

FNo. IICA/5-12/2009
Indian Institute of Corporate Affairs
(Ministry of Corporate Affairs)

2nd. Floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi- 110003.
(Tel. 011-24366039 & 011-24368260)

Dated:27th. October, 2014.

Notice Inviting Tender

(For providing Multi-Tasking Manpower i.e. Attendants, Cleanliness Staff and Semi-Skilled staff for office of the Indian Institute of Corporate Affairs) at New Delhi and at Manesar, Distt. Gurgaon (Haryana)- visit us at www.iica.in

TENDER NOTICE

1. Sealed tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower supply Companies/ Firms/ Agencies (herein after referred to as Agency) for providing multi-tasking manpower as Attendants, Cleanliness Staff (with cleaning material) and Semi-Skilled staff for the Indian Institute of Corporate Affairs for a period of one year from the date of award of the contract. The “scope of work and general instructions for the tenderers”, technical requirements for the tendering agencies and terms and conditions of the Contract are given in Annexure-I.
2. Both the Technical Bid (Annexure-II) and the Financial Bid (Annexure-III) each enclosed in separate cover should be put in one single outer cover and Superscribed ‘Quotation for Contract for Providing Multi-Tasking Manpower’ and addressed to the Chief Administrative Officer, Indian Institute of Corporate Affairs, 2nd. Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003. The bids will be received/ opened as per the following schedule:

Last date and time for receipt of tender: 25-11-2014: Time: 15.00 Hrs.

Date and time for opening of Technical Bid: 25-11-2014:Time: 15.30 Hrs.

(Date and time for opening of the Financial Bids of technically qualified bidders shall be notified later).

**Place of opening the Tenders: 'B' Wing, 2nd Floor, Paryavaran Bhawan,
CGO Complex, New Delhi-110003.**

Validity of Tender : 90 days from the date of Opening of tenders.

3. The interested Agencies may submit the technical bid as in Annexure-II, duly completed in all respects along with Earnest Money Deposit (EMD) of Rs. 50,000/-(Rupees Fifty Thousands only) and other requisite documents by 25-11-2014 up to 15.00 Hrs. to the Chief Administrative Officer, Indian Institute of Corporate Affairs, 2nd Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003. The tenders received after the last date and time fixed shall not be entertained under any circumstances, whatsoever.
4. The Director General & CEO, IICA reserves the right to reject any or all tenders without giving any notice or assigning any reason therefor. His decision in this regard shall be final and binding on all.

Chief Administrative Officer

Copy to:-

The Head, IT Deptt., IICA. It is requested that the NIT may please be uploaded on the website of IICA immediately.

ANNEXURE-I

I. General instructions for Tenderers and Scope of work:

1. The Indian Institute of Corporate Affairs, a registered society functions under the administrative control of Ministry of Corporate Affairs (MCA) has been established to act as a think tank and a centre of excellence to support the growth of corporate sector in India through an integrated multi-disciplinary approach requires the services of a reputed, well established and financially sound Agency for providing multi-tasking manpower such as Attendants, Cleanliness Staff (with cleaning material) and Semi-skilled staff at its offices at New Delhi and Manesar, Distt Gurgaon.
2. The contract shall commence from the date of entering into agreement and would continue for a period of one year. The period of the contract may be extended for another year after the successful completion of contract period to the satisfaction of IICA, depending upon the requirement of IICA or may be curtailed/ terminated before the contract period for the reason of deficiency in service or poor quality of manpower deployed by the selected Agency or upon appointment of regular manpower. The Indian Institute of Corporate Affairs however, reserves the right to terminate the contract at any time after giving one week notice to the Agency.
3. The initial requirement is for 33 persons as per details given below:-

	At New Delhi	At Manesar
1. Attendants -	08	20
2. Cleanliness Staff (with cleaning material)	02	NIL
3. Semi-Skilled Staff	NIL	03
Total=	10	23

The requirement can be increased or decreased at the discretion of the IICA during the period of contract.

