Registration details (if any)
- (e) ESI Registration details (if any)
- (f) PAN Number
- (g) Service Tax registration number (if any)
- (h) Details of Registration with the Labour Commissioner (if any)
- (i) Any other relevant information

NOTE : The above information/documents should not be more than one page in each case.

Name and Signature of the authorized person
of the firm alongwith the Seal

FINANCIAL BID

To,

Under Secretary (Administration)
Department of Rural Development
Room No. 378, Krishi Bhavan,
New Delhi.

Sub: Quotation for award of contract for providing 20 Messengers for a period of one year – regarding.

Sir,

With reference to your letter No. _____ dated _____ 2009 on the subject mentioned above I/We quote the rate for above mentioned work as under:-

Sl. No.	Particulars	Rate per month	
		(Rs. In figures)	Rs. In words
01	Rate per person inclusive of all charges, Statutory payments, service tax etc.		
02.*	Actual wages proposed for payment to outsourced persons per month.(minimum of which should not be less than those prescribed by the Govt. of NCT of Delhi as per extant notification)		

*** This column is mandatory failing which Financial Bid is liable to be rejected. Besides a copy of the extant notification of Govt. of NCT of Delhi should also be attached.**

I/We accept all the terms and conditions of your letter referred to above.

Yours faithfully,

(Authorised signatory)

TERMS AND CONDITIONS

- (1) The Ministry may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or may not conduct himself/herself properly and service provider shall forthwith comply with such requirements.
- (2) The service provider has to provide the 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.
- (3) All services shall be performed by persons qualified and skilled in performing such services.
- (4) The Service provider shall replace immediately any of its personnel (if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct) upon receiving written notice from office.
- (5) 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.
- (6) The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- (7) The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
- (8) 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 all are of confidential/secret nature.
- (9) The service provider's person shall not claim any benefit/compensation/absorption/regularization of services with office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
- (10) The person deployed shall not claim any Master & Servant relationship against this office.
- (11) The service provider shall ensure deployment of suitable persons from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
- (12) The character and antecedents of each personnel of the service provider will be got verified by the service provider through Police/District Authorities before their deployment and a certification to this effect submitted to the Ministry.

- (13) The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
- (14) The service provider shall engage the necessary person as required by our office 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 every month. There is no Master & Servant relationship between the employees of the service provider and the Purchaser (Office). Further, the said person of the service provider shall not claim any absorption.
- (15) The transportation, food, medical and other statutory requirement in respect of each personnel of the service provider will be the responsibility of the service provider.
- (16) Working hours would be normally 8 ½ hours per day including half hour lunch break between 9.00 A.M. to 5.30 P.M. during working days. However, the concerned person may have to work beyond office hours if, there is any urgency. The personnel may also be called on Saturday, Sunday and other Gazetted holidays, if required. They may be paid extra as per the rates approved by the office.
- (17) The service provider will submit the bill in triplicate in the 2nd week of succeeding the month. Thereafter, the payment will be released by the 1st week of the following month.
- (18) The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.
- (19) The service provider shall provide a substitute well in advance if there is any probability of the 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.
- (20) The Service Provider shall be responsible for contributions towards Provident Fund, Employees State Insurance and other statutory payments/liabilities etc., wherever applicable.
- (21) Payments to the service provider would be strictly on certification by the officer, with whom the concerned person is attached, that his services were satisfactory and attendance as per the bill preferred by the service provider. The Agency's workers will work under the overall supervision and direction of the authorized Officer of the Department.
- (22) The service provider shall be contactable at all times and message sent by e-mail/Fax/Special Messenger from Ministry to the service provider shall be acknowledged immediately on receipt on the same day.
- (23) The agency should be registered as and when required with the concerned Govt. Authorities, i.e., Labour Commissioner, Provident Fund Authorities, Employees' State Insurance Corporation, authority concerned with the Service Tax etc., and a copy of the registration should be submitted. The service provider shall be responsible for deposition of payment of contribution made towards Provident Fund, Employee State Insurance, Service Tax etc. and bear all other similar financial and statutory liabilities as per provisions of EPF Act, ESIC Act, Minimum Wages Act, Contract Labour (Regulation and Abolition) Act etc. as and when required, in respect of all outsourced personnel wherever applicable and provide copies of receipt/challan of deduction/amount deducted deposited with concerned authorities.

