

GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
DEPARTMENT OF COMMERCE
DIRECTORATE GENERAL OF ANTI-DUMPING & ALLIED DUTIES

TENDER DOCUMENT

For providing Data Entry Operators by Private Manpower providing Agencies

Date of issue of Tender Document : 15.12.2015

Last date & time for submission of Tender Document : 1.00 p.m. on 28.12.2015

Date & time for opening of Technical Bid : 3.00 p.m. on 28.12.2015

Date & time for opening of Financial Bid: 3.00 p.m. on 29.12.2015

CONTENTS OF TENDER DOCUMENT

S.No.	Description of contents	Page Number
1.	Tender Notice dated 15.12.2015	3-5
2.	General Terms and Conditions for the Contract	6-7
3.	Technical Bid qualification criteria	8-9
4.	Proforma for Technical Bid	10-11
5.	Financial Bid Proforma	12

No. 20/43/2015-DGAD
Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Anti-Dumping & Allied Duties

4th Floor, Jeevan Tara Building
Parliament Street, New Delhi - 110001
Dated: December 2015

TENDER NOTICE

Sealed cover tenders are invited by the Directorate General of Anti-Dumping & Allied Duties (DGAD), an attached office of Department of Commerce, Ministry of Commerce & Industry, New Delhi under two bid system i.e. Part-I: Technical Bid and Part-II: Financial Bid from reputed, experienced and financially sound Manpower providing Companies/Firms/Agencies to provide **15 (Fifteen) skilled Data Entry Operators** for a period of one year. The period of the contract may be further extended subsequently, on mutual consent, on review of the performance and depending upon the requirements and administrative convenience of the DGAD. The requirement of number of Data Entry Operators may increase or decrease during the period of the contract.

2. Interested Companies/Firms/Agencies may deposit their tender documents complete in all respects in the prescribed proforma by 1:00 p.m. on 28.12.15 in the DGAD office at 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi - 110001. No tender shall be entertained after this deadline under any circumstances whatsoever. The sealed cover tender document super-scribed with 'Bid for providing DEOs to DGAD, DOC' should contain separate sealed envelopes for Technical Bid and Financial Bid documents. The sealed envelopes of Technical Bid and Financial Bid should also be super-scribed with 'Technical Bid' and 'Financial Bid' respectively.

3. The Tender document should be accompanied with Earnest Money Deposit (EMD) in form of a Demand Draft of Rs.20,000/- (Rupees Twenty Thousand only) in favour of "Under Secretary (Cash), Department of Commerce" and other requisite documents in support of eligibility criteria. The tenders/bids without the EMD and requisite documents will be summarily rejected. The earnest money shall be refunded

to the unsuccessful Tenderers after finalization of the contract. It shall be refunded to the successful bidder on receipt of performance security mentioned in clause 5 below.

4. The Technical Bids will be opened on 28.12.2015 at 3:00 p.m. in the presence of a Tender Opening & Evaluation Committee of this Office constituted for the purpose. The Technical Bids will be evaluated by the Committee at first stage. Only the bidders who qualify in Technical Bid evaluation will be eligible for Financial Bid evaluation at second stage. The Financial Bids of such bidders will be opened on 29.12.15 at 3:00 p.m. in the presence of the Committee. The final successful bidder will be recommended by the Committee after evaluation of the Financial Bids. The Committee may also consider, if required, the technical evaluation report of the technical qualified bidders while arriving at final decision. The Financial Bids containing 'Nil' Administrative/Service Charges to be charged by the Contractor will not be accepted and can be rejected even after qualification in Technical Bid evaluation. The Administrative/Service Charges so mentioned in Financial Bid should not be negligible so that the true purpose of the condition of 'Nil' charges can be fulfilled. The unrealistic and negligible charges mentioned just to qualify in Financial Bid can also be rejected and the decision of the Tender Evaluation Committee in this regard shall be final and all the Bidders shall be bound to accept the decision.

5. The successful bidder will have to submit a Performance Security Deposit (PSD) of Rs. 1,00,000/- (Rupees One Lakh Only) in the form of Fixed Deposit Receipt (FDR). The Performance Security Deposit should remain valid for a period of 90 days beyond the stipulated date of completion of the Contract which is for initial period of one year. Bid Security will be refunded on receipt of Performance Security Deposit.

6. All the 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 Bid Form. In such cases, the tender shall be summarily rejected.

7. The Competent Authority of DGAD reserves the right to amend/withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Authority in this regard would be final.

8. The prospective tenderers are free to seek any clarification with reference to the tender. The Section Officer (AD-I), DGAD (Shri Akhilesh Kumar Mishra) may be contacted in this regard with prior appointment on any working day before tender opening.

9. The service requirement and other Terms & Conditions, Technical Bid Criteria & proforma and Financial Bid proforma are annexed.

10. The tender notice is available at the official website of the Department of Commerce at <http://commerce.nic.in> as well as <http://eprocure.gov.in>.