4. The cost of material to be used by the selected Agency for cleaning of the floors measuring about 4000 sq.ft., two Wash rooms/ toilets etc. of the Indian Institute of Corporate Affairs shall be the lump-sum cost, inclusive of taxes per month. The present consumption of cleaning material in IICA, CGO Complex, New Delhi on monthly basis is given hereunder which is the minimum required and will have to be used by the agency under certification of IICA:-

S. No.	Description of items	Unit	Qty
1	Mortein Hit	Pcs	8
2	Colin	Nos	10
3	Air freshener	Nos	10
4	Room freshener	Nos	10
5	Lyzol	Nos	8
6	White duster(big)	Doz	2
7	Yellow Duster	Doz	1
8	Floor duster Big Size	Doz	2
9	Dettol Pump	Nos	10
10	Toilet tissue roll 2/3 ply (100 mtrs. approx)	Nos	2
11	Juna (Scorch Bite)	nos	3
12	Dettol soap	nos	8
13	Harpic Blue	Nos	8
14	Harpic Tablet (Flashmatt)	Nos	10
15	Mortein Refill Machine	Nos	As Per Requirement
16	Good Night Refill	Nos	As Per Requirement
17	Cockroach Hit	Nos	4
18	Chemical (Phenyl)	Pcs	4
19	Soft Broom	Pcs	2
20	Harpic Power Plus	PCs	6
21	Vim Bar	Pcs	6
22	WIPER	PCs	1

5. The Attendants and Semi-skilled staff should preferably be 12th. Pass or equivalent and should be able to read and write in Hindi and English. Persons capable of speaking/ understanding English will be preferred. The staff meant for Cleanliness should be 8th. Pass.
6. The manpower should be in the age group of 25-45 years.
7. The workers must have minimum of 2 years of experience of working in the similar capacity in an office/ Institution of repute.
8. While on duty, the workers should be well dressed in a neat and clean uniform to be provided by the Agency. Summer uniforms from 1st. March to 31st. Oct. and in Winter Uniforms from 1st. Nov. to 28th. February.

9. The Agency shall provide good quality uniforms to the manpower as under before the start of the season.

Summer Uniforms- Terrycot Pants-2, Half sleeve Terrycot Shirts-2, Socks-2.

Winter Uniform- Woollen Pant-1, Full Sleeve Terrycot Shirts-2, Woollen Jersey full Sleeves-1, Woollen Socks-2

Misc. - Leather Belt-1 in a year, Leather Black Shoes-1 in a year.

The Agency will also pay washing allowance on monthly basis @ Rs. 300/- P.M., along with the monthly wages.

10. The Agency should have minimum of 5 years experience of providing manpower to Govt./ Semi-Govt. Offices/ Institutions of repute.
11. Annual gross turnover of the Agency should not be less than Rs. 1 Crore. The Agency with sound financial track record, without any overdraft etc. may only apply.

(i) **Scope of Work of Attendants:**

- (1) Physical Maintenance of records of Sections.
- (2) General cleanliness & upkeep of records of the Sections.
- (3) Carrying of files and other papers within the buildings.
- (4) Photocopying, sending of FAX etc.
- (5) Other Misc. work in the Sections/ Unit.
- (6) Assisting in routine office work like diary, dispatch etc.
- (7) Delivery of dak (outside the building)
- (8) Opening and closing of rooms
- (9) Cleaning and moping of rooms.
- (10) Dusting of furniture and electrical goods/ computers etc.
- (11) Cleaning of building, fixtures and fittings etc.
- (12) Any other work assigned.

(ii) **Scope of work for Office Cleanliness Staff (With material) :**

1. Cleanliness of floors of all Rooms/ Halls/ Wash Rooms/ Toilets.

2. Cleanliness of wash Rooms/ Toilets wash basin/ pots etc.
3. Cleanliness of Toilets.

(iii) **Semi-Skilled staff :**

1.To attend to all work assigned to them by the concerned Sectional-in-charge which may include all official and clerical work: like typing, dictation, maintenance of accounts records manually as well as on computers.

2. To attend telephone calls and assist in the proper functioning in the office.

3. Any other work assigned.

12. The interested Agency may submit the tender documents Complete in all respect along with Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty thousand only) in favour of Indian Institute of Corporate Affairs in the form of Demand draft/ Pay Order from any of the Commercial Bank and other requisite documents by 25-11-2014 up to 15.00 Hrs to the Chief Administrative Officer, Indian Institute of Corporate Affairs, 2nd Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.