(24) The Agency should submit its PAN and Sales Tax registration Numbers, other registration numbers etc.

(25) Escalation clause shall not be accepted on any grounds during the period the contract is in force except whenever the same is required to be allowed keeping in view the revision of rate of minimum wages (in compliance with the provisions of Minimum Wages Act) as notified by the Govt. of NCT of Delhi from time to time.

(26) The award of the Contract will be subject to the fulfillment of the conditions laid down in Rules 157, 158 and 160 of GFR, 2005 as amended from time to time.

(27) Any dispute arising out of the contract will be settled within the jurisdiction of Delhi Courts.

* * * * *

No.A-12024/01/2007-Estt.-I (Part)
Government of India
Ministry of Rural Development

Krishi Bhavan, New Delhi,
Dated the .

To,

Subject : Quotation for award of contract for providing skilled manpower for a period of one year – regarding.

Sir,

I am directed to state that this Ministry is interested in having a contractual arrangement with a suitable placement agency for providing the services of **Senior Stenographers** on contract basis for day-to-day official work. The details of such engagement and the general terms and conditions are as under:-

Sl No.	Name of the Post/No. of Posts	Educational Qualification	Skill Qualification
01.	Senior Stenographer No. of Posts : 03	Graduation	English Stenography having a speed of 100 w.p.m for a dictation of 10 minutes and its transcription in 50 minutes; and Working knowledge of Computer/MS Windows. MS Windows/knowledge of various operating system like MS Word/Excel/access/power-point etc

2. Age: Not exceeding 30 years. The age limit shall be relaxable upto the period of their experience in respect of those persons who have work experience in the secretariat.

3. Period : Approximately for One year.

4. Security considerations:

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.

5. Period within which the manpower is to be supplied:
Within 15 days of award of contract.

6. Terms and Conditions:
As at **Annexure-I.**

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7. The tenderer will fill up the technical information in the **Annexure-II** and financial information in **Annexure-III** shall consist of rates inclusive of all charges/service tax etc., based on minimum wages payable to skilled worker under the Minimum Wages Act as notified by Govt. of NCT of Delhi and the revision in the same subsequently shall be applicable as and when the Govt. of NCT of Delhi notifies any change in such rules. It will be responsibility of the tenderer (in the event of contract being awarded to him/her) that he intimates such changes to the Ministry for necessary action. Both the Annexures may be put in a separate cover while submitting the proposal to this Department. The blank quotation shall be superscripted as "Quotation for providing _____". The quotation should be accompanied by an Earnest Money Deposit of Rs. 10,000/- (Rupees Ten thousand Only) in the form of Bank Draft payable to the Pay & Accounts Officer, Ministry of Rural Development, New Delhi. The tender received without EMD will be rejected summarily. The EMD is returnable to the bidders after award of the contract. The successful tenderer will have to submit Performance Security Equivalent to 10% of the amount payable per month which will be forfeited in case the supply of manpower is delayed beyond the stipulated period indicated at Para 5 above and his/her performance is found not satisfactorily during the period of currency of the Agreement or frequent absence from duty/misconduct on the part of manpower supplied by the agency. The amount will be payable through Bank Draft/Bank Guarantee/Fixed Deposit Receipts drawn in favour of Pay & Accounts Officer, Ministry of Rural Development, Krishi Bhavan, New Delhi. The validity of the Bank Draft shall be upto 60 Days after the period of contract.

8. The successful tenderer will have to enter into an Agreement with the Ministry, a copy of which is available in the Ministry's website "rural.nic.in".

9. You are therefore, requested to quote your rates in the proforma as per Annexure-III to this letter. The quotation must reach in a sealed cover to the Section Officer (Estt.-I), Room No.452, Krishi Bhavan, New Delhi latest by **05.10.2009** (Monday) positively. The bids will be opened on the **same day** at **16.00 Hrs** in the room of the undersigned in the presence of the representative of the firms.

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Yours faithfully,

(S.S. PRASAD)

Under Secretary to the Govt. of India

Tele: 23070978

Encl.: As above.

