

F.No.D-31011/10/2012-General.-III
Government of India
Planning Commission

Yojana Bhawan, Sansad Marg,
New Delhi, the 03rd October 2012

E-tender Notice

Subject: Invitation for online tenders in respect of Contract for provision of 30 (thirty) **Semi-skilled** Multi Tasking Staff (MTS) (Outsourced) in the Planning Commission.

Online tenders are invited in respect of Contract for provision of 30(Thirty) Multi Tasking Staff (MTS) (Outsourced) in the Planning Commission. **No Manual Tender will be accepted under any circumstances.**

2. Instructions to Bidders, Eligibility criteria, Period of Contract, Earnest Money Deposit, Bid evaluation Criteria, Specific Terms & Conditions and General Terms & Conditions are given in **Annexure-1**. Quotations are to be submitted in **Annexure-II**. Detailed instructions to bidders to submit bid online through e-procurement site are given in **Annexure-III**.
3. The Planning Commission reserves the right to cancel the tender at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the quotation shall not be entertained.
4. All the documents in support of eligibility criteria and a scanned copy of the EMD are to be uploaded alongwith the Tender Documents. EMD in original has to be dropped in the EMD Box to be kept in the Reception Area of Yojana Bhawan from 1000 hours on 29th October 2012 to 1500 hours on 01.11.2012. **Bids shall not be considered in case EMDs in original are not dropped in the EMD Box by 1500 hours on 01st November 2012.** On line Bid Closing time and date is 1500 hour on 01.11.2012.
5. Bidders shall not be permitted to withdraw their tender till the finalization of the tendering process/award of contract to firm (s). In case of withdrawal the EMD stands forfeited.
6. Bids without requisite documents will be summarily rejected. Complete tender document may be downloaded from the website of Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) or website of the Planning Commission (<http://planningcommission.gov.in>).
7. Information on any issue of corrigendum related to this tender will be issued only on website/s mentioned in Para.6.above.

J. Sriram Murthy

(J. Sriram Murthy)

Under Secretary to the Govt. India

Ph. 23042500

TERMS AND CONDITIONS OF THE TENDER

A. Instructions to Bidders

1. Uploading of tender after **1500 hours on 01.11.2012** is not allowed. Bidders shall not be permitted to withdraw their tender till the finalization of the tendering process/award of contract to firm (s). In case of withdrawal the EMD stands forfeited.
2. All the documents in support of eligibility criteria and a scanned copy of the EMD are to be uploaded alongwith the Tender Documents. EMD in original has to be dropped in the EMD Box to be kept in the Reception Area of Yojana Bhawan from 1000 hours on 29th October 2012 to 1500 hours on 01.11.2012. **Bids shall not be considered in case EMDs in original are not dropped in the EMD Box by 1500 hours on 01st November 2012.** The EMD of all the unsuccessful bidders will be refunded after finalization of the Contract. No interest will be payable on the EMD.
3. The bidders are required to quote **the Service Charges (in percentage)** on total minimum wages excluding EPF/ESI in **Annex-II against the column Excess(+) only.** Annex-II contains three white boxes to be filled/quoted by the bidders. The first box is for filling bidder/firm's name, the second contains options Excess (+)/Less (-) and the third (against column Excess) for quoting the service charges. Bidders are requested to refer to point 15 and 24 of the Terms and Conditions of this Annexure(i.e Annexure-I).

B. Eligibility Criteria

4. The Registered Office or Branch Office of the bidder Company/Firm/Agency should be located in Delhi/NCR Region. The bidder should upload proof of its office address along with telephone number during the online bid submission.
5. The bidder Company/Firm/Agency should have its own Bank Account, PAN Card and Service Tax Registration, ESI-EPF Registration. Self attested copies of letter from bank stating that the account is being maintained by concerned Bidder Firm along with other requisite details of the Bank Account, PAN Card and Service Tax Registration for providing MTS, ESI-EPF Registration should be uploaded with the tender during the online bid submission.
6. The bidder Company/Firm/Agency must have a minimum experience of three years to Central Government Ministry/Department/Public Sector Undertaking/ Public Sector Banks in this field. Proof of the experience certificate (at least two certificates during the period 2008-2011) is also to be uploaded with the tender document.
7. The bidder Company/Firm/Agency should also upload a duly signed certificate along with the bid indicating that they have carefully read the terms and conditions of the tender and have accepted all the provisions of the tender during online bid submission.
8. The bidder Company/Firm/Agency should also upload an undertaking that the bidder Company/Firm/Agency has not been blacklisted by any Ministry/ Department/Organization of the Central Government, State Government and any Public Sector Undertaking.

