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भारत सरकार
योजना आयोग

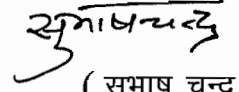
योजना भवन, संसद मार्ग,
नई दिल्ली, 21 जून, 2010

निविदा सूचना

1. योजना आयोग को प्रारम्भ में एक वर्ष के लिए 35 कार्यालय सहायकों (आउटसोर्स) की सेवाएं प्रदान करने के लिए प्रख्यात, अनुभवी और वित्तीय रूप से सुदृढ़ श्रमशक्ति वाली कम्पनियों/फर्मों/एजेंसियों से **दो बोली प्रणाली** यानी (**भाग-I तकनीकी बोली और भाग-II वित्तीय बोली**) के अधीन मुहरबंद निविदाएं आमन्त्रित की जाती हैं, बशर्ते उस समय तक कार्यालय सहायकों की आयोग को आवश्यकता हो या सेवा में कमी अथवा चयनित कम्पनी/फर्म/एजेंसी ने निम्न कोटि की श्रमशक्ति लगायी हो, के कारण एक वर्ष से पहले भी कटौती/समाप्ति की जा सकती है। बहरहाल, कम्पनी फर्म/एजेंसी प्रदान कर रही चयनित सेवा को आयोग एक सप्ताह का नोटिस देकर किसी भी समय अनुबंध को समाप्त करने का अधिकार सुरक्षित रखता है। मानवश्रम की अपेक्षित संख्या को अनुबंध की अवधि के दौरान बढ़ाया या घटाया जा सकता है।
2. सम्पूरित निविदा आलेख्य को सभी कार्यदिवसों में **24.06.2010 से 23.07.2010 (23.07.2010 को अप. 2.00 बजे तक) तक पूर्वा. 10.00 बजे से सायं 5.00 तक कक्ष सं० 415, चतुर्थ तल, योजना भवन, संसद मार्ग, नई दिल्ली से व्यक्तिगत रूप से प्राप्त किया जा सकता है।** निविदा आलेख्यों को इस आयोग की वेबसाइट (**www.planningcommission.nic.in**) से डाउनलोड भी किया जा सकता है।
3. इच्छुक कम्पनियां/फर्मों/एजेंसियां भुगतान एवं लेखाधिकारी, योजना आयोग, नई दिल्ली के पक्ष में आहत डिमाण्ड ड्राफ्ट के रूप में **रु. 1,00,000/- की जमा धरोहर राशि (ईएमडी)** के साथ सभी प्रकार से विधिवत सम्पूरित निविदा आलेख्यों को **23.07.2010 को अप. 2.00 बजे तक** योजना आयोग के स्वागत पटल में रखी निविदा पेटिका में डालें। किसी भी हालत में, चाहे जो भी हो, निर्धारित तिथि व समय के बाद निविदाएं स्वीकार्य नहीं होंगी।
4. **तकनीकी बोलियां उसी दिन अप. 2.30 बजे** फर्मों के प्रतिनिधियों जो उपस्थित होना चाहें, के समक्ष कक्ष सं० 457, योजना भवन, संसद मार्ग, नई दिल्ली में **खोली जाएंगी।** सबसे पहले तकनीकी बोलियों का इस प्रयोजन हेतु गठित तकनीकी समिति द्वारा विश्लेषण किया जाएगा। दूसरे चरण में, केवल तकनीकी रूप से स्वीकार्य प्रस्तावों की वित्तीय बोलियां बाद में खोली जाएंगी। वित्तीय बोलियों के खुलने हेतु निर्धारित समय व स्थान केवल उन फर्मों/एजेंसियों को सूचित किया जाएगा जिनकी तकनीकी बोलियां उचित पायी जाएंगी।

.....2/-

5. आयोग बिना कोई कारण बताए किसी भी समय निविदा को निरस्त करने या निविदा आलेख्य में समाविष्ट नियम व शर्तों को संशोधित करने/वापिस लेने का अधिकार सुरक्षित रखता है।


(सुभाष चन्द्र)

अवर सचिव, भारत सरकार

Government of India
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi, the 21 June, 2010.