Copy to:

NIC (RD) alongwith enclosures to put on website of the Ministry.

Annexure-II

TECHNICAL BID

Technical Bid should indicate the following information in brief along with the self attested photocopies of these documents (preferably a to c, f and i):-

- (a) Profile of the Company;
- (b) Proof of Incorporation/inception of the Agency
- (c) Registration for manpower supply
- (d) PF Registration details (if any)
- (e) ESI Registration details (if any)
- (f) PAN Number
- (g) Service Tax registration number (if any)
- (h) Details of Registration with the Labour Commissioner (if any)
- (i) Any other relevant information

NOTE : The above information/documents should not be more than one page in each case.

Name and Signature of the authorized person
of the firm alongwith the Seal

FINANCIAL BID

To,

Under Secretary (Administration)
Department of Rural Development
Room No. 378-A, Krishi Bhavan,
New Delhi.

Sub: Quotation for award of contract for providing 03 Senior Stenographers for a period of one year – regarding.

Sir,

With reference to your letter No. _____ dated _____ 2009 on the subject mentioned above I/We quote the rate for above mentioned work as under:-

Sl. No.	Particulars	Rate per month	
		(Rs. In figures)	Rs. In words
01	Rate per person inclusive of all charges, Statutory payments, service tax etc.		
02.*	Actual wages proposed for payment to outsourced persons per month.(minimum of which should not be less than those prescribed by the Govt. of NCT of Delhi as per extant notification)		

*** This column is mandatory failing which Financial Bid is liable to be rejected. Besides a copy of the extant notification of Govt. of NCT of Delhi should also be attached.**

I/We accept all the terms and conditions of your letter referred to above.

Yours faithfully,

(Authorised signatory)

TERMS AND CONDITIONS

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- (2) The service provider has to provide the 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.
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- (7) The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
- (8) 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 all are of confidential/secret nature.
- (9) The service provider's person shall not claim any benefit/compensation/absorption/regularization of services with office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
- (10) The person deployed shall not claim any Master & Servant relationship against this office.
- (11) The service provider shall ensure deployment of suitable persons from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
- (12) The character and antecedents of each personnel of the service provider will be got verified by the service provider through Police/District Authorities before their deployment and a certification to this effect submitted to the Ministry.

- (13) The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
- (14) The service provider shall engage the necessary person as required by our office 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 every month. There is no Master & Servant relationship between the employees of the service provider and the Purchaser (Office). Further, the said person of the service provider shall not claim any absorption.
- (15) The transportation, food, medical and other statutory requirement in respect of each personnel of the service provider will be the responsibility of the service provider.
- (16) Working hours would be normally 8 ½ hours per day including half hour lunch break between 9.00 A.M. to 5.30 P.M. during working days. However, the concerned person may have to work beyond office hours if, there is any urgency. The personnel may also be called on Saturday, Sunday and other Gazetted holidays, if required. They may be paid extra as per the rates approved by the office.
- (17) The service provider will submit the bill in triplicate in the 2nd week of succeeding the month. Thereafter, the payment will be released by the 1st week of the following month.
- (18) The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.
- (19) The service provider shall provide a substitute well in advance if there is any probability of the 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.
- (20) The Service Provider shall be responsible for contributions towards Provident Fund, Employees State Insurance and other statutory payments/liabilities etc., wherever applicable.
- (21) Payments to the service provider would be strictly on certification by the officer, with whom the concerned person is attached, that his services were satisfactory and attendance as per the bill preferred by the service provider. The Agency's workers will work under the overall supervision and direction of the authorized Officer of the Department.
- (22) The service provider shall be contactable at all times and message sent by e-mail/Fax/Special Messenger from Ministry to the service provider shall be acknowledged immediately on receipt on the same day.
- (23) The agency should be registered as and when required with the concerned Govt. Authorities, i.e., Labour Commissioner, Provident Fund Authorities, Employees' State Insurance Corporation, authority concerned with the Service Tax etc., and a copy of the registration should be submitted. The service provider shall be responsible for deposition of payment of contribution made towards Provident Fund, Employee State Insurance, Service Tax etc. and bear all other similar financial and statutory liabilities as per provisions of EPF Act, ESIC Act, Minimum Wages Act, Contract Labour (Regulation and Abolition) Act etc. as and when required, in respect of all outsourced personnel wherever applicable and provide copies of receipt/challan of deduction/amount deducted deposited with concerned authorities.