13. The tenders will 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 Bids for providing Multi Tasking manpower**” and “**Financial Bids**” ‘**Separately for providing Multi Tasking manpower**’ and addressed to **the Chief Administrative Officer, Indian Institute of Corporate Affairs, New Delhi**. Both the sealed covers are to be put in a outer bigger cover which should also be sealed and duly super scribed. The technical bids shall be opened first and evaluated by the Evaluation Committee. At the second stage, financial bids of only the technically qualified bidders will be opened at a later date and time to be announced to the bidders. The bidders may be present at the time of opening of the financial bids if they so desire.

14. The Earnest Money Deposit (EMD) of Rs. 50, 000/- (Rupees Fifty Thousand only), refundable (without interest), should necessarily accompany the Technical Bid in the form of Demand Draft/ Pay Order from any of the Commercial Bank in favour of the Indian Institute of Corporate Affairs valid for a period of 90 days. Offer not accompanied by earnest money of the requisite amount or without proper validity will be summarily rejected.

15. The successful tenderer will be required to deposit Security Deposit for a sum of Rs.2,00,000/- within 15 days of the receipt of the formal order for award of contract. The security will be furnished in the form of the Accounts Payee Demand Draft or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of Agency, but hypothecated to the Indian Institute of Corporate Affairs. The security should remain valid for a period of 60 days beyond the validity of the contract. The Deposit will be adjusted against any loss caused to

- IICA due to theft/ negligence/ deficiency in services on the part of manpower supplier Agency or on account of non-fulfilment of any obligations on the part of the agency.
16. The tenderers are required to enclose photocopies of the following documents (duly attested, along with Technical Bid, failing which their Bids, shall be summarily/ out rightly rejected and will not be considered any further.
 - (a) Copy of Registration Certificate with Labour Department.
 - (b) Copy of PAN/ GIR Card.
 - (c) Copies of IT returns filed for the last 3 financial years i.e. 2011-2012, 2012-13, 2013-14.
 - (d) Latest copies of EPF and ESI registration certificates.
 - (e) Copy of Service Tax registration certificate
 - (f) Copies of Work experience of similar jobs during the last 5 years
 - (g) Specifications and Samples of Clothes for Summer as well as Winter Uniforms.
 17. Conditional bids shall not be considered and will be out rightly rejected at the very first instance.
 18. 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. In such cases, the tender shall be summarily rejected. However, the cuttings, if any in the Technical Bid Application must be initiated by the persons authorized to sign the tender bids.
 19. The envelope containing Technical Bid will be opened first on the Scheduled date and time (At 15.30 Hrs on 25-11-2014) in the presence of the representatives of the Agency, if any, who wish to be present on the spot at that time. Technical Bids shall be evaluated by the competent authority. Financial Bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date and time to be notified later in presence of short listed Agencies or their authorized representatives.
 20. The competent authority of Indian Institute of Corporate Affairs reserves the right to reject any or all bids without assigning any reason.
 21. The bidder shall submit the technical and financial bids only in the format enclosed as Annexures-II & III.

II. **TECHNICAL REQUIREMENTS FOR THE TENDERING AGENCY.**

1. The tendering Agency should fulfill the following technical specifications:
 - (a) The Registered Office or one of the Branch Office's of the Agency should be located either in Delhi or New Delhi or in any of the Satellite Towns of Delhi or at Manesar (Haryana);
 - (b) The Agency should be registered with the concerned registration authority.

- (c) The Agency should have at least 5 Years of experience in providing manpower to Public Sector Companies/ Banks and Government Departments etc.;
- (d) The Agency should have its own Bank Account;
- (e) The Agency should be registered with Income Tax and Service Tax Departments;
- (f) The Agency should be registered with the authorities under Employees Provident Fund and Employees State Insurance Acts;
- (g) The antecedents and character of each persons of the manpower Agency should have been duly verified from the local police authorities and copies of the same are submitted to IICA before deployment;
- (h) A certificate of Medical Officer that the person concerned is fit for Job/ service will be submitted to IICA, before their deployment.
- (i) The Agency should have all the requisite clearances/ certificates from the Labour Department of Government of NCT, Delhi or D.C. Gurgaon (Haryana).
- (j) Annual gross turnover of the Agency should not be less than Rs. 1 Crore. The Agencies with sound financial track record, without any overdraft etc. may only apply.

