

Traditional Knowledge Digital Library
(Council of Scientific and Industrial Research)
Human Resource Development Centre Campus
Sector – 19, Kamla Nehru Nagar, Central Government Enclave
Ghaziabad - 201002

TENDER NOTICE

Sealed tenders/ quotations are invited on behalf of Director, TKDL/ Head HRDC from reputed NGOs/ agencies/ firms for entering into the contract for providing skilled Data Entry Operators, Data Scanning personnel, Stenographer cum-Office Assistants, Accounts Assistants , Administrative Assistants, DG set Operators, Bus Driver, Bus Cleaner and Helpers for CSIR Traditional Knowledge Digital Library (TKDL) Unit and for Human Resource Development Centre (HRDC) at Ghaziabad & Morarji Desai National Institute of Yoga (MDNIY), New Delhi. Tenders should be submitted in two bids system i.e. (i) technical bid and (ii) financial bid.

The prescribed tender and the copy of terms and conditions can be obtained from the office of Controller of Administration, HRDC between 9:00 hrs. and 16.00 hrs. on any working day from 04.07.2011 to 18.07.2011 except Saturday and Sunday against the payment of Rs 500/- (which is non-refundable) through cash or Demand Draft drawn in favour HRDC, Ghaziabad payable at Ghaziabad OR can be downloaded from the website www.csirhrdc.res.in in which case fee of Rs 500/- shall be payable alongwith technical bid through a separate Demand Draft drawn on any nationalized/ scheduled bank favouring "HRDC, Ghaziabad" payable at Ghaziabad. Offers by Fax/ e-mail/ Telegram will be summarily rejected. Expected annual value/ estimated cost of the contract is between Rs 35-40 lakhs. The other details are given as under :-

Sale of Tender Documents	: 04.07.2011 to 18.07.2011
Last date & time for submission of Tender	: upto 15.00 Hrs. on 22.07.2011
Document	
Date & time for opening of Tender Document	: At 15.30 hrs. on 22.07.2011
Date & time of opening of Financial Bids	: will be intimated to the qualifying bidders
Earnest Money Deposit (EMD) only through Demand Draft	: Rs 80,000/- (Rs eighty thousand only)

The Competent Authority, CSIR-TKDL/HRDC, reserves the right to reject any or all of the tenders in part or full without assigning any reason(s)

Controller of Administration

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SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. CSIR-TKDL/HRDC, Ghaziabad, requires the services of reputed, well established and financially sound NGOs /Companies / Firms / Agencies to provide skilled Data Entry Operators, Data Scanning personnel, Stenographic and Office Assistants, Accounts Assistants, Administrative Assistants, DG set operators, Bus Drivers, Bus Cleaners and Helpers for its officers working in the CSIR Traditional Knowledge Digital Library (TKDL) Unit and HRDC.
2. The contract is likely to be for a period of two years from the date of award of the work to the selected bidder. The period of the contract may be further extended beyond a period of two years, provided the requirement of the CSIR-TKDL/HRDC for above mentioned personnel persists at that time or may be curtailed / terminated before the period of two years, owing to deficiency in service or substandard quality of manpower deployed by the selected NGOs/ Companies / Firms / Agencies. CSIR-TKDL/HRDC, however, reserves right to terminate this initial contract at any time after giving one week notice to the selected service providing NGO/ Company / Firm / Agency. CSIR-TKDL/HRDC may also enhance or reduce the number of personnel during the period of contract based on the requirements.
3. CSIR-TKDL/HRDC has initial requirement for: (i) 14 skilled Data Entry Operators (12 English and 2 Hindi) who are well conversant with computers. Twelve required for English data entry need to be essentially well trained in MS Word language. Two Hindi Data Entry Operators need to be well trained in using 'Akshar' software. The requirement of CSIR-TKDL/HRDC, may further increase or decrease during the initial period of contract also; (ii) six skilled Data scanning personnel who can use the flat bed scanners/document scanners; (iii) six skilled Stenographic-cum-Office Assistants having stenographic speed of 100 words per minute and typing speed of 40 words per minute; (iv) three Account Assistants; (v) three Administrative Assistants, (vi) three DG set operators for 15 KVA DG sets , Bus Driver, Bus Cleaner and (vii) 11 Helpers.
4. The interested NGOs/ Companies/Firms/Agencies may submit the duly completed Tender Forms along with EMD of Rs. 80,000/- in form of Demand Draft from a nationalized bank drawn in favour of HRDC, with required documents on or before 20.06.2011 by 3.00 PM. in the office of Controller of Administration, HRDC, Ghaziabad or sent through Registered/ Speed Post. CSIR-TKDL/HRDC will not be responsible for any documents lost in the transit.
5. The various crucial dates relating to **“Tender for providing skilled Data Entry Operators, Data Scanning personnel, Stenographic and Office Assistants, Accounts Assistants, Administrative Assistants, DG Set operators, Bus Driver, Bus Cleaner and Helpers to CSIR-TKDL/HRDC ”** are cited as under :
6. The tenders have been invited 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 Data Entry Operators, Data Scanning personnel, Stenographic and Office Assistants, Accounts Assistants, Administrative Assistants, DG set Operators, Bus Driver, Bus Cleaner and Helpers to CSIR-TKDL Unit/HRDC”** and **“Financial Bids for Providing Data Entry Operators, Data Scanning personnel, Stenographic and Office Assistants, Accounts Assistants , Administrative Assistants, DG set Operators, Bus Driver, Bus Cleaner and Helpers to CSIR-TKDL Unit/HRDC,”**. Both sealed envelopes should be kept in a third sealed envelope super scribing **“Tender for Providing Data Entry Operators, Data**

