

**No. PAO(MCA)/Admn/Outsourcing/2009-10/**

**Government of India  
Pay & Accounts Office  
M/o Corporate Affairs**

**3<sup>rd</sup> Floor, Prayavaran  
Bhawan, CGO Complex  
New Delhi-110003  
Tel : 24360660, 24361569  
Email : mcapao@nic.in  
Date : 15.02.2009**

**Notice Inviting Quotations**

Sealed quotations are invited from reputed agencies/firms for outsourcing of 3 Computer Assistants for e-governance project of M/o Corporate Affairs on contractual basis for one year, the contract may be extended in future.

<b>Requirement</b>	<b>3 Computer Assistants</b>
<b>Qualification</b>	<b>Computer Science Graduate/Bachelor of Computer Application</b>
<b>Skills</b>	Computer Proficiency, good typing speed, good knowledge of MS Office, Excel, Power point, Internet, downloading and uploading of files from FTP, knowledge of working in totally computerized environment , capability of analyzing various types of data, preparing small software packages for day to day working of the office, reconciliation with various government/private agencies.
<b>Experience</b>	Preferably at least one year in a government department or in the private firm of repute.

- Last date of receiving quotation** : **12-03-2010 upto 11:00 AM**
- Opening of Quotations** : **12.03.2010 at 3:00 PM in the chamber of PAO, M/o Corporate Affairs, Prayavaran Bhawan, CGO Complex, New Delhi-03**
- Terms & Conditions** : **Annexure I**
- Period within which the manpower is to be supplied** : **Within Seven Days after the award of Contract**
- Earnest Money** : **An earnest money of Rs. 10,000/- (Rupess Ten Thousand only) in the form of Demand Draft in favour of Pay & Accounts Office, M/o Corporate Affairs, New Delhi may be submitted along with the technical**

**SD/-  
Pay & Accounts Officer**

bid, failing which the bid shall not be considered. EMD furnished by all unsuccessful tenders shall be returned to them without any interest at the earliest after expiry of final tender validity period but not later than 30 days after conclusion of contract.

### **TECHNICAL REQUIREMENT 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 Office should be located either in Delhi/ New Delhi or in any of the satellite town of Delhi.
  - b) They should be registered with the appropriate registration authority.
  - c) They should have at least three years' experience in providing manpower to Government Departments, Private Companies, Public Sector Companies/Bank etc.
  - d) They should have their own Bank Account.
  - 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.

The quotations should be submitted in two sealed covers;

- (A) The first sealed cover should be super scribed "TECHNICAL BID" and should contain the pro forma as at Annexure-II duly filled in with supporting documents. The Acceptance of Terms and Condition at Annexure-I. Demand Draft for Earnest Money Deposit.
- (B) The Second sealed envelop superscribed "PRICE BID" should contain only rates which is to be quoted on monthly basis for normal duty of 8 hours per day per person for six days a week. (Annexure III) inclusive of all statutory contribution i.e. EPF, EFI & Bonus etc.

Both the sealed envelops should be placed in the main sealed envelop super scribed "QUOTATION FOR THE OUTSOURCING OF 3 COMPUTER ASSISTANTS IN PAO, M/O CORPORATE AFFAIRS, NEW DELHI". This should be addressed to **Pay & Accounts Officer, Pay & Accounts Office, M/o Corporate Affairs, 3<sup>rd</sup> Floor, Peryavaran Bhawan, CGO Complex, New Delhi-110003 and sent by Speed Post or hand delivered latest by 11:00 AM on 12-03-2010. The tenders would be opened on the same day at 3:00 PM in front of the participating bidders.**

**SD/-  
Pay & Accounts Officer**

## **Annexure-I**

### **Terms and conditions**

1. Security Consideration : The person supplied by the agency should not have any police records/criminal cases against them. The agency should make adequate enquiries and certify about the character and antecedents of the persons whom they are recommending.
2. Period within which the man power is to be supplied : Within 7 days of award of contract.
3. EMD of Successful bidder will be retained by the department as Security Deposit, which will be forfeited in case of violation of terms and conditions of the contract. The Security Deposit will be refunded after the successful completion of contract.
4. The agency should submit the following together with copy of documentary evidence in support of the each-Registration No. , EPF Code No. , ESIC Code NO. Labour Licence No. PAN & TAN No. Service Tax No. , . List of clients.
5. The competent authority reserves the right to cancel any or all the quotations without assigning any reason.
6. The competent authority reserves the right to cancel the contract at any stage without assigning any reason.
7. The service provider shall provide substitute immediately to 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 this office. This office may require the service provider to immediately remove from the site of work any such person or persons, employed by the service provider and service provider shall forthwith comply with such requirements.
8. The service provider shall not assign, transfer, pledge or subcontract the performance of services without the prior written consent of this office.
9. The service provider shall provide 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.
10. The service provider's person shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangement, administrative/organizational matters etc.
11. The person deployed shall not claim any master & servant relationship against this office. Also, the service provider's person shall not claim any benefit/compensation /absorption/ regularization of service with office under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
12. The service provider shall ensure deployment of suitable people from proper background after investigation by the local police, collecting proofs of identity like driving licence, bank account details, previous work experience, proof of

**SD/-**

**Pay & Accounts Officer**

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.