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9. The bidder Company/Firm/Agency/anybody whose services were terminated by the **Planning Commission** before the expiry of the contract are not eligible to participate in bid for a period of 3 years from the date of termination of the contract. Firm has to upload an undertaking in this regard.

10. The bidder Company/Firm/Agency should have an Annual Turnover of Rs.1 crore. Proof in this regard should also be uploaded.

C. **Period of Contract**

11. The contract for providing of 30 numbers of Multi Tasking Staff (MTS) (Outsourced) in the Planning Commission will be for a period of one year from the date of award of the contract. The contract may be extended on the same terms and conditions and rates for a further specific period on quarterly/half yearly/annual basis, upto a maximum period of two years subject to satisfactory services.

D. **Earnest Money Deposit (EMD)**

12. The tender must be submitted online and accompanied by scanned copy of an Account Payee Demand Draft/Banker's Cheque of Rs. 2,00,000/-(Rupees two lakh only) as Earnest Money Deposit(EMD)drawn in favor of **Pay & Accounts Officer, Planning Commission and payable at New Delhi**. Account Payee Demand Draft/ Banker's Cheque drawn in favour of any officer other than Pay & Accounts Officer, Planning Commission, New Delhi will not be accepted and the tender would be rejected.

13. EMD in original has to be dropped in the EMD Box to be kept in the Reception Area of Yojana Bhawan from 1000 hours on 29th October 2012 to 1500 hours on 01.11.2012. **Bids shall not be considered in case EMDs in original are not dropped in the EMD Box by 1500 hours on 01st November 2012.**

E. **Bid Evaluation Criteria**

14. On line Bid Closing time and date is 1500 hour on 01.11.2012. The on-line bid and the EMD Box shall be opened on 1530 Hrs. on 1st November 2012 in Room No.412 of Yojana Bhawan, Planning Commission, New Delhi-110001, in presence of the representatives of the bidder Company/Firm/Agency, if any, who wish to be present at the time of opening the tender by the duly constituted **Tender Opening Committee**.

15. The L-1 bidder will be selected on the basis of lowest percentage of Service Charges on total minimum wages excluding ESI and EPF quoted by the bidders. The Bids will be evaluated by the duly constituted **Tender Evaluation Committee**.

16. The successful bidder has to furnish a Performance Security Deposit (PSD) equal to 10 % of the Annual Contract Value whichever higher in the form of a Account Payee Demand Draft /Fixed Deposit Receipt (FDR) made in the name of the Company/Firm/Agency and hypothecated to the Pay & Accounts Officer, Planning Commission or a Bank Guarantee from a commercial bank covering the period of the contract, within 10 days from the date of receipt of the letter for award of the Contract. The PSD should remain valid for a period of sixty days beyond the date of cession of the contract for initial period of the contract of one year and completion of all the contractual obligations of the

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Company/Firm/Agency. In case the contract is extended beyond initial period the PSD will have to be renewed accordingly by the successful bidder.

17. Before commencement of Service the successful bidder has to obtain necessary clearance from Ministry of Labour for providing 30(thirty) Semi-skilled MTS in the Planning Commission, Yojana Bhawan, New Delhi.

18. In the event of failure to accept the offer of Contract by the successful bidder and non-submission of the PMD by the successful bidder for any reason/s whatsoever, the EMD submitted by the Company/Firm/Agency at the time of submission of the tender, shall be forfeited.

F. Specific Terms & Conditions

19. The initial requirement is of 30 (thirty) Semi-skilled MTS personnel (Outsourced). This can be curtailed /enhanced at the discretion of this Commission during the contract period.

20. Educational Qualification of the MTS Personnel (Outsourced) to be provided under the contract should have minimum 10th Standard Pass and have basic knowledge of computers such as MS Word, Internet etc. and in the age group 18 to 35 years. The MTS Personnel provided should be in good health.