Scanning personnel, Stenographic and Office Assistants, Accounts Assistants, Administrative Assistants, DG set Operators, Bus Driver, Bus Cleaner and Helpers to CSIR-TKDL Unit/HRDC”.

7. The Earnest Money Deposit (EMD) of Rs.80,000 (Rupees Eighty Thousand 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 Human Resource Development Centre (HRDC), Ghaziabad, **failing which the tender shall be rejected summarily.**

The successful tenderer will have to deposit a Security Deposit of Rs.2,00,000 (Rupees Two lakh Only) in the form of Demand Draft/ Bank Order favouring HRDC, Ghaziabad and payable at Ghaziabad.

8. 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, **failing which their bids shall be summarily/out rightly rejected and will not be considered any further :**
- (a) Registration certificate;
 - (b) Copy of PAN / GIR card;
 - (c) Copy of the IT return filed for the last three financial years;
 - (d) Copies of EPF and ESI certificates;
 - (e) Copy of the Service Tax registration certificate;
 - (f) Certified extracts of the Bank Account containing transactions during last three years.
 - (g) The firm/agency must mark serial page number of their technical documents and put their authorized signature on each page.
 - (h) The firm should have an office in NCR/Delhi
 - (i) The company/firm should be in this business for at least three years. The turnover of the firm during last two financial years should be not less than Rs 2 crore per annum.
 - (j) The agency should not be blacklisted by an Department/ Ministry of the Government of India or any PSU or any other organization.
9. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**
10. 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/cutting or the correcting fluid 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 initialed by the person authorized to sign the tender bids.
11. The Bids shall be opened on the scheduled date and time (at 15.30 hrs on 20.06.2011), in the Office of Controller of Administration, HRDC (CSIR), Kamla Nehru Nagar, Ghaziabad in the presence of the representatives of the Companies, Firms / Agencies, if any, who wish to be present on the spot at that time.
12. The competent authority of CSIR reserves the right to reject any or all bids without assigning any reasons.
13. **Selection criteria :** Subject to all other conditions of eligibility being fulfilled, the selection criteria will be based on quoted service charges for which a benchmark will be decided by the Competent Authority before opening of the financial bids. Firms quoting below the benchmark of the service charges shall not be considered for award of work.

TECHNICAL REQUIREMENTS FOR DATA ENTRY OPERATORS TO BE DEPLOYED BY THE Successful NGO/Company/ Firm/ Agency in TKDL/HRDC

1. S/he should be at least 12th pass with minimum working proficiency in English.
2. S/he should be below 30 years of age.
3. S/he should have typing speed of 40 words per minute in English (or 30 words per minute in Hindi).
4. S/he should be conversant with the working of the computers and should necessarily have knowledge of MS Word (or 'Akshar').
5. S/he should have Character certificates from two Group-"A" or Class-I Gazetted Officers of the Central Government/ State Government.
6. His/ her antecedents should have been got verified by the agency from the local police authorities.