(24) The Agency should submit its PAN and Sales Tax registration Numbers, other registration numbers etc.

(25) Escalation clause shall not be accepted on any grounds during the period the contract is in force except whenever the same is required to be allowed keeping in view the revision of rate of minimum wages (in compliance with the provisions of Minimum Wages Act) as notified by the Govt. of NCT of Delhi from time to time.

(26) The award of the Contract will be subject to the fulfillment of the conditions laid down in Rules 157, 158 and 160 of GFR, 2005 as amended from time to time.

(27) Any dispute arising out of the contract will be settled within the jurisdiction of Delhi Courts.

* * * * *

No. A-12024/01/2007-Estt.-I (Part)
Government of India
Ministry of Rural Development

Krishi Bhavan, New Delhi,
Dated the .

To,

Subject : Quotation for award of contract for providing skilled manpower for a period of one year – regarding.

Sir,

I am directed to state that this Ministry is interested in having a contractual arrangement with a suitable placement agency for providing the services of **Junior Stenographers** on contract basis for day-to-day official work. The details of such engagement and the general terms and conditions are as under:-

Sl No.	Name of the Post/No. of Posts	Educational Qualification	Skill Qualification
01.	Junior Stenographer No. of Posts : 07	Graduation	English Stenography having a speed of 80 w.p.m for a dictation of 10 minutes and its transcription in 50 minutes; and Working knowledge of Computer/MS Windows MS Windows/knowledge of various operating system like MS Word/Excel/access/power-point etc

2. Age: Not exceeding 30 years. The age limit shall be relaxable upto the period of their experience in respect of those persons who have work experience in the secretariat.

3. Period : Approximately for One year.

4. Security considerations:

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.

5. Period within which the manpower is to be supplied:
Within 15 days of award of contract.

6. Terms and Conditions:
As at **Annexure-I**.

Contd.....2/-

7. The tenderer will fill up the technical information in the **Annexure-II** and financial information in **Annexure-III** shall consist of rates inclusive of all charges/service tax etc., based on minimum wages payable to skilled worker under the Minimum Wages Act as notified by Govt. of NCT of Delhi and the revision in the same subsequently shall be applicable as and when the Govt. of NCT of Delhi notifies any change in such rules. It will be responsibility of the tenderer (in the event of contract being awarded to him/her) that he intimates such changes to the Ministry for necessary action. Both the Annexures may be put in a separate cover while submitting the proposal to this Department. The blank quotation shall be superscripted as "Quotation for providing _____".

The quotation should be accompanied by an Earnest Money Deposit of Rs. 10,000/- (Rupees Ten thousand Only) in the form of Bank Draft payable to the Pay & Accounts Officer, Ministry of Rural Development, New Delhi. The tender received without EMD will be rejected summarily. The EMD is returnable to the bidders after award of the contract. The successful tenderer will have to submit Performance Security Equivalent to 10% of the amount payable per month which will be forfeited in case the supply of manpower is delayed beyond the stipulated period indicated at Para 5 above and his/her performance is found not satisfactorily during the period of currency of the Agreement or frequent absence from duty/misconduct on the part of manpower supplied by the agency. The amount will be payable through Bank Draft/Bank Guarantee/Fixed Deposit Receipts drawn in favour of Pay & Accounts Officer, Ministry of Rural Development, Krishi Bhavan, New Delhi. The validity of the Bank Draft shall be upto 60 Days after the period of contract.

8. The successful tenderer will have to enter into an Agreement with the Ministry, a copy of which is available in the Ministry's website "rural.nic.in".

9. You are therefore, requested to quote your rates in the proforma as per Annexure-III to this letter. The quotation must reach in a sealed cover to the Section Officer (Estt.-I), Room No.452, Krishi Bhavan, New Delhi latest by **05.10.2009** (Monday) positively. The bids will be opened on the **same day** at **16.00 Hrs** in the room of the undersigned in the presence of the representative of the firms.