TENDER NOTICE

1. Sealed tenders are invited under **Two Bid System** i.e. (**Part-I Technical Bid and Part-II Financial Bid**) from reputed, experienced and financially sound Manpower Companies / Firms / Agencies to provide 35 Office Assistants (Outsourced) to Planning commission initially for a period of one year which may be further extended upto one year subject to satisfactory performance, provided the requirement of the Commission for Office Assistance persists at that time or may be curtailed/ terminated before a period of one year owing to deficiency in service or substandard quality of manpower deployed by the selected company/firm/agency. The Commission, however, reserves the right to terminate the contract at any time after giving one week notice to the selected service providing company/ firm/ agency. The quantum of manpower requirement may further increase or decrease during the period of contract.
2. **Complete Tender Document may be obtained in person from Room No. 415, 4th Floor, Yojana Bhavan, Sansad Marg, New Delhi on all working days from 10.00 AM to 5.00 PM from 24.06.2010 to 23.07.2010 & on 23.07.2010 upto 2.00 PM. The tender document can also be downloaded from the website of this commission (www.planningcommission.nic.in).**
3. The interested Companies/Firms/Agencies may put the tender document **upto 2.00 PM on 23.07.2010** in the tender box kept in the Reception Counter of Planning Commission duly complete in all respects along with **Earnest Money Deposit (EMD) of Rs. 1,00,000** in the form of demand draft drawn in favour of Pay and Accounts Officer, Planning Commission New Delhi. The tenders shall not be accepted beyond the stipulated date and time under any circumstances what so ever.
4. **The Technical bid shall be opened on the 23.07.2010 at 2.30 PM** in Room No. 457, Yojana Bhavan, Sansad Marg, New Delhi in the presence of the representative of firms who wish to be present. At the first instance the technical bids shall be analyzed by a technical committee constituted for the purpose. At the second stage financial bids of only technically acceptable offers shall be opened at a later date. The scheduled time and venue for opening the financial bids will be communicated to only those firms/ agencies whose technical bids are found in order.
5. This Commission reserves the right to cancel the tender at any time or amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason, thereof.



(Subhash Chander)

Under Secretary to the Government of India

To

Manpower Agencies as per attached list



**GOVERNMENT OF INDIA
PLANNING COMMISSION**

TENDER DOCUMENT

For providing Office Assistant (Outsourced)

to Planning Commission by a Private

Manpower Agency

Date of issue of Tender Document : From 24th June, 2010

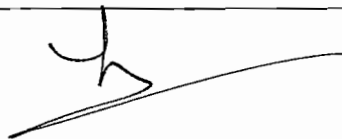
Last Date & time for submission of Tender Document : up to 2.00 PM on 23rd July, 2010.

Date & time for opening of Tender Documents :-

- | | | |
|------|--------------------------------------|---|
| (i) | Technical bid | : At 2.30 PM on 23 rd July, 2010 |
| (ii) | Financial Bid of eligible Tenderers. | : At later date |

CONTENTS OF TENDER DOCUMENT

S.No.	Description of contents	Page Number
1.	Documents to be submitted along with the technical bid	2
2.	Scope of work and general instructions for tenderer	3-5
3.	Technical requirements for the Tendering Company/ Firm/ Agency and the Office Assistants (Outsourced) to be deployed by the successful Company/ Firm/ Agency in the Planning Commission	6
4.	Tender Application – Technical Bid	7-10
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6.	Terms and Conditions:	
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7.	Order for arrangement of documents with the Technical Bid	18

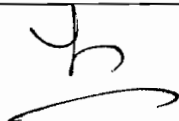


DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL BID

1. Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh Only)
2. Application – Technical Bid;
3. Attested copy of Registration Certificate;
4. Certified copy of the statement of bank account of agency containing transaction during the last three years;
5. Attested copy of PAN / GIR Card of the agency (not of individual);
6. Attested copy of the latest IT return filed for the last three financial years by the agency (not by individual);
7. Attested copy of Service Tax Registration Certificate;
8. Attested copy of the E.P.F. registration letter / certificate;
9. Attested copy of the E.S.I. registration letter / certificate;
10. Certified documents in support of the Financial turnover of the agency;
11. Certified documents in support of experience of the Tenderer in the relevant field.
12. Certified documents in support of entries in column 13 of Technical Bid application;
13. **Copy of the terms and conditions at pages 12-17 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.**