TECHNICAL REQUIREMENTS FOR DATA SCANNING PERSONNEL TO BE DEPLOYED BY THE Successful NGO/ Company/ Firm/ Agency in TKDL/HRDC

1. S/ he should be at least 12th pass and below 30 years of age.
2. S/he should be able to use the flat bed scanners/ document scanners;
3. S/he should be conversant with the working of the computers.
4. S/he should have Character certificates from two Group-"A" or Class-I Gazetted Officers of the Central Government/ State Government.
5. His/ her antecedents should have been got verified by the agency from the local police authorities

TECHNICAL REQUIREMENTS FOR STENOGRAPHER cum-OFFICE ASSISTANTS TO BE DEPLOYED BY THE Successful NGO/Company/ Firm/ Agency in TKDL/HRDC

1. S/he should be at least Graduate with minimum working proficiency in English.
2. S/he should be below 30 years of age
3. S/he should have typing speed of 40 words per minute, and shorthand speed of 100 words per minute.
4. S/ he should be conversant with the working of the computers and should necessarily have knowledge of MS Word.
5. S/he should have Character certificates from two Group-"A" or Class-I Gazetted Officers of the Central Government/ State Government
6. His/ her antecedents should have been got verified by the agency from the local police authorities

TECHNICAL REQUIREMENTS FOR ACCOUNTS ASSISTANT TO BE DEPLOYED BY THE Successful NGO/Company/ Firm/ Agency in TKDL/HRDC

1. S/he should be at least B.Com (Pass/Hons.) with minimum working proficiency in English.
2. S/he should be below of 30 years of age.
3. S/he should have Character certificates from two Group-"A" or Class-I Gazetted Officers of the Central Government/ State Government
4. His/ her antecedents should have been got verified by the agency from the local police authorities

TECHNICAL REQUIREMENTS FOR ADMINISTRATIVE ASSISTANT TO BE DEPLOYED BY THE Successful NGO/Company/ Firm/ Agency in TKDL/HRDC

1. S/he should be at least Graduate with minimum working proficiency in English
2. S/he should be below 30 years of age
3. S/he should have Character certificates from two Group-"A" or Class-I Gazetted Officers of the Central Government/ State Government
4. His/ her antecedents should have been got verified by the agency from the local police authorities

TECHNICAL REQUIREMENTS FOR DG SET OPERATORS TO BE DEPLOYED BY THE Successful NGO/Company/ Firm/ Agency in TKDL/HRDC

1. He should be at least 12th pass and below 30 years of age
2. He should be able to operate at least 15 KVA DG set in shift duty hours i.e. from 4:00 pm To 12:00 PM (Night) and from 12:00PM (night) to 8:00 am.

TECHNICAL REQUIREMENTS FOR HELPERS TO BE DEPLOYED BY THE Successful NGO/Company/ Firm/ Agency in TKDL/HRDC

1. S/he should be able to read English and Hindi and below 25 years of age.
2. S/he should have Character certificates from two Group-"A" or Class-I 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

TECHNICAL REQUIREMENTS FOR BUS DRIVER TO BE DEPLOYED BY THE Successful NGO/ Company/ Firm/ Agency in TKDL/HRDC

1. He should be minimum High School and able to read English and Hindi and below 30 years of age.
2. He should have valid heavy vehicle Driving License with an experience of net less than 3 years with a reputed company etc.
3. He should have Character certificates from two Group-"A" or Class-I Gazetted Officers of the Central Government/ State Government
4. His antecedents should have been got verified by the agency from the local police authorities

**TECHNICAL REQUIREMENTS FOR BUS CLEANER TO BE DEPLOYED BY THE Successful
NGO/Company/ Firm/ Agency in TKDL/HRDC**

1. He should be minimum 8TH standard pass knowing reading and writing and below 30 years of age
2. He should have two / three years experience as a cleaner/helper for maintaining the vehicles.
3. He should have Character certificates from two Group-“A” or Class-I Gazetted Officers of the Central Government/ State Government
4. His antecedents should have been got verified by the agency from the local police authorities

APPLICATION - TECHNICAL BID

1. For Providing Data Entry Operators, Data Scanning personnel, Stenographic and Office Assistants, Accounts Assistants, Administrative Assistants, DG set Operators, Bus Driver, Bus cleaner and Helpers to CSIR -TRADITIONAL KNOWLEDGE DIGITAL LIBRARY (TKDL) / HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC).

2. Name of Tendering NGO/ Company/ : _____

Firm / Agency

(Attach certificate of registration)

3. Name of proprietor / Director : _____

of NGO/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 NGO/Company / Firm / agency with full address : _____

(Attach certified copy of statement of A/c for the last
three years)

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 **NGO/ Company / Firm / Agency** for the last 3 Financial Years:

(Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2008-09		
2009-10		
2010-11		

12. Give details of the major similar contracts handled by the tendering NGO/Company / Firm / Agency during the last three years 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. EMD of Rs. 80,000 (Rupees Eighty Thousand only) enclosed vide Demand Draft No. _____ dated _____.