10. The decision of this Ministry to reject/accept any technical/financial bid shall be final and no grievance will be entertained in this regard.

11. If at any stage of the processing of the bidding/finalization of the Contract, during the period of implementation of the Contract or even after expiry of the terms or termination of the Contract it is found that the concerned Agency/Tenderer has/had furnished false information/document(s) or withheld some vital information/document(s) or the services of the personnel(s) have not been provided to the utmost satisfaction of this Ministry and as per relevant statutory provisions, the contract will be cancelled and/or the concerned authority shall be requested to take necessary penal action against the Agency/tenderer as per relevant/statutory instructions/orders.

Yours faithfully,

(S.S. PRASAD)

Under Secretary to the Govt. of India

Tele: 23070978

Encl.: As above.

Copy to:

NIC (RD) alongwith enclosures to put on website of the Ministry.

Annexure-II

TECHNICAL BID

Technical Bid should indicate the following information in brief along with the self attested photocopies of these documents (preferably a to c, f and i):-

- (a) Profile of the Company;
- (b) Proof of Incorporation/inception of the Agency
- (c) Registration for manpower supply
- (d) PF Registration details (if any)
- (e) ESI Registration details (if any)
- (f) PAN Number
- (g) Service Tax registration number (if any)
- (h) Details of Registration with the Labour Commissioner (if any)
- (i) Any other relevant information

NOTE : The above information/documents should not be more than one page in each case.

Name and Signature of the authorized person
of the firm alongwith the Seal

FINANCIAL BID

To,

Under Secretary (Administration)
Department of Rural Development
Room No. 378-A, Krishi Bhavan,
New Delhi.

Sub: Quotation for award of contract for providing 07 Junior Stenographers for a period of one year – regarding.

Sir,

With reference to your letter No. _____ dated _____ 2009 on the subject mentioned above I/We quote the rate for above mentioned work as under:-

Sl. No.	Particulars	Rate per month	
		(Rs. In figures)	Rs. In words
01	Rate per person inclusive of all charges, Statutory payments, service tax etc.		
02.*	Actual wages proposed for payment to outsourced persons per month.(minimum of which should not be less than those prescribed by the Govt. of NCT of Delhi as per extant notification)		

*** This column is mandatory failing which Financial Bid is liable to be rejected. Besides a copy of the extant notification of Govt. of NCT of Delhi should also be attached.**

I/We accept all the terms and conditions of your letter referred to above.

Yours faithfully,

(Authorised signatory)

TERMS AND CONDITIONS

- (1) The Ministry may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or may not conduct himself/herself properly and service provider shall forthwith comply with such requirements.
- (2) The service provider has to provide the 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.
- (3) All services shall be performed by persons qualified and skilled in performing such services.
- (4) The Service provider shall replace immediately any of its personnel (if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct) upon receiving written notice from office.
- (5) 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.
- (6) The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- (7) The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
- (8) 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 all are of confidential/secret nature.
- (9) The service provider's person shall not claim any benefit/compensation/absorption/regularization of services with office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
- (10) The person deployed shall not claim any Master & Servant relationship against this office.
- (11) The service provider shall ensure deployment of suitable persons from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
- (12) The character and antecedents of each personnel of the service provider will be got verified by the service provider through Police/District Authorities before their deployment and a certification to this effect submitted to the Ministry.