III. TERMS AND CONDITIONS:

GENERAL

1. The contract shall commence from the date of signing the contract and shall continue for a period of one year, unless it is curtailed or terminated by Indian Institute of Corporate Affairs owing to deficiency of service, sub-standard quality of personnel deployed, breach of contract, reduction or cessation of the requirements of work.
2. The contract shall automatically expire after one year from commencement of the contract, unless extended further with the mutual consent of contracting agency and Indian Institute of Corporate Affairs.
3. The contract may be extended on the same terms and conditions or with some additions/ deletions/ modifications for a further period of one year.
4. The selected Agency shall not be allowed to transfer, assign or sub-contract its rights and liabilities under this contract to any other Agency without the prior written consent of Indian Institute of Corporate Affairs.
5. The Agency will be bound by the details furnished to the Indian Institute of Corporate Affairs, in the tender or at subsequent stage. In case, any of such documents furnished by the Agency is found to be false at any stage, it would be deemed to be a breach of terms of contract making the Agency liable for legal action, besides termination of contract.
6. Financial bids of only those tenderers who are technically qualified shall be evaluated.
7. The Indian Institute of Corporate Affairs reserves the right to terminate the contract by giving seven days notice to the Agency.

8. The Agency shall ensure that the manpower deployed conforms to the technical specifications of age and language skills.
9. The manpower employed by the Agency shall be required to work during normal working hours of the Indian Institute of Corporate Affairs on all working days, i.e. from Monday to Friday from 09.30 Hrs. to 18.00 Hrs with a lunch break of ½ hour from 13.30 hours to 14.00 hours. However in exigencies of work, they may be required to attend work on Saturdays, Sundays and other holidays.
10. The Agency shall furnish the following documents in respect of each individual deployed in the Indian Institute of Corporate Affairs, before commencement of work:
 - (a) List of manpower shortlisted by the agency for deployment in Indian Institute of Corporate Affairs containing full details i.e. date of birth, marital status, address etc.
 - (b) The Original as well as attested copies of certificates of date of birth from the School/ Board/ Municipality etc. (The Original Certificates shall be returned after verification).
 - (c) Bio data with photographs of the persons.
 - (d) Certificate of verification of antecedents and character of persons by local police authorities.
 - (e) That the certificate of Medical Officer that the person concerned is fit for Job/ service.
 - (f) Copies of Aadhaar Cards and residence proofs. Those who have not received the Aadhaar Cards, so far will be required to submit the same within 120 days of their deployment.
 - (e) Original as well as photocopies of certificates of educational qualifications and experience certificates from Govt./ PSU`s/ PSE`s/ Banks/ Autonomous bodies etc. (The Original Certificates shall be returned after verification).
 - (f) A sample of Identity Card to be provided to its personnel by the successful tenderer which will be endorsed by IICA.
11. The persons engaged by the Agency should not have any adverse Police records/ criminal case pending against them. The Agency would be responsible to make proper enquiries about the character and antecedents of the persons, before their engagement for the purpose. The character and antecedents of each worker will be got verified by the service provider, before their deployment through the local police. Proofs in respect of each person offered for the job shall be obtained, viz
 - (i) Bank account details, if any
 - (ii) Previous work experience
 - (iii) Aadhaar Cards & proof of residence
 - (iv) Recent photograph
 - (v) A certification that the said persons do not have any adverse Police Record/ Criminal Case pending against him/ her.
 - (vi) The service provider will also ensure that the personnel deployed are medically fit.

The service provider shall withdraw such persons, who are not found suitable by the Institute for any reasons immediately on receipt of such a request from this Institute.