ORDER FOR ARRANGEMENT OF DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF OFFICE ASSISTANCE (OUTSOURCED)

1. List of Office Assistants (Outsourced) short listed by agency for deployment in Planning Commission containing full details i.e. date of birth, marital status, citizenship, address etc.
2. Bio-data of short-listed Office Assistants (Outsourced) alongwith the supporting documents in respect of age/ educational/ professional qualifications etc.
3. Character certificate, in respect of short listed Office Assistants (Outsourced), from a Group "A/B"/ Class – I/II Gazetted Officer of the Central / State Government;
4. Certificate of verification of antecedents of all persons by local police authority.




SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The Planning Commission, a premier advisory body of the Government of India, manned by experts, thinkers and policy makers from different fields and located at 5, Sansad Marg, Yojana Bhavan, New Delhi, requires the services of reputed, well established and financially sound Manpower Company/ Firm/ Agency to provide Office assistants for its officers and consultants.
2. The contract is likely to commence from 01.08.2010 and would continue initially for a period of one year which may be further extended to one year subject to satisfactory performance provided the requirement of the Commission for Office Assistants persists at that time or may be curtailed/ terminated before completion of a period of one year owing to deficiency in service or substandard quality of manpower deployed by the selected Company/ Firm/ Agency. The Commission, however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected service providing Company/ Firm/ Agency.
3. This Commission has initial requirement for 35 Office Assistants (Outsourced) which may vary depending upon the requirement, who are/have;
 - (i) Graduate in any discipline,
 - (ii) Computer skill on MS Office, particularly MS Word and MS Excel with 'O' Level Certificate from Reputed/Recognized Institute, and
 - (iii) Experience in Office Management or Certificate in Secretarial Management desirable, and
 - (iv) having good knowledge of English Language.
4. The Office Assistant (outsourced) shall (are to) be paid @ Rs.449/- per day as has also been indicated in the Financial Bid form. Rates are to be quoted strictly in conformity the mandatory statutory provisions (EPF, ESI etc.) over a daily base rate as stipulated above. It may be noted that the base rate is higher than the minimum wage prescribed for any category by the NCT of Delhi.
5. The contractor will be required to pay wages of Office Assistant (Outsourced) per month through Planning Commission Branch of Indian Overseas Bank for which saving Bank Account in the name of such person will be got opened by him at the time of commencement of the contract and even subsequently as and when new person is engaged as such.
6. The Successful Company/ Firm/ Agency will be required to submit duly attested certificates/ supporting documents in support of age/ educational/ professional qualifications of Office Assistants (Outsourced), to be deployed in Planning Commission, along with Technical Bid.
7. The interested Companies/ Firms/ Agencies may put the tender **document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 1,00,000 with Technical bid upto 2.00 PM on 23.07.2010 in the Tender Box kept at the Reception Counter of Yojana Bhavan, Sansad Marg, New Delhi-110 001.**



8. The various crucial dates relating to **"Tender for Providing Office Assistants (Outsourced) to Planning Commission"** are cited as under :
- (a) Date of issue of Tender Document : From 24th June, 2010
 - (b) Last date and time for submission of
Tender Document : up to 2.00 PM on 23rd July, 2010
 - (c) Date and time for opening of
 - (i) Technical Bid : At 2.30 PM on 23rd July, 2010
 - (ii) Financial Bid : At later stage
9. The tender shall be accepted under **Two bid system**. The interested agencies are advised to submit two separate sealed envelopes super scribing **"Technical Bid for Providing Office Assistants (Outsourced) to Planning Commission"** and **"Financial Bid for Providing Office Assistants (Outsourced) to Planning Commission"**. Both sealed envelopes should be kept in a third bigger sealed envelope super scribing **"Tender for Providing Office Assistants (Outsourced) to Planning Commission"**.
10. **The Earnest Money Deposit (EMD) of Rs. 1,00,000 (Rupees One Lac only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft/ Pay Order drawn in favour of Pay & Accounts Officer, Planning Commission, New Delhi, failing which the tender shall be rejected summarily.**
11. The successful tenderer will have to deposit Performance Security Deposit of 7% of the contract value or Rs. 2,50,000 (Rupees Two Lac Fifty Thousand Only), whichever is higher, in the form of A/C Payee demand draft or bank guarantee issued by a reputed Bank or Fixed Deposit Receipt (FDR) made in the name of the Company/ Firm/ Agency **but hypothecated to the Pay & Accounts Officer, Planning Commission, New Delhi** covering the period of contract. The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the firms. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the successful tenderer.