- (13) The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
- (14) The service provider shall engage the necessary person as required by our office 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 every month. There is no Master & Servant relationship between the employees of the service provider and the Purchaser (Office). Further, the said person of the service provider shall not claim any absorption.
- (15) The transportation, food, medical and other statutory requirement in respect of each personnel of the service provider will be the responsibility of the service provider.
- (16) Working hours would be normally 8 ½ hours per day including half hour lunch break between 9.00 A.M. to 5.30 P.M. during working days. However, the concerned person may have to work beyond office hours if, there is any urgency. The personnel may also be called on Saturday, Sunday and other Gazetted holidays, if required. They may be paid extra as per the rates approved by the office.
- (17) The service provider will submit the bill in triplicate in the 2nd week of succeeding the month. Thereafter, the payment will be released by the 1st week of the following month.
- (18) The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.
- (19) The service provider shall provide a substitute well in advance if there is any probability of the 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.
- (20) The Service Provider shall be responsible for contributions towards Provident Fund, Employees State Insurance and other statutory payments/liabilities etc., wherever applicable.
- (21) Payments to the service provider would be strictly on certification by the officer, with whom the concerned person is attached, that his services were satisfactory and attendance as per the bill preferred by the service provider. The Agency's workers will work under the overall supervision and direction of the authorized Officer of the Department.
- (22) The service provider shall be contactable at all times and message sent by e-mail/Fax/Special Messenger from Ministry to the service provider shall be acknowledged immediately on receipt on the same day.
- (23) The agency should be registered as and when required with the concerned Govt. Authorities, i.e., Labour Commissioner, Provident Fund Authorities, Employees' State Insurance Corporation, authority concerned with the Service Tax etc., and a copy of the registration should be submitted. The service provider shall be responsible for deposition of payment of contribution made towards Provident Fund, Employee State Insurance, Service Tax etc. and bear all other similar financial and statutory liabilities as per provisions of EPF Act, ESIC Act, Minimum Wages Act, Contract Labour (Regulation and Abolition) Act etc. as and when required, in respect of all outsourced personnel wherever applicable and provide copies of receipt/challan of deduction/amount deducted deposited with concerned authorities.

(24) The Agency should submit its PAN and Sales Tax registration Numbers, other registration numbers etc.

(25) Escalation clause shall not be accepted on any grounds during the period the contract is in force except whenever the same is required to be allowed keeping in view the revision of rate of minimum wages (in compliance with the provisions of Minimum Wages Act) as notified by the Govt. of NCT of Delhi from time to time.

(26) The award of the Contract will be subject to the fulfillment of the conditions laid down in Rules 157, 158 and 160 of GFR, 2005 as amended from time to time.

(27) Any dispute arising out of the contract will be settled within the jurisdiction of Delhi Courts.

* * * * *

No.A-12023/07/2007-Estt.-I
Government of India
Ministry of Rural Development
(Department of Rural Development)

Krishi Bhawan, New Delhi.
Dated

To,

Subject : Invitation for Technical/Financial Bids for engaging 04 Executive Supervisors and 14 Multi Tasker Executive Assistants on outsourcing basis for NREGA Division of the Ministry.

The undersigned is directed to say that this Ministry is interested in having a contractual arrangement with you for providing the services of **Executive Supervisors / Executive Assistants** on contract basis for work being done by the NREGA Division of this Ministry dealing with inter-alia the National Rural Employment Guarantee Act. The details of such engagement and the general terms and conditions are as under:-

Sl No.	Name of the Post/No. of Posts	Educational Qualification	Experience / Skill Qualification
01.	Executive Supervisors No. of Posts : 04	Essential: BCA Desirable: MCA	01 years experience having adequate knowledge of computer including MS Word, Excel, Power Point, Access, Internet including sending emails, downloading etc. Preference will be given to those who have experience of secretarial work including noting, drafting etc.
02.	Muti Task Executive Assistant No. of Posts: 13	PGDCA	Having adequate knowledge of computer including MS Word, Excel, Power Point, Access, Internet including sending emails, downloading etc. Preference will be given to those who have experience of secretarial work including noting, drafting etc.

2. Age: Not exceeding 32 years for Exe. Supervisor and 30 years for Exe. Assistant. The age limit shall be relaxable for persons having experience in secretarial work (noting, drafting etc.) upto the period of their experience.

3. Period : Approximately for One year.

4. Security considerations:

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. The persons made available by the Agency will be first interviewed / screened by the officers of NREGA Division and only those found fit to meet their requirement will be engaged on outsourcing basis.

