

F. No. Admn.20-1/NSS/PAC/2014  
Government of India  
Ministry of Youth Affairs & Sports  
NSS, PORGRAMME ADVISER'S CELL  
12/11, Jamnagar House, New Delhi-110011

26<sup>th</sup> December, 2014

To

Interested firms

Sub: **Quotation for outsourcing of manpower Accountant and Data Entry Operators – reg.**

Sir/Madam,

I am directed to invite sealed tenders for providing the services of Accountant and Data Entry Operators at NSS Programme Adviser's Cell under the Ministry of Youth Affairs & Sports.

1. **The tender should be submitted in two separate sealed cover/envelop in two parts as under:-**
  - a) **Technical bid** – Envelop should superscribed “Technical bid for outsourcing of manpower – Accountant & Data Entry Operators” as per (Annexure – I) and it should contain all the **technical details as per Para - 2.**
  - b) **Financial bid** – The second cover should contain the rates etc. as per (Annexure – II) and it should be superscribed “Financial bid for outsourcing – Accountant & Data Entry Operators”.
2. **The contractor will furnish the following documents alongwith the Technical Bid :-**
  - a) Proof of outsourcing services to Government organization from last three year i.e. 2011-12, 2012-13, 2013-14.
  - b) Copy of latest Income Tax return filed.
  - c) A demand Draft/bankers cheque of Rs. 5,000/- (Rupees five thousand only) as earnest money deposit drawn on any nationalized bank in favour of “Accounts Officer, PAO (Sports)”. Name and address should be written on the reverse side of the DD/Bankers cheque. DD/Bankers Cheque should be kept in the separate envelop attached with technical bid.
  - d) The firm should mention their ESI and EPF Registration numbers, Service tax numbers with supporting documents.

3. Financial Bids of only those companies will be opened who are found eligible in Technical Bid. The contract can be terminated by this Ministry at any time without assigning any reason, if the work of the contractor is found unsatisfactory. In this respect, the decision of the Ministry shall be final and binding on the Contractors.

4. No denial will be accepted from the firm after the contract is awarded to the firm. In case of such denial earnest money will be forfeited and firm will be blacklisted forever. The Ministry reserves the right to reject any quotation in whole or in part without assigning any reason.

5. TDS on payment wherever applicable will be deducted as per Income Tax Rule of Government of India.

6. Quotation in sealed cover should reach to the NSS, Programme Adviser's Cell, Room No. 152-154, 12/11, Jamnagar House, New Delhi by 3.00 PM on 15.01.2015 and the quotation will be opened on the same day at 3.30 PM in the presence of bidders or their authorized representative.

Yours faithfully

(Dr. G. K. Tuteja)  
Programme Adviser (NSS)

### **Essential Details of Services required:**

1. The firm/Agency shall submit a copy of PAN, ESI, EPF, service tax registration and registration certificate with labour department and registration of company/firm for outsourcing.
2. No increase in the agreed rates shall be entertained during the period of contract except the minimum wages if increased by the NCT of Delhi during the contract period.
3. The agreement shall be valid for a period of one year and may be extended on mutual agreement between the NSS PA Cell, Ministry of Youth Affairs Sports, New Delhi & the contractor on the same terms and conditions, if agreed by both parties. In case the services of the contractor are not satisfactory or contractor fails to comply with any of the terms and conditions of the contract or commits any breach of contract, NSS PA Cell may terminate the contract by giving one month notice.
4. The duty of the Accountant and Data Entry Operator will be 09.30 AM to 6.00 PM on all Central Government working days in Delhi.
5. The Office Assistant and Data Entry Operator may have to work beyond office hours if there is any exigency. Due to work exigency, for extra hours of work, extra remuneration as approved by the competent authority will be paid.
6. The agency to which the contract is awarded has to supply a panel of suitable candidates to enable a proper choice to be made and depending on the qualifications/credentials/experience the selection would be made by council.
7. The service provider before selecting the manpower will satisfy himself about the character and integrity of the persons proposed to be provided to council. He has also to submit the Police Verification Report before the actual deployment of their employees in the NSS PA Cell. The agency/contractor will also provide the council, a list of persons so deployed with the permanent and present address along with two photographs and documents related to their educational qualification and experience. The NSS PA Cell has right to change/replace the person at any point of time if their performance/conduct are not found satisfactory.
8. The contractual staff should be properly dressed. The staff will be well qualified and trained for performing services. The staff must be well mannered. If at any point of time, the staff is found to be guilty of misconduct in any matter or unsuitable to the NSS PA Cell, the concerned person may be replaced by the agency within 24 hours.
9. In emergent case such as the person deployed falls sick and is not able to attend the office for the reason beyond his/her control continuously