12. The tendering Companies/ Firms/ Agencies are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officers of the Government of India or Class – I Officers of the State Governments), along with the Technical Bid, **falling which their bids shall be summarily/ outrightly rejected and will not be considered any further :**

- (i) Attested copy of Registration Certificate;
- (ii) Certified copy of the statement of bank account of agency containing transaction during the last three years;
- (iii) Attested copy of PAN / GIR Card of the agency (not of individual);
- (iv) Attested copy of the latest IT return filed for the last three financial years by the agency (not by individual);
- (v) Attested copy of Service Tax Registration Certificate;
- (vi) Attested copy of the E.P.F. registration letter / certificate;
- (vii) Attested copy of the E.S.I. registration letter / certificate;
- (viii) Certified documents in support of the Financial turnover of the agency;
- (ix) Certified documents in support of experience of the Tenderer in the relevant field.
- (x) Certified documents in support of entries in column 13 of Technical Bid application;
- (xi) Copy of the terms and conditions at pages 12-17 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.**

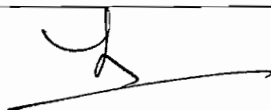
13. **The conditional bids shall not be considered and will be outrightly rejected in very first instance.**

14. 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 attested by the person authorized to sign the tender bids.

15. The Technical bid shall be opened on the scheduled date and time (At 2.30 PM on 23rd July, 2010), in Room No. 457, 4th Floor, Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi, in the presence of the representatives of the Companies/ Firms/ Agencies, if any, who wish to be present at the time of opening the tender.

16. The Financial Bid of only those tenderers will be opened whose Technical bid are found in order. The Financial bid shall be opened at later stage. The scheduled time and venue etc. will be communicated to only those firms whose technical bids are found in order.

17. The Planning Commission reserves the right to cancel all bids without assigning any reason.



TECHNICAL REQUIREMENTS FOR THE TENDERING Company/ Firm/ Agency

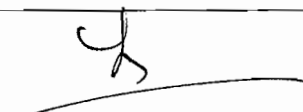
1. The tendering manpower Company/ Firm/ Agency must fulfill the following technical specifications:
 - (a) The Registered Office or the Branch Office of the manpower Company/ Firm/ Agency should be located either in Delhi/ New Delhi or in any of the Satellite Towns of Delhi;
 - (b) The manpower Company/ Firm/ Agency should be registered with the appropriate Registration Authority;
 - (c) The Company/ Firm/ Agency should have at least one year experience in providing Stenographic/Secretariat/Office Assistants (Outsourced) to Central Government Departments. Only experience certificate indicating date of award of contract and date of completion of contract successfully obtained from the Ministries/ Departments should be enclosed. There is no need to enclose experience certificate in other sphere of work;
 - (d) The Company/ Firm/ Agency should have its own Bank Account;
 - (e) The Company/ Firm/ Agency should be registered with Income Tax and Service Tax departments;
 - (f) The Company/ Firm/ Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.

Tender documents not fulfilling these of requirements will be rejected.

TECHNICAL REQUIREMENTS FOR OFFICE ASSISTANTS (OUTSOURCED) TO BE DEPLOYED

BY THE successful Company / Firm / AGENCY IN THE PLANNING COMMISSION

1. She/ he should be Graduate in any discipline and between 21 - 40 years of age, and citizen of India having:
 - (i) Computer skills on MS Office, particularly MS Word and MS Excel with 'O' Level Certificate from Reputed/Recognized Institute. He/she should have typing speed of 35 w.p.m. in English and 30 w.p.m. in Hindi or 10,500 KDPH on an average of 5 key depression for each word, and
 - (ii) Experience in Office Management or Certificate in Secretarial Management is a desirable qualification, and
 - (iii) Good knowledge of English Language.
2. She/ he should have Character certificates from a Group "A/B" or Class - I/II Gazetted Officers of the Central Government / State Government;
3. His/ her antecedents should have been got verified by the agency from the local police authorities.