12. The Agency shall engage the persons as required by Indian Institute of Corporate Affairs from time to time. The persons engaged by the service provider shall be the employees of the Agency and it shall be the duty of the service provider to pay their salary/ wages in time i.e. before 7th day of every following calendar month. There shall be no master & servant relationship between the employees of the Agency and the Indian Institute of Corporate Affairs and the persons engaged by the Agency shall have no claim for absorption or regularisation in the service in IICA under the labour/ industrial laws.
13. Undertaking from the persons indemnifying IICA in this regard shall be required to be submitted by the service provider to Indian Institute of Corporate Affairs, before deployment.
14. The persons deployed shall not divulge or disclose to any persons of any details of office, operation process technical know-how, security arrangements, administrative/ organizational matters as the same are confidential/ secret in nature.
15. The manpower deployed should be polite, cordial, positive and efficient while handling the assigned work and their action should promote goodwill and enhance the image of the Indian Institute of Corporate Affairs. The Agency shall be responsible for any act of indiscipline on the part of the personnel deployed by it.
16. The manpower deployed shall not interfere with the work and duties of the employees of the Indian Institute of Corporate Affairs.
17. The Agency will have to remove from the office, any rejected person or persons, who is found incompetent or for his/her/ their misconduct and the Agency shall forthwith replenish such requirements. The Agency shall replace immediately any of its personnel, if they are unacceptable to the Indian Institute of Corporate Affairs, because of security risks, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving notice from this office.
18. The Agency shall ensure proper conduct of its person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan chewing, smoking, loitering without work etc.
19. The transportation, food, medical and other statutory requirements in respect of each personnel of the Agency shall be borne by it.
20. It shall be the duty of the Agency to ensure the disbursement of wages in the presence of the authorized representative of the Indian Institute of Corporate Affairs.
21. It will be obligatory on the Agency to ensure that wages paid at any time are not less than the minimum wages fixed by the Government of Delhi and or the appropriate Govt. at Manesar, from time to time or at any stage and all applicable statutory requirements are complied with. The agency shall report

such an event to the IICA along with a request for revision of re-imbusement rates for monthly payments to the individuals. However service charges shall remain fixed during the period of contract.

22. It is obligatory on the Agency to provide details of deductions made towards EPF and ESI etc. in respect of each worker. The challans/ Receipts for the payment to the Government agencies in respect of deductions made in respect of each worker for the previous month are required to be enclosed along with the subsequent monthly bills.
23. The Agency will submit the bill in duplicate in respect of a particular month in the first week of the following month. The payment will be released at the earliest after deduction of taxes deductible at source in accordance with Income Tax Act, 1961.
24. In case, the person employed by the successful Agency commits any act of omission or commission that amounts to misconduct/ indiscipline/ incompetence and security risks, the successful Agency will be liable to take appropriate disciplinary action against such persons, including their removal from the premises, if required by the Indian Institute of Corporate Affairs within 2 days of being brought to their notice.
25. The Agency shall provide identity cards to the persons deployed in the Indian Institute of Corporate Affairs carrying the photographs of the personnel and personnel information such as name, Date of birth, age and identification marks, Blood group etc.
26. In the event of absence from work or leaving the job due to personal reasons by any person (s) deployed, the delay by the agency in providing a substitute/ replacement beyond 2 working days shall attract liquidated damages of Rs.300/- per day (per person) on the Agency, besides deduction in payment on pro-rata basis.
27. Payments for the service provided would be strictly on certification by the officer with whom person(s) are attached that the services were satisfactory and attendance is as per the bill preferred by the Agency.
28. The persons deployed by the Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, contractual, regular employees of the Indian Institute of Corporate Affairs during the currency or after expiry of the contract.
29. No wages/ remunerations will be paid to any staff for the days of absence from duty.
30. The Agency will provide the required number of personnel for a temporary period also, in case of any exigencies as per the requirement of the Indian Institute of Corporate Affairs.
31. The Agency shall be contactable at all times and message sent by phone/ email/ fax/ Special Messenger from the Indian Institute of Corporate Affairs to him shall be acknowledged immediately on receipt on the same day. The Agency shall strictly comply with the instructions issued by the Indian Institute of Corporate Affairs in implementing the Contract from time to time.

