

D-33011/01/2013-Gen.
GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS

5th Floor, A-Wing, Shastri Bhawan,
New Delhi
dated 07.09.2016

TENDER NOTICE

The Ministry of Corporate Affairs 5th Floor, A-Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110 001 intends to outsource the manpower to perform following official works in the Ministry of Corporate Affairs for a period of one year from the date of contract:-

Nature of job	No. of personnel required
Stenographers	44
Hindi Typists	03
Library Assistant	01
Data Entry Operators/Office Assistant	03
Drivers	04

(The number of persons is tentative and may increase or decrease as per requirement).

Reputed, experienced and financially sound Manpower agencies/companies should send their bids on the prescribed tender documents which can be obtained along-with details of terms and conditions from General Section, Room No. 511 B, Shastri Bhawan on all working days or can be downloaded from the Central Public Procurement Portal (CPPP) website www.eprocure.gov.in and Ministry's website www.mca.gov.in. The schedule of receipt opening of bids is as under:-

Last date & Time for receipt of bids **30.09.2016 up to 11:30 a.m.**

Date & time for opening of bids: **30.09.2016 at 3:30 p.m.**

1. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest of Rs. 2,25,000/- (Rupees Two Lakh Twenty five Thousand Only) in the form of Demand Draft / Pay Order drawn in favour of Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi **failing which the tender shall be rejected out rightly.**
2. The Earnest money Deposit 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 shall be adjusted towards the Performance Security Deposit. **Further, if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of placing the order the EMD shall stand forfeited without giving any further notice.**



3. The tender is required to be submitted 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 Bid for Providing Manpower Services to Ministry of Corporate Affairs**" and "**Financial Bid for providing manpower Services to Ministry of Corporate Affairs**". Both sealed envelopes should be kept in one envelop with superscription "**Bid for Providing Manpower Services to Ministry of Corporate Affairs**".
4. The above cover containing the tender complete in all respects should be submitted to the Under Secretary (Genl.), Ministry of Corporate Affairs, Room No.526, A-Wing, 5th Floor, Shastri Bhavan, New Delhi latest by **30-09-2016 up to 11.30 A.M.** Bids received after due date and time will not be accepted.
5. The Technical Bids will be opened on the same day at 3:30 p.m. in Room No.526, A-Wing, 5th Floor, Shastri Bhavan, New Delhi and Financial Bid of the technically qualified bidders only will be opened on a later date subject to receipt of adequate technically qualified bids. All technically qualified bidders will be intimated accordingly for the same. Bidders or their representatives are welcome to remain present during the opening of the bids.
6. Applications of Technical Bid & Financial Bid are at Annexure-I and Annexure-II respectively.
7. 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.
8. The bid of firm quoting impractically low or nil service charges are liable to be rejected on technical grounds. Administrative/service charge shall remain fixed during the contract period including extended contract period.
9. A feedback on the performance of the firm from its existing client Ministries/Departments specifically with reference to timely payment of salaries to staff, crediting of other statutory due viz. EPF, ESI etc. quality of staff deployed will be taken into account while considering the financial bid of the tenderer.
10. Ministry of Corporate Affairs, New Delhi reserves the right to accept or reject any/all tender(s) without assigning any reason.

(Riazul Haque)

Under Secretary to the Govt. of India

**TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER
SERVICE PROVIDER**

1. The tendering manpower service provider should fulfill the following technical specifications:
 - (a) The Registered Office or one of the Branch Offices should be located either in Delhi / New Delhi or in NCR of Delhi.
 - (b) They should be registered with the appropriate registration authority;
 - (c) They should have at least three years' experience in supplying manpower with minimum strength of 30 per month to perform official works or with minimum annual turnover of Rs. 75.00 Lakh for such works to Government Departments, Private Companies, Public Sector Companies/Banks, etc.;
 - (d) They should have their own Bank Accounts;
 - (e) They should be registered with Income tax and Service Tax departments;
 - (f) They should be registered with appropriate authorities under Employees Provident fund and Employees State Insurance Acts.
 - (g) The firm should not be blacklisted / terminated & debarred in past. The firm required to submit a declaration for the same with affidavit attested by notary.

NOTE: If any of the details submitted by bidder are found to be incorrect / false then the firm will be blacklisted with the name of proprietor with wide circulation.

Plag