APPLICATION - TECHNICAL BID

1. For Providing Office Assistants (Outsourced) to Planning Commission.

2. Name of Tendering Company/ : _____

Firm / Agency

(Attach attested copy of certificate of registration)

3. Name of proprietor / Director : _____
of Company / Firm / agency _____

4. Full Address of Reg. Office : _____

Telephone No. : _____

FAX No. : _____

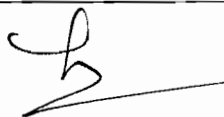
E-Mail Address : _____

5. Full address of Operating / Branch Office : _____

Telephone No. : _____

FAX No. : _____

E-Mail Address : _____



6. Banker of Company / Firm / agency with full address : _____
(Attach certified copy of A/c for the last three years
issued by the bank) _____

Telephone Number : _____
Of Banker

7. PAN / GIR No. : _____
(Attach attested copy)

8. Service Tax Registration No. : _____
(Attach attested copy)

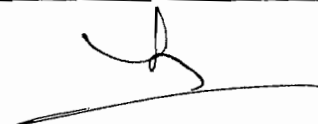
9. E.P.F. Registration No. : _____
(Attach attested copy)

10. E.S.I. Registration No. : _____
(Attach attested copy)

11. Financial turnover of the tendering Company / Firm / Agency for the last three
Financial Year:

(Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2007-08		
2008-09		
2009-10		



12. Give details of major contracts handled by the tendering Company/ Firm/ Agency for providing Office Assistants (Outsourced) during the last one year in the following format:

S.No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. Lacs)	Duration of Contract	
			From	To
1.				
2.				
3.				

(if the space provided is insufficient, a separate sheet may be attached)

13. Additional information, if any

(Attach separate sheet, if required)

Signature of authorized person

Date:

Name:

Place:

Seal :



DECLARATION

1. I, _____ Son/ Daughter/ Wife of Shri _____ Proprietor/ Director /authorized signatory of the agency/ Firm, mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the 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.


Date:

Place:

Signature of authorized person

Full Name:

Seal :



APPLICATION – FINANCIAL BID

1. For Providing Office Assistants (Outsourced) to Planning Commission.

2. Name of tendering Company/ Firm/ Agency:

3. Details of Earnest Money Deposit : Rs. 1,00,000/- (Rupees One Lac Only)

D.D. / P.O. No. & Date : _____

Drawn on Bank : _____

4. Rates are to be quoted strictly in conformity the mandatory statutory provisions (EPF, ESI etc.) over a daily base rate as stipulated by Planning Commission. It may be noted that the base rate is higher than the minimum wage prescribed for any category by the NCT of Delhi.

(a) Rate per person/ per day (8 hours excluding ½ hr. lunch) is Rs. _____ (Rupees _____ (inclusive of all statutory liabilities, taxes, levies, Cess etc.) with following break-up:

S.No.	Component of Rate	Amount (Rs.)
1.	Daily Wage Rate to be paid	Rs. 449.00
2.	Employees Provident Fund @ 13.61 % of 1 above	Rs.
3.	Employees State Insurance @ 4.75 % of 1 above	Rs.
4.	Contractors Adm. / Service Charge	Rs.
Total (Column 1 to 4)		Rs.
5.	Service Tax Liability @.....% of	Rs.
Grand Total		Rs.

Signature of authorized person

Date:

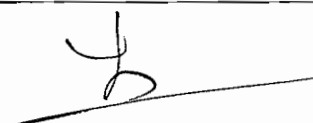
Full Name:

Place:

Seal :

Notes:

1. The tenderers must quote the rates in the format given above. The tenders not quoting rates in the format given above will be out rightly rejected.
2. The tenderers must also quote administrative/ service charges in lieu of service to be provided by him. If no service charge is claimed, the tender will be rejected.
3. The rates quoted by the tendering agency should be for the offices having five days working week inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
4. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.