21. The MTS (outsourced) shall be required to work normally as per the office working hours i.e. Monday to Friday 9.00 am to 17.30 pm with lunch break of 30 minutes from 1.00 pm to 1.30 pm. They may also be required to perform duties on Saturdays and Sundays and other Gazetted Holidays, if required, on remuneration to be paid pro-rata for performing duties on Saturdays, Sundays and other Gazetted holidays.

22. The MTS personnel provided will be required to perform the following functions:-
(i) Carrying of files and other papers within the building and delivering of dak outside the building.
(ii) Photocopying, sending of fax etc.
(iii) Typing on Computer
(iv) Other non – clerical work in the Section/unit.
(v) Assisting in routine office work like making entries in computers regarding File movement etc.
(vi) Any other work assigned by the superior authority.

23. Wages will be paid in accordance with Minimum Wages Act, 1948 as revised by the Govt. of NCT Delhi as on date for Semi-Skilled workers from time to time. EPF, ESI etc. will be paid as per the extant guidelines.

24. Service Charges will be paid on total minimum wages excluding ESI and EPF.

25. Service Tax will be paid as per the orders of Government of India from time to time.

26. It is the responsibility of the Successful bidder to provide substitute in case of absentees. If the Second Party is not able to provide substitute, the amount will be deducted on pro-rata basis in respect of the absentees.

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27. In case any of the MTS personnel provided is continuously absent for three days without any substitute provided by the Successful bidder, penalty pro-rata double the wages for such absence will be imposed.

28. The successful bidder Company/Firm/Agency shall engage such MTS personnel, whose antecedents have been thoroughly verified, including character, police verification and other formalities.

29. If the service of the Successful bidder Firm is not found satisfactory, Planning Commission reserves right to terminate the contract by giving one month's Notice at any time without assigning any reason and the decision of the Planning Commission will be final and binding on the Firm.

30. No relationship is established between the MTS Staff & Planning Commission and no claim for absorption or employment on temporary or regular basis for such workers will be entertained.

31. The successful bidder Company/Firm/Agency will be responsible for the payment of statutory liabilities such as EPF/ESI and other charges etc., if any, in respect of the 30 MTS deputed in the Planning Commission and will submit the deposit challans showing the individual figure of deposit for the previous month along with remuneration bill to the Planning Commission.

32. In case of breach of any terms and conditions attached to this contract, the performance security deposit of the successful bidder will be liable to be forfeited by this Commission besides annulment of the contract.

G. General Terms & Conditions

33. The Successful bidder Firm shall raise the bill in triplicate in respect of the monthly wages in respect of the MTS personnel (Outsourced) provided during the month along with Attendance Sheet of the MTS personnel for the month, before 5th day of the succeeding month accompanied by copies of Bank Statements of the employees having credit entries.

34. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of the Head of the Department, Planning Commission, New Delhi, or any other officer nominated by him. There shall be no bar to the reference of the dispute to the arbitrator or such an officer appointed by the Head of the Department, Planning Commission, New Delhi, who might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter is originally referred to earlier, is transferred or vacates office or is unable to act for any reason/s, the Head of the Department shall be competent to appoint another officer as arbitrator, who shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. No officer other than the one appointed by the Head of the Department shall act as arbitrator. Decision of the Head of the Department or the officer nominated by him shall be final and binding on the party/parties. The limitation for filing claim for arbitration is 90 days from the expiry of the contract and in case no claim is filed within this period, it shall be presumed that there is no claim.

35. Subject to above, the provision of the Arbitration Act, 1996 or any other statutory modification on enactment thereof and the rules made there under and for the time being in force, shall apply to arbitration proceeding under this clause.

36. Any notice/direction given to the Successful bidder Firm under the Terms & Conditions of the Contract shall be considered to be duly served if the same has been delivered to, left for or dispatched

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by speed post at his last known address. Also, any notice/reply/bill to be given to the Planning Commission by the Successful Bidder shall be considered duly served if the same has been delivered to, left for or dispatched by speed post at the last known address. Any document so posted shall be prima facie proof of service at the expiration of the time in which it reaches in the ordinary course of post.