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

Signature of authorized person

Date:

Name:

Place:

Seal :

APPLICATION – FINANCIAL BID

(Quote separately for Data Entry Operators, Data Scanning personnel, Stenographic and Office Assistants, Accounts Assistants, Administrative Assistants, DG Set Operators, Bus Driver, Bus Cleaner and Helpers

1. For Providing services to CSIR- TRADITIONAL KNOWLEDGE DIGITAL LIBRARY (TKDL)/ HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC).

2. Name of tendering NGO/Company / Firm / Agency:

3. Details of Earnest Money Deposit : Rs.80,000/- (Rupees Eighty Thousand Only) (as enclosed with the Technical Bid)

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

Drawn on Bank : _____

4. Rates are to be quoted in accordance with the Minimum Wages Act, 1948 as applicable in the NCT of Delhi for **clerical and Non-Technical Supervisory Staff who are matriculates but not Graduates (for Data Scanning Personnel) and also for Staff that are Graduates separately.**

(a) **Rate per person / per month for Staff who are matriculates but not Graduates** (six days working; 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 calculated for the month (as per MWA, 1948)	Rs.
2.	Employees Provident Fund @ % of 1 above	Rs.
3.	Employees State Insurance @ % of 1 above	Rs.
4.	Bonus	Rs.
5.	Service Tax Liability @ % of	Rs.
6.	Any other liability (Pl. indicate)	Rs.
7.	Contractors Adm. / Service Charge	Rs.
Total (Column 1 to 7)		Rs.

- (b) Rate per person / per month for DG set (shift) operators, Bus Driver and Bus cleaner who are matriculates but not Graduates (six days working; 8 hours excluding ½ hr. lunch) (please submit separately) 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 calculated for the month (as per MWA, 1948)	Rs.
2.	Employees Provident Fund @ % of 1 above	Rs.
3.	Employees State Insurance @ % of 1 above	Rs.
4.	Bonus	Rs.
5.	Service Tax Liability @ % of	Rs.
6.	Any other liability (Pl. indicate)	Rs.
7.	Contractors Adm. / Service Charge	Rs.
Total (Column 1 to 7)		Rs.

- (c) Rate per person / per month for Staff that are Graduate(six days working; 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 calculated for the month (as per MWA, 1948)	Rs.
2.	Employees Provident Fund @ % of 1 above	Rs.
3.	Employees State Insurance @ % of 1 above	Rs.
4.	Bonus	Rs.
5.	Service Tax Liability @ % of	Rs.
6.	Any other liability (Pl. indicate)	Rs.
7.	Contractors Adm. / Service Charge	Rs.
Total (Column 1 to 7)		Rs.

(d) Overtime Rate per person / hour

	Data Entry Operator	Data Scanning personnel	Stenographic Assistant	Office Assistant	Account Assistant	Administrative Assistant	Bus Driver	Bus Cleaner	Helper
Overtime Rate per person / hour (Rs.)									

Signature of authorized person

Date:

Full Name:

Place:

Seal :

Notes:

1. The rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of the number of days the person worked in each category of manpower.

TERMS AND CONDITIONS

General

1. The contract shall be for two year period from the date of award unless it is curtailed or terminated by CSIR owing to deficiency of service, sub-standard quality of personnel deployed, breach of contract, reduction or cessation of the work requirements etc.
2. The contract shall automatically expire at the end of two years, unless extended further by the mutual consent of contracting agency and CSIR.
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 NGO/ Company / Firm / Agency and CSIR.
4. The contracting NGO/ 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 CSIR.
5. CSIR TKDL/HRDC at present, has requirement of: (i) 14 skilled Data Entry Operators (12 English and 2 Hindi); (ii) six skilled Data scanning personnel; (iii) six skilled Stenographic and Office Assistants; (iv) three Accounts Assistants; (v) three Administrative Assistants, (vi) two DG set Operators ; (vii) Bus Driver ; (viii) Bus Cleaner and (ix) 11 Helpers on urgent basis. The requirement of the personnel may further increase or decrease during the period of initial contract also and the tenderer would have to provide additional persons, if required on the same terms and conditions.
6. The tenderer will be bound by the details furnished by him / her to CSIR-TKDL/HRDC bmitting 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. The Competent Authority CSIR-TKDL/HRC right to terminate the contract during initial period also after giving a week's notice to the contracting agency.
8. The service provider shall indemnify and hold CSIR-TKDL/HRDC harmless from all cost and expenses arising out of any action brought against CSIR-TKDL/HRDC based on any mischieves's done by any staff deployed by the service provider.

LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

1. The contracting agency shall ensure that the individual personnel deployed in the CSIR-TKDL Unit/HRDC conform to the technical specifications of age, educational and skill qualifications prescribed in the Tender Document.