TERMS AND CONDITIONS

General

1. The contract is likely to commence from 01.08.2010 and shall continue for one year unless it is curtailed or terminated by this Commission owing to deficiency of service, sub-standard quality of Office Assistants (Outsourced) deployed, breach of contract etc.
2. The contract shall automatically expire after one year from the date of effect of the contract unless extended further by the mutual consent of contracting agency and this Commission.
3. The contract may be extended, on the same terms and conditions or with some addition/ deletion/ modification, for a further specific period mutually agreed upon by the successful service providing Company/ Firm/ Agency and Planning Commission.
4. The contracting Company/ Firm/ Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Commission.
5. The commission, at present, has requirement of 35 skilled Office Assistants (Outsourced) on urgent basis. The requirement of the Commission may further increase or decrease during the period of contract also and the tenderer would have to provide additional Office Assistants (Outsourced), if required on the same terms and conditions.
6. The tenderer will be bound by the details furnished by him/ her to this Commission while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/ her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/ her liable for legal action besides termination of contract.
7. There will be no criteria for selection of the lowest eligible bidder, however, the contract will be awarded on merit basis after examining technical specifications quoted by the agencies, working performance for the past one year in Govt. offices and overall examination of tender bids of the company/firm/Agencies. The Commission reserves right to terminate the contract during the period also after giving a week's notice to the contracting agency.

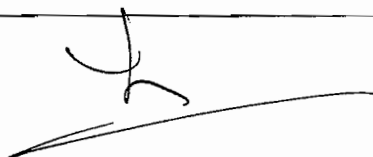
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LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

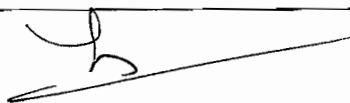
8. The contracting agency shall ensure that the individual Office Assistants (Outsourced) deployed in the Planning Commission conform to the technical specifications of age, educational and skill qualifications prescribed at page No. 6 of the Tender Document. A skill test in this regard may be conducted by the Planning Commission before engagement of each Office Assistants (Outsourced).
9. This Commission is a Central Government office and has five working days (i.e. Monday to Friday) in a week from 900 hrs. to 1730 hrs. with a lunch break of ½ hour from 1300 hrs. to 1330 hrs. Besides this, the Commission also observes the Gazetted holidays notified by the Government of India from time to time. The Office Assistant (Outsourced), however, may have to attend the office on weekends and holidays, if required, S / he will be paid as per agreed rates and also subject to instructions of Labour Department, NCT of Delhi.
10. The contracting Company/ Firm/ Agency shall furnish the following documents in respect of the individual Office Assistants (Outsourced) who will be deployed by it in this Commission before the commencement of work:
 - a. List of persons deployed;
 - b. Bio-data of the persons alongwith the certificates in respect of educational/ professional qualifications etc.
 - c. Attested copy of matriculation certificate containing date of birth;
 - d. Character certificate from a Gazetted officers of the Central/ State Government;
 - e. Certificate of verification of antecedents of persons by local police authority.
11. In case, the person employed by the successful Company/ Firm/ Agency commits any act of omission/ Commission that amounts to misconduct/ indiscipline/ incompetence, the successful Company/ Firm/ Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the Commission.
12. The tendering Company/ Firm/ Agency shall replace immediately any of its personnel who is found unacceptable to this Commission because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from this Commission.
13. The person deployed shall be required to report for work at 0900 hrs. to Section Officer (A.III) and would leave at 1730 hrs. on all working days, if required, on weekends/holidays. In case, person deployed is absent on a particular day or comes late/ leaves early on three occasions, one day wage shall be deducted.

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14. The agency shall depute a co-ordinator who would be responsible for immediate interaction with the Commission so that optimal services of the persons deployed by the agency could be availed without any disruption.
15. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his/ her personal reasons. **The delay in providing a substitute beyond three working days would attract a penalty @ Rs.100 per day on the service providing agency.**
16. It will be the responsibilities of the service providing agencies to meet transportation, food, medical and any other requirements in respect of the persons deployed in this Commission and this Commission will have no liabilities in this regard.
17. For all intents and purposes, the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of Office Assistants (Outsourced) so employed and deployed in this Commission. **The persons deployed by the agency in this Commission shall not have claims any Master and Servant relationship against Planning Commission.**
18. The service providing agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. This Commission shall, in no way, be responsible for settlement of such issues whatsoever.
19. This Commission shall not be responsible for any financial or other injury to any person deployed by service providing agency in the course of their performing the functions/ duties, or for payment towards any compensation.
20. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees of this Commission during the currency or after expiry of the contract.
21. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption in the regular/ otherwise capacity in this Commission.


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LEGAL

22. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this Commission.
23. Tendering agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to Planning Commission to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
24. The tendering agency shall maintain all statutory registers under the Law. The agency shall produce the same, on demand, to the concerned authority of this Commission or any other authority under Law.
25. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Commission.
26. In case, the tendering agency fails to comply with any statutory/ taxation liability under appropriate law, and as a result thereof the Commission is put to any loss/ obligation, monetary or otherwise, the Commission will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

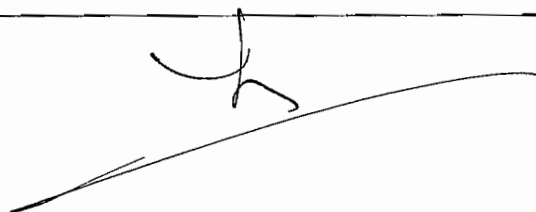
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FINANCIAL

27. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs. 1,00,000/- (Rupees One Lac Only) in the form of Demand Draft/ Pay Order drawn in favour of Pay & Accounts Officer, Planning Commission, New Delhi, **failing which the tender shall be rejected out rightly.**
28. The EMD 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. **Further, if the agency fails to deploy 35 Office Assistants (Outsourced) against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice.**
29. The successful tenderer will have to deposit a performance security amount of Rs. 2,50,000 (Rupees Two Lac and Fifty Thousand Only) immediately after awarding contract in the form of Bank Draft drawn in favour of Pay & Accounts Officer, Planning Commission, New Delhi or Bank Guarantee issued by a reputed bank or Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the Pay & Accounts Officer, Planning Commission, New Delhi, covering the period of contract. In case, the contract is further extended beyond the existing period of contract, the performance security will have to be accordingly renewed by the contract-awarding agency.
30. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this Commission besides annulment of the contract.
31. The agency shall raise the bill, in triplicate, along with attendance sheet [duly verified by Under Secretary (A.III)/ Section Officer (A.III)] in respect of the persons deployed and submit the same to Under Secretary (A.III) in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.

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32. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill/ whole of the bill amount shall be held up till such proof is furnished, at the discretion of this Commission.
33. The amount of penalty calculated @ **Rs.100** per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the agency shall be deducted from the monthly bills of the service providing Company/ Firm/ Agency in the following month.
34. The JS (Admn.)/H.O.D., Planning Commission reserves the right to withdraw/ relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.



(Subhash Chander)

Under Secretary to the Government of India

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

- (i) Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh Only)
- (ii) Application – Technical Bid;
- (iii) Attested copy of Registration Certificate;
- (iv) Certified copy of the statement of bank account of agency containing transaction during the last three years;
- (v) Attested copy of PAN / GIR Card of the agency (not of individual);
- (vi) Attested copy of the latest IT return filed for the last three financial years by the agency (not by individual);
- (vii) Attested copy of Service Tax Registration Certificate;
- (viii) Attested copy of the E.P.F. registration letter / certificate;
- (ix) Attested copy of the E.S.I. registration letter / certificate;
- (x) Certified documents in support of the Financial turnover of the agency;
- (xi) Certified documents in support of experience of the Tenderer in the relevant field.
- (xii) Certified documents in support of entries in column 13 of Technical Bid application;

Copy of the terms and conditions at pages 12-17 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

ORDER FOR ARRANGEMENT OF DOCUMENTS BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF OFFICE ASSISTANTS (OUTSOURCED)

1. List of Office Assistants (Outsourced) short listed by agency for deployment in Planning Commission containing full details i.e. date of birth, marital status, address etc.
2. Bio-data of all persons alongwith the supporting documents in respect of age/educational/professional qualifications etc.
3. Character certificate from a Group "A/B" / Class – I/II Gazetted Officers of the Central / State Government in respect of all persons;
4. Certificate of verification of antecedents of all persons by local police authority.