13. The character and antecedents of such personnel of the service provider will be got verified by the service provider before their deployment and a certificate to this effect submitted to this office. The service provider shall ensure proper conduct of this person in office premises, and enforce prohibition of consumption of alcohol drinks, paan, smoking, loitering without work.
14. The service provider and its personnel shall contribute towards all the obligation towards EPF, ESI etc. which are mandatory as per government rules and regulation issued from time to time. The quarterly compliance in this respect shall be submitted to this office by the service provider.
15. The wages paid to the outsourced persons by the service provider should not be less than the Basic quoted in the financial bid by the successful bidder and approved by this department.
16. Penalty Clause :- Not showing earnest in providing appropriate candidate/personnel shall be deducted @10% more on a day's wages per day subject to minimum wages act. Absence of personnel shall be treated in similar manner.
17. The working time is 9:00 AM to 5:30 PM from Monday to Saturday. For working late hours and on holidays they will be paid OTA applicable to Government Servants.
18. The service provider will submit the bill in triplicate in the first week of the following month for payment.
19. Payment to the service provider would be strictly on certificate by the officer with whom he is attached with that his services were satisfactory and attendance as per the bill preferred by the service provider.
20. Before awarding the contract, the successful contractor will have to arrange for the interview of the suitable candidates as per the requirement of this office The interview will be held at PAO (MCA), New Delhi under the Chairmanship of an officer nominated by the Chief Controller of Accounts.
21. The original documents of the selected candidates will be checked at the time of interview and the photocopies will be kept in the office for the official purpose.
22. The decision of this office in any matter relating to this contract shall be final.

**SD/-  
Pay & Accounts Officer**

## ANNEXURE-II

## APPLICATION -TECHNICAL BID

1.	<b>For providing 3 Nos. of Computer Assistants in PAO (MCA) New Delhi</b>	
2.	Name of tendering Manpower Service Provider	
3	Details of the EMD	
	i) Amount	
	ii) Draft No. & Date	
	iii) Issuing Bank	
4	Name of Proprietor/Director	
5	Full address of Registered Office	
	Telephone No.	
	Fax No.	
	Email Address	
6	Full Address of Operating/Branch Office	
	Telephone No.	
	Fax No.	
	Email Address	
7	Banker of the Manpower Service Provider (Attach certified copy of statement of A/c for the last three year)	
	Telephone No. of Banker	
8	PAN/GIR No. ( attach attested copy)	
9	Service Tax Registration No.. (attach attested copy)	
10	EPF Registration No.. (attach attested copy )	
11	E.S.I. Registration No.. ( Attach attested copy)	

**SD/-  
Pay & Accounts Officer**

12. Financial turnover of the tendering Manpower Service Provider for the last 3 financial years;

(Attach separate sheet if space provided is insufficient.)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2006-07		
2007-08		
2008-09		

13. Give details of the major similarly contracts handled by the tendering manpower service provider during the last three years in the following format (if the space provided is insufficient, a separate sheet may be attached). :

S.No.	Name of client, address, telephone no. & fax No.	Manpower service provided		Amount of contract (Rs. Lacs)	Duration of Contract	
		Type of manpower provided	No .		From	To

14. Additional information, if any (attach separate sheet, if required)

**Signature of authorized person**

Date :

Name :

Place :

Seal :

**SD/-  
Pay & Accounts Officer**

**PRO FORMA FOR FINANCIAL BID**

**The Composite Rate per person/per month for normal 8 hours duty**

1.	Basic	:	Rs.	
2.	ESI	:	Rs.	
3.	EPF	:	Rs.	
4.	Bonus	:	Rs.	
4.	Service Tax	:	Rs.	
5.	Agency Service Charges	:	Rs.	
	<b>Total :-</b>	<b>:</b>	<b>Rs.</b>	----- =====

**Signature of authorized person**

Date :

Name :

Place :

Seal :

## DECLARATION

1. I, \_\_\_\_\_ Son/Daughter/ Wife of Shri \_\_\_\_\_ signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender documents;
2. I have carefully read and understood all the terms and conditions of tender and undertake to abide by them :
3. The information /documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Signature of authorized person**

Date :

Name :

Place :

Seal :



## **ORDER OF 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 P. F. Registration letter/certificate.
8. Attested copy of the E.S.I. registration letter/certificate.
9. Certified documents in support of the financial turnover of the agency.
10. Certified documents in support of entries in column 13 of technical bid application.
11. Copy of the terms and conditions at Annexure -1 in NIQ Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.