- more than three days, the service provider shall deploy a suitable substitute. If the service provider fails to deploy a substitute shall attract a pre-estimated agreed liquidated damage @ 2% of monthly charges per day per person [i.e., charges for one person per day = monthly payment made to the agency for one person (which include salary + service charges) x 2%] shall be recovered from monthly bills of the service provider.
10. The company/contractor shall be responsible for all the acts of commissions and omissions on the part of the manpower engaged for the purpose. The company/contractor will also be responsible any damage done to the property of council by the personal so employed. The council shall not be responsible in any manner, whatsoever, in matter of injury/death/health etc of the company/contractors employees performing duties under contract.
  11. The service providers personal shall not divulge or disclose to any person any details of office, operation process, technical know-how, security arrangements, administrative and organizational matters as all of these are confidential in nature.
  12. All the persons/relievers engaged by the service provider shall be deemed to be the employee of service provider agency. The service provider agency shall be responsible for their monthly salary, fringe benefits, behaviour, duty roaster, leave records, reliever among other details. These employees deputed by the service provider agency will be only for the contract period. They will not be the employee(s) of NSS PA Cell, Ministry of Youth Affairs & Sports. They cannot claim, at any point of time to be government servant.
  13. Any dispute regarding working hours and compensation to be paid to the personnel deployed will be the responsibility of the contractor and no representation will be entertained on this issue by this office.
  14. For judicial adjudication, if any, arising out of the contract shall be the subject to the jurisdiction of the court in Delhi only.
  15. The agency shall pay to the persons engaged minimum wages as approved under Minimum Wages Act of NCT of Delhi. The entire responsibility of payment of per Minimum Wages Act shall be of the contractor/Agency. The NSS PA Cell will not be liable to pay and amount other than mentioned in the contract. Any payment under provisions of ESI Act 1948 and Employees Provident Fund 1952 or any other statutory liability shall be made by the agency only. NSS PA Cell has no responsibility in this regard. The liability of service tax or any other tax will be borne by the company/contactor. The responsibility of statutory/compulsory deduction Like EPF/ESIC, any other deductions.

16. A pre-receipted bill in triplicate is to be submitted by the Agency, after disbursement of the wages to the employees engaged, for release of the payment by means of an Account payee Cheque or ECS transfer as mandated by the Central Government from time to time.
17. The contractor will not assign, transfer, pledge or appoint any sub-contractor for the performance of services under any circumstance.
18. The service provider agency shall provide a bank guarantee as performance guarantee for an amount of 5% of the amount payable per year from a nationalized bank in the name of the DDO (PA Cell) New Delhi which shall be valid for three months beyond the date of completion of contract. This will be forfeited in case the supply of manpower is delayed beyond the stipulated period or frequent absence from duty/misconduct on the part of manpower supplied by the agency or non-compliance of the terms and conditions of the contract. No interest will be payable on the said amount performance guarantee will be refunded after the completion of all contractual obligations on the providing satisfactory service.
19. The council shall have the right to terminate the contractor at any stage, without assigning any reason. Non-compliance of any terms and conditions enumerated hereinafter the award of contract shall be treated as breach of contract. This council reserves the right to accept/reject any tender/quotation without assigning any reason.

**PROFORMA FOR TECHNICAL BID**

<b>S. No.</b>	<b>Parameter</b>	<b>Particulars</b>
1	Name of the Agency/Firm	
2	Details of Earnest Money	
3	Contact No. of Firm	
4	PAN No. of Firm	
5	ESI Registration No.	
6	EPF Registration No.	
7	Service Tax. No.	
8	Experience	

**Note : Necessary document may please be attached with technical bid i.e.**  
*Experience, latest income tax return filed, EMD, ESI Registration Certificate,  
EPF Registration Certificate, Service Tax Certificate, PAN Card*

I/we undertake that documents are genuine/authentic. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information. We have also understood the scope of work and other schedule of requirements as stated in the invitation to tender.

This offer is made to valid for acceptance by your Department within 60 days from the date of tender opening.

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(Signature of Authorized signatory)

With Seal

**Annexure – II**

**BID PROFORMA FOR OUTSOURCING – ACCOUNTANT & DEOs**

To

The Programme Adviser (NSS)  
NSS, Programme Adviser's Cell  
12/11, Jamnagar House, New Delhi

Sir,

In response to your letter No. F. No. Admn.20-1/NSS/PAC/2014 dated ....., calling sealed tenders for outsourcing of manpower Accountant and Data Entry Operators, we quote our rates as under:-

***(Rate in Rs.)***

S. No.	Particulars	Charges per person/per month	
		Accountant	DEO
1	Wages as fixed by the labour department Government of NCT Delhi		
2	Employee State Insurance (ESI)		
3	Employee Provident Fund (EPF)		
3	Contractors Service Charges		
4	Service Tax		
5	Grand Total		

We agree to abide by the terms & conditions unconditionally as given in the above referred letter.

(Signature of Authorized Person  
with Name, Full Address & Telephone Number)

(Seal)