32. The Indian Institute of Corporate Affairs shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipments or vehicles of the engaged personnel.
33. The agency on its part and through its own resources shall ensure that the goods, material and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for any act of commission or omission on the part of its staff and employees etc. If the Indian Institute of Corporate Affairs suffers any loss or damage on account of negligence, defaults or theft on the part of the personnel of the agency, then the agency shall be liable to reimburse to the Indian Institute of Corporate Affairs for the same. The agency shall keep the Indian Institute of Corporate Affairs fully indemnified against any such loss or damage.
34. Indian Institute of Corporate Affairs will maintain an attendance register in respect the personnel deployed by the agency on the basis of which wages/ remunerations will be decided in respect of the staff at the approved rates.
35. The successful bidder shall furnish a Security deposit within 15 days of the receipt of the formal order for award of contract for a sum of Rs. 2,00,000/- (Rupees two lakhs only) in the form of account payee Demand Draft or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of Agency, but hypothecated to the Indian Institute of Corporate Affairs in an acceptable form safeguarding the interest of Indian Institute of Corporate Affairs in all respects. The FDR, if opted by the Agency will be deposited with IICA and will be released after 60 days of the expiry of the contract. The security should remain valid for a period of 60 days beyond the expiry of the contract. The Deposit will be adjusted against any loss caused to IICA due to theft/ negligence/ deficiency in services on the part of its employee(s) or on account of non-fulfilment of any obligations on the part of the Agency.
36. The security deposit will be forfeited, in case deployment of manpower is delayed beyond the period stipulated by the Indian Institute of Corporate Affairs or non-compliance of the terms of agreement by the Agency or frequent absence from duty/ misconduct on part of manpower supplied by the agency or for causing any loss or damage to the property or otherwise by the Agency or any of its employee (s).
37. The successful bidder will enter into an agreement with the Indian Institute of Corporate Affairs on these terms and conditions. The agreement will be valid for a period of 1 (one) year commencing from the date of signing of the agreement, unless terminated in writing. The service charges/ rates quoted by the agency shall remain fixed for a period of 1 (one) year and no request for any change/ modification/ revision shall be entertained before expiry of one year and shall be subject to satisfactory performance of the agency and shall be subject to such amendments as mutually agreed to.
38. The agreement can be terminated by either party giving one month notice in advance. If the agency fails to give one month notice in writing for termination of the agreements then one month's wages etc. and any other amount due to the agency from the Indian Institute of Corporate Affairs shall be payable/ recovered.

39. That on the expiry of the agreement as mentioned above, the agency will withdraw all its manpower and clear their accounts by paying them all their legal dues. In case of any dispute on account of termination of employment or non-employment by the personnel of the agency, the agency shall be entirely responsible to pay and settle their dues and or to offer alternate job etc. The IICA shall be fully kept indemnified on this account and will not be responsible in any matter whatsoever.
40. In the event, if any clarification is required touching any of the clauses of the agreements, matter will be referred to the Director General and Chief Executive Officer, Indian Institute of Corporate Affairs, whose decision shall be binding on both the parties.

LEGAL

The 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 the Indian Institute of Corporate Affairs.

The Agency shall also be liable for depositing all taxes, levies, cesses etc. on account of service rendered by it to the Indian Institute of Corporate Affairs to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

The Agency shall maintain all statutory registers under the applicable Laws. The Agency shall produce the same on demand to the concerned authority of the Indian Institute of Corporate Affairs or any other authority under Law.

The Tax Deduction at Source (TDS) shall be deducted under the Income Tax Act as amended from time to time and certificate to this effect shall be provided to the Agency by the Indian Institute of Corporate Affairs.

In case, the Agency fails to comply with any Statutory/ taxation liability under applicable laws and as a result thereof the Indian Institute of Corporate Affairs is put to loss/ obligation, monetary or otherwise, the Indian Institute of Corporate Affairs will be entitled to deduct the same out of the outstanding bills or the Security Deposit of the Agency to the extent of the loss or obligation in monetary terms.

In case the Agency fails to make payment of wages within the prescribed period or makes short payment, the Contract will liable to be terminated and any / short payment to the worker will be recovered from any payments due to the Agency.