37. Any liability arising under the Minimum Wages Act, statutory liabilities in respect of other acts, if applicable, is the sole responsibility of the Successful Bidder Company/Firm/Agency. The Successful Bidder Company/Firm/Agency should at all times indemnify this Commission against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employer's Liability Act, 1938. The Workmen Compensation Act 1923, Industrial Disputes Act, 1947, Maternity Benefit Act, 1961, Delhi Shops and Establishment Act or any other modification thereof or any other law relating thereto and rules made hereunder from time to time, if applicable. The Planning Commission will not own any responsibility in this regard.

38. All the 30 MTS (outsourced) deputed in the Planning Commission should always be in uniform provided by the successful bidder Company/Firm/Agency. In case, the MTS deputed is not found in proper uniform, the Planning Commission reserves the Right not to allow such MTS within the premises of the Planning Commission. The Agency shall supply the complete uniform to the MTS deputed in consultation of the Planning Commission, within seven days from the date of award of the Contract.

39. The successful bidder Company/Firm/Agency shall issue identity cards, on its own name and trading style, to the MTS deputed in the Planning Commission, which at the Planning Commission's option, would be subject of verification at any time. The Planning Commission may refuse entry to the MTS deputed found without proper Identity Card.

40. Monthly payment of wages to the MTS personnel deployed in the Planning Commission during the month shall be made by the Successful Bidder through Electronic Transfer to the Bank Account of the individual MTS (Outsourced) or by cheque in presence of representative/s of the Planning Commission, invariably before 10th day of the succeeding month

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Tender Inviting Authority: Planning Commission			
Name of Work: Contract for Providing 30(thirty) Semi skilled Multi Tasking Staff (MTS) (Outsourced).			
Contract No: D-31011/10/2012-General-III			
Bidder Name:		Excess (+)	0.00 %

SCHEDULE OF WORKS

Sl. No.	Description of work	No. or Qty.	Unit	Estimated Rate		AMOUNT Rs. P
				Figure	Words	
1	Providing 30(thirty) Semi skilled Multi Tasking Staff (MTS) (Outsourced).	30	Nos.	7748	#NAME?	232440.00
Total estimated cost in Figures						232440.00
Quoted Amount						232440.00
Quoted rate in Words						#NAME?

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1. Bidder should do the registration in the tender site using the "Click here to Enroll" option available.
2. Then the Digital Signature of SIFY/TCS/nCode or any Certifying Authority is to be registered after logging into the site.
3. Bidder can use "My Space" area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
4. Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders he is interested.
5. Bidder then logs in to the site using the secured log in by giving the user id/ password chosen during registration and password of the DSC/etoken .
6. Only one DSC should be used for a bidder and should not be misused by others.
7. Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
8. If there are any clarifications, this may be obtained using clarifications, or during the pre-bid meeting. Bidder should take into account of the corrigenda published before submitting the bids online.
9. Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there is more than one document, they can be clubbed together.
10. Bidder should prepare the EMD as specified in the tender. The original should be posted/couriered/given in person to the specified location as per Tender Document, latest by the last date of bid submission.
11. Bidder selects the tender which he is interested using search option & then moves it to the 'my favorites folder'.
12. From the my favorites folder, he selects the tender to view all the details indicated.
13. The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
14. The bidder has to select the payment option as offline to pay the EMD as applicable.
15. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the bid submitted will not be acceptable.

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16. The bidder has to enter the password of the DSC/etoken and the required bid documents have to be uploaded one by one as indicated.
17. The rates offered details have to be entered separately in a spread sheet file (xls) in the space allotted and should be updated as BOQ.xls file for each tender after the financial bid. The BOQ file, if found modified by the bidder, his bid will be rejected.
18. The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
19. The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
20. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
21. For any clarifications with the TIA, the bid number can be used as a reference.
22. Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e on or before the bid submission time. If there is any delay, due to other issues, bidder only is responsible.
23. Each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced by scanning at lo resolution and the same can be uploaded. However of the file size is less than 1 MB the transaction uploading time will be very fast.
24. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the eProcurement system. The bidders should follow this time during bid submission.
25. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
26. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
27. Any document that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
28. For any queries, the bidders are asked to contact by mail cppp-nic@nic.in or by phone: 1-800-233-7315 well in advance.

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