Yours faithfully,


(Rita Mahna)
Joint Director
Tel: 23348652

Copy to:

1. NIC cell, Deptt. of Commerce, Udyog Bhawan with the request to upload the tender at the official website of Deptt. of Commerce as well as at eprocure.gov.in.
2. All the Ministries/Departments of Govt. of India with the request to give this Notice wide publicity amongst all the vendors, if any, already registered with them.

A. General Terms and Conditions for the Contract

1. The period of the Contract will be one year from the date of award of the Contract. This Directorate reserves the right to terminate the contract at any time without assigning any reason. The period of the contract may be further extended subsequently, on mutual consent, on review of the performance and depending upon the requirements and administrative convenience of the DGAD. The requirement of number of Data Entry Operators may increase or decrease during the period of the contract.
2. This Office has initial requirement of 15 (Fifteen) skilled Data Entry Operators (DEOs). The DEOs should be well conversant with working on computers and essentially well trained in MS Word and also desirably possess knowledge of Web surfing, MS Excel and MS Power Point and should have a minimum typing speed of 30 wpm on computer. The additional staff, if required, will also be provided by the service provider for a shorter/specific period as per the requirement of this office.
3. The Registered Office or one of the Branch Office of the Service providing Company/Firm/Agency should be located either in Delhi/New Delhi/NCR Delhi.
4. The Service providing Company/Firm/Agency should be registered with the appropriate registration authority.
5. The Company/Firm/Agency should have its own Bank Account. The Company/Firm/Agency should be registered with Income Tax and Service Tax Departments and appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
6. The Data Entry Operators should be Graduate or equivalent. The DEOs should be between 20 – 40 years of age. The character and antecedents should have been got verified by the Agency from the local police authorities. The resume of the Data Entry Operators along with Proof of identity and photograph should be submitted to this office.
7. The Service provider must ensure Minimum Rates of Wages (excluding EPF and ESI contribution) to the workers engaged and it should be in accordance with the orders of Govt. of NCT, Delhi. It will be responsibility of the Service provider to ensure the enhancement of the Rates as and when revised and a request shall be made to this Department along with the submission of the bills.
8. The persons engaged by the Service provider shall be employee of the service provider and it shall be the duty of the service provider to pay their salary/wages in time i.e. before 7th day of every month without deduction of any kind of service charges/other charges failing which the deducted amount along with appropriate penalty as decided by the Competent authority of this office will be charged from the

bills of the Service provider. The service provider will have to submit this office the proof of payments made to the Data Entry Operators.

9. The service provider's personnel shall not claim any benefit/compensation/regularization or services from this Office under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by the service provider to this office.

10. The service provider shall ensure proper conduct of his personnel deployed in this office and will have to remove from the office, any debarred persons found incompetent or for his/her misconduct and provide a suitable substitute immediately.

11. Working hours and days of this office shall be followed by the outsourced persons. The general timing of this office is 9:30 a.m. to 6:00 p.m. In exigencies of work, they may be required to work late and the personnel may be called on any holidays, if required. In case of absent of the persons engaged, the proportionate deduction for such days will be made from the payment to the Service provider.

12. The service provider shall submit the bill in triplicate in respect of a particular month by the 3rd working day of the next month. The payment will be released after processing of bill by the Office and after deduction of applicable taxes as required. Payments to the service provider will be strictly on certification, by the officer with whom the personnel is attached, that his services were satisfactory and attendance as per the bill preferred by the service provided. No wage/remuneration/compensation will be given to any staff for the days of absence from duty.

13. The service provider shall be contactable at all times by phone and e-mail. This office will maintain an attendance register of all the persons engaged.

14. The contract can be terminated by service provider only after giving two months' notice in advance. If the service provider fails to give two months' notice in writing for termination, then one month's wages etc. and any suitable amount due to agency shall be forfeited by this office.

Pradeep

B. TECHNICAL BID QUALIFICATION CRITERIA

The Tendering Agency/Firm must fulfill the following technical specifications in order to be eligible for clearing the technical evaluation of the bid:

- (a) The office of the service providers should be located either in Delhi/New Delhi/NCR Delhi. The proof of address is to be attached with the bid documents.
- (b) In case of partnership firms, a copy of the partnership agreement, or General Power of Attorney (GPA) duly attested by a Notary Public, should be furnished on stamped paper duly sworn in and affirmed by all the partners admitting execution of the partnership agreement or the GPA. The attested copy of the certificate of registration of firm should also be furnished along with the tender. The said documents are to be attached with the bid documents.
- (c) The firm should have an experience of at least three years in providing the services of supply of Data Entry Operators in the Ministries/ Departments/PSUs of the Government of India or State Government/Banks/Private Companies etc. A complete list of clients served during the last 3 years (year-wise) shall be provided along with the value of contracts executed. The said documents are to be attached with the bid documents.
- (d) Copies of turn over statements for the last 3 years duly certified by the Chartered Accountant are to be furnished with the technical bid and copies of Income Tax Returns for the last three years, i.e. Financial years 2012-13, 2013-14 and 2014-15 should also be submitted. The said documents are to be attached with the bid documents.
- (e) The service providers should have their own Bank Account. The certified copy of the account maintained for the last one year issued by the Bank shall be attached with bid documents.
- (f) The interested firms/bidders should also be registered with ESI, PF, Service Tax, Labour and Income Tax Authorities. Certified copies of the registration shall be attached with the bid documents.
- (g) Self attested copy of the PAN card of the bidding firms shall be attached with the bid document.
- (h) The firms/bidders should not have been blacklisted by any Ministry/Department of the Government of India. The tendering firms/bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned. The affidavit should be attached with the bid documents.

Cont....

(i) The firm/bidder must undertake to pay Minimum Rates of Wages to the workers engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates as and when revised. The tendering firms/bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that the firm undertake to pay Minimum Rates of Wages to the persons engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates, as and when revised as well as all the statutory dues w.r.t. ESI, EPF etc.

(j) An undertaking regarding maintenance of confidentiality of information of this office should be given by the selected DEOs.

(k) The successful bidder shall produce an undertaking for not subletting the work to any other agency.

(l) A copy of the tender document should be duly signed and stamped by the bidder in all pages thereby conveying his/her acceptance to all the terms and conditions mentioned therein.

(m) If it is found that the information/certificates furnished by the participating firm is incorrect/wrong or bogus, the firm shall be blacklisted, its bids will be ignored and EMD/Performance security will be forfeited.

R. Singh

C. PROFORMA FOR TECHNICAL BID

APPLICATION FOR PROVIDING THE SERVICES OF DATA ENTRY OPERATOR TO THE DIRECTORATE GENERAL OF ANTI-DUMPING & ALLIED DUTIES, DEPARTMENT OF COMMERCE, GOVT. OF INDIA

1.	Name of Agency :	
2.	Nature of the Agency : (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization)	
3.	Full Address of Reg. Office Telephone no. FAX No. E-Mail Address.	
4.	Full address of Operating/branch Office in Delhi (i) Telephone No. (ii) Fax No. (iii) E-Mail Address.	
5.	Banker of agency with full address (Attach Bankers certificate of account maintenance for the last two years) Telephone Number of Banker	
6.	Registration No. of the Agency/Firm	
7.	PAN of the Firm.	
8.	Statuary requirements :- (a) Whether the firm/company is registered with Labour Department of State Government/ UT Administration. (b) Whether the firm/company is registered under the Employees' State Insurance Act, 1948. (c) Whether the firm/company is registered under the Employees' Provident Fund & Miscellaneous Provision Act, 1952.	

Cont....

D. PROFORMA FOR FINANCIAL BID

(In terms of Rupees per Data Entry Operators per month)

S. No.	Particulars	Quotation per DEO per month (in Rupees)
1.	Wages payable per worker per month	
2.	ESI	
	(a) Employee's contribution (%)	
	(b) Employer's contribution (%)	
3.	Employee Provident Fund (if applicable)	
	(a) Employee contribution (%)	
	(b) Employer's contribution (%)	
4.	Administrative/Service Charges (in Rs.)	
5.	Service Tax (%)	
	Total	

Certified that the above rates complies with the Minimum Wages Act and all the statutory provisions and rules, as applicable and is inclusive of service tax or any other tax payable to Government.

Signature of the bidder.....

Date.....

Office seal.....

(Handwritten signature)

9.	ESI, PF, Service Tax, Labour Registration No. [The relevant documents (duly attested) are to be attached with technical bid documents.]	ESI PF Service Tax Labour Regn.
10.	Service tax paid during <u>financial Years 2012-2013, 2013-2014 and 2014-15</u>	(Yes/No) (supporting documents to be attached with bid documents)
11.	Financial turnover of the last two financial years and Income Tax Returns of the Agency for <u>financial years 2012-13, 2013-2014 and 2014-15.</u>	(Yes/No) (supporting documents to be attached with bid documents)
12.	Documents supporting the experience of the firm (atleast for last 3 years)	(Yes/No) (supporting documents to be attached with bid documents)
13.	Certificate of satisfactory performance form the organization to whom the service was provided.	(Yes/No) (supporting documents to be attached with bid documents)
14.	Affidavit by the firms to pay minimum Rates of Wages to the workers engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates, as and when it is revised.	(Yes/No) (supporting documents to be attached with bid documents)
16.	Affidavit by the firm that it is not blacklisted etc.	(Yes/No) (supporting documents to be attached with bid documents)

Signature of Authorized Signatory

Date:
Place:

Name:
Seal firm/company:

Note: All the supporting documents should be attached with the Bid documents.