FINANCIAL

The Technical bid should be accompanied with an Earnest Money Deposit (EMD), refundable of Rs.50,000/- (Rupees Fifty Thousands only) in the form of Demand Draft/ Pay Order drawn in favour of the “ Indian Institute of Corporate Affairs”, failing which the tender shall be rejected out-rightly. The EMD in respect of agency 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 manpower against the initial requirement within 15 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.

The successful bidder shall deposit Security Deposit for a sum of Rs. 2,00,000/- (Rupees Two lakhs only) within 15 days of the receipt of the formal order. The security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of “Indian Institute of Corporate Affairs” or in the form of Fixed Deposit Receipt from a Commercial Bank made in the name of Agency, but hypothecated to the Indian Institute of Corporate Affairs. In case the bidder chooses to make fixed deposit, the FDR will be deposited with IICA and the same will be released 60 days after the termination of the contract. The security should remain valid for a period of 60 days beyond the validity of the contract. The Deposit will be adjusted against any loss caused to IICA due to theft/ negligence/ deficiency in services on the part of its employee(s) or on account of non-fulfilment of any obligations on the part of the agency.

An equivalent amount of the bill/ whole of the bill amount shall be held up till proof of deposit of EPF, ESI and service tax etc. to the concerned authorities for previous month is furnished to the Indian Institute of Corporate Affairs.

Settlement of disputes will be as per Indian Arbitration and Conciliation Act, 1996 and venue will be the Indian Institute of Corporate Affairs.

Chief Administrative Officer

Place : New Delhi

Date: 27th.October, 2014.

Annexure-II**Technical Bid**

(To be enclosed in a separate sealed envelope)

**For Providing manpower at the Indian Institute of Corporate Affairs at New Delhi
and at Manesar, Distt. Gurgaon.**

1. Name of Tendering Agency :
(Attach Certificate of Registration)

2. Name of Proprietor/ Director of Agency :

3. Full Address of Registered Office :

Telephone No. :

Mob. No.

FAX No. :

E-Mail Address :

4. Full address of Operating/ Branch Office :

5. Banker of the Agency with Full Address :
(Attach certified copy of latest bank
statement)

Details of Overdraft obtained from bank

During last 3 years

6. PAN/GIR No.
(Attach attested copy)

7. Service Tax Registration No.
(Attach attested copy)

8. E.P.F. Registration No.
(Attach attested copy)

9. E.S.I. Registration No.

10. Given details of gross income of the Agency as per IT Returns for the years 2011-12, 2012-13 and 2013-14.

	2011-12	2012-13	2013-14
Gross Income			

11. Details of Earnest Money Deposit
(DD/ PO No.& Date)
Drawn on Bank.
Bank branch address

12. Additional information, if any (Attach separate sheet, if required)

Signature of authorized person

Date :

Full Name: _____

Place :

Seal: _____

Declaration

1. I. _____ Son/ Daughter/ Wife of Shri.....
Proprietor /Director/Authorised signatory of the Agency, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood the "Scope of work and General instructions for the Tenderers", the "terms and conditions" listed in Annexure –I annexed to this tender notice, 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 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:

Full Name: _____

Place:

Seal: _____

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Application Form– Technical Bid
2. Earnest Money Deposit (EMD) of Rs.50, 000/- (Rupees Fifty thousand only) in favour of Indian Institute of Corporate Affairs by means of Demand draft/ Pay order from any of the Commercial Bank
3. Attested copy of Registration of Agency
4. Certified copy of the statement of bank account of Agency for the last 2 years
5. Attested copy of PAN/ GIR card.
6. Attested copy of the Service Tax Registration Certificate
7. Attested copy of the EPF registration letter/ certificate
8. Attested copy of the ESI registration letter/ certificate
9. Attested copy of IT returns for the last 3 years filed by the Agency. Certified document in support of entries in column -10 of the Technical Bid application.
10. Copy of the "Scope of work and General instructions for the Tenderers", the Technical requirements for the tendering Agency as well as the "terms and condition" listed in Annexure-I annexed to this tender notice with each page duly signed and sealed by the authorized signatory of the Agency in token of their acceptance.
11. Specifications and Samples of clothes etc. for Summer and Winter Uniforms.