5. Period within which the manpower is to be supplied:
Within 07 days of award of contract.

6. Terms and Conditions:

As at **Annexure-I.**

Contd.....2/-

7. The tenderer will fill up the technical information in the **Annexure-II** and financial information in **Annexure-III** shall consist of rates inclusive of all charges/service tax etc., based on minimum wages payable to skilled worker under the Minimum Wages Act as notified by Govt. of NCT of Delhi and the revision in the same subsequently shall be applicable as and when the Govt. of NCT of Delhi notifies any change in such rules. It will be responsibility of the tenderer (in the event of contract being awarded to him/her) that he intimates such changes to the Ministry for necessary action. Both the Annexures may be put in a separate cover while submitting the proposal to this Department. The blank quotation shall be superscripted as "Quotation for providing _____". The quotation should be accompanied by an Earnest Money Deposit of Rs. 10,000/- (Rupees Ten thousand Only) in the form of Bank Draft payable to the Pay & Accounts Officer, Ministry of Rural Development, New Delhi. The tender received without EMD will be rejected summarily. The EMD is returnable to the bidders after award of the contract. The successful tenderer will have to submit Performance Security Equivalent to 10% of the amount payable per month which will be forfeited in case the supply of manpower is delayed beyond the stipulated period indicated at Para 5 above and his/her performance is found not satisfactorily during the period of currency of the Agreement or frequent absence from duty/misconduct on the part of manpower supplied by the agency. The amount will be payable through Bank Draft/Bank Guarantee/Fixed Deposit Receipts drawn in favour of Pay & Accounts Officer, Ministry of Rural Development, Krishi Bhavan, New Delhi. The validity of the Bank Draft shall be upto 60 Days after the period of contract.

8. The successful tenderer will have to enter into an Agreement with the Ministry, a copy of which is available in the Ministry's website "rural.nic.in".

9. You are therefore, requested to quote your rates in the proforma as per Annexure-III to this letter. The quotation must reach in a sealed cover to the Under Secretary (NREGA), Room No.378-A, Krishi Bhawan, New Delhi latest by **05.10.2009** (Monday) positively. The bids will be opened on the **same day** at **16.00 Hrs** in the same room in presence of the representative of the firms.

10. The decision of this Ministry to reject/accept any technical/financial bid shall be final and no grievance will be entertained in this regard.

11. If at any stage of the processing of the bidding/finalization of the Contract, during the period of implementation of the Contract or even after expiry of the terms or termination of the Contract it is found that the concerned Agency/Tenderer has/had furnished false information/document(s) or withheld some vital information/document(s) or the services of the personnel(s) have not been provided to the utmost satisfaction of this Ministry and as per relevant statutory provisions, the contract will be cancelled and/or the concerned authority shall be requested to take necessary penal action against the Agency/tenderer as per relevant statutory provisions.

Yours faithfully,

(S.S. PRASAD)

Under Secretary to the Govt. of India
Tele: 23070978

Encl.: As above.

Copy to:

NIC (RD) alongwith enclosures to put on website of the Ministry.

TECHNICAL BID

Technical Bid should indicate the following information in brief along with the self attested photocopies of these documents (preferably a to c, f and i):-

- (a) Profile of the Company;
- (b) Proof of Incorporation/inception of the Agency
- (c) Registration for manpower supply
- (d) PF Registration details (if any)
- (e) ESI Registration details (if any)
- (f) PAN Number
- (g) Service Tax registration number (if any)
- (h) Details of Registration with the Labour Commissioner (if any)
- (i) Any other relevant information

NOTE : The above information/documents should not be more than one page in each case.

Name and Signature of the authorized person
of the firm alongwith the Seal

FINANCIAL BID

To,

Under Secretary (Administration)
Department of Rural Development
Room No. 378-A, Krishi Bhavan,
New Delhi.

Sub: Quotation for award of contract for providing 07 Junior Stenographers for a period of one year – regarding.

Sir,

With reference to your letter No. _____ dated _____ 2009 on the subject mentioned above I/We quote the rate for above mentioned work as under:-

Sl. No.	Particulars	Rate per month	
		(Rs. In figures)	Rs. In words
01	Rate per person inclusive of all charges, Statutory payments, service tax etc.		
02.*	Actual wages proposed for payment to outsourced persons per month.(minimum of which should not be less than those prescribed by the Govt. of NCT of Delhi as per extant notification)		

*** This column is mandatory failing which Financial Bid is liable to be rejected. Besides a copy of the extant notification of Govt. of NCT of Delhi should also be attached.**

I/We accept all the terms and conditions of your letter referred to above.

Yours faithfully,

(Authorised signatory)