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For providing manpower to the Indian Institute of Corporate Affairs at New Delhi and at Manesar, Distt.Gurgaon.

Name and address of the Agency:

MULTI TASKINGSTAFF :Hours of work from 09.30 hrs and 18.00 hrs with lunch break from 13.30 hrs to 14.00 hrs (Five working days in week).

S.No.	Particulars	Rates per worker Rs.	No. of workers	Total Cost (1x2) Rs.
		1.	2.	3.
1.	Monthly Service Charges per person (To be indicated in Rupees only)		X 33	=
2.	Average Monthly cost of providing Uniform (Good quality)	X1/12=	X 33	=
3.	Cost of Cleaning Material: Lump sum Monthly Cost of cleaning material to be provided by the Agency at New Delhi office (inclusive of taxes).			=
4.	Any other Charges (Please specify) (a) ----- (b) ----- (c) -----			= (a) + (b) -----
Grand Total =				

Rupees in words of Total of Col.3 (Rupees-----

Signature of the authorised person

- i) The payment of the manpower shall be made to the Agency at the minimum wages rates notified the Govt. of Delhi and or as per rates at Manesar fixed/ notified by the D.C., Distt. Gurgaon for unskilled/ Semi-skilled workers from time to time as per the Minimum Wages Act or as applicable in respect of deployment of manpower at these places respectively. The monthly Minimum wages rates as notified at Delhi and Manesar at present are as under:-

	<u>Delhi</u>	<u>Manesar</u>
Unskilled workers :	Rs. 8,554	Rs. 8,167
Semi-skilled workers :	N.A	Rs. 8,441

- ii) It will be the responsibility of the Agency to bring to the notice of IICA immediately, the rates of minimum wages, whenever revised by the Govt. of Delhi and or at Manesar by the D.C., Distt. Gurgaon for unskilled/ Semi-skilled workers for enhancement of the wages of the manpower concerned.
- iii) In addition to the wages, fixed washing allowance @ Rs. 300/- P.M. shall be paid by the Agency to the persons deployed, for which the monthly payment can be claimed from IICA.
- iv) The statutory dues like employer`s portion of EPF and ESI of the workers as per the prescribed rates can be claimed by the Agency in their monthly bills and must be deposited with the concerned authorities on monthly basis. The deposit receipts for the same for the previous month should invariably be enclosed with the monthly bills submitted to IICA by the Agency.
- v) The service tax as applicable from time to time shall be paid by IICA on the bills submitted to this office.
- vi) The payment for extra duty hours, if any performed by any worker shall be on proportionate basis for the no. of extra hours of work put in and can be claimed as an additional payment in the monthly bills for making payment to the workers concerned.
- vii) The Service Charges per worker quoted at S. No. 1 should be indicated in **Rupees only** and not in percentage, paise or in any other form, failing which the financial bid will be rejected outrightly. The rates for service charges shall remain fixed during the entire period of contract of one year.
- viii) The rates at S. Nos. 2 should be quoted keeping in view the cost of good quality of summer, winter uniforms and shoes etc.
- ix) The lump sum cost, inclusive of taxes for the cleaning material (details of names of items and quantity given as per NIT) required for cleaning of about 4000 sq.ft. of floor area, wash rooms and toilets at New Delhi office may be quoted at S. No.3 of the table in Col.3.
- x) The nature of additional expenditure, if any under `Any other charges` must be specified at S.No. 4 above and sum total of the same may be indicated in Col. 3.
- xi) The payment of wages, along with the payment of washing allowance, extra duty hours of work etc. of the workers should be made before 7th. of the following month.

- xii) The criteria for selection for award of the contract will be the sum total of S. Nos. 1 to 4 as appearing against Grand Total in Col. 3 of the Financial bid i.e. sum total of monthly cost of Service charges, Average monthly cost of uniform, monthly cost of cleaning material for IICA`s Delhi office and any other charges.
- xiii) In case of a tie, the lowest bidder will be decided on the basis of highest value of gross income/ contracts handled during the last five years (para-10 of the Technical Bid refers).

Signature of the authorised person

Place:

Full Name_____

Date

Seal of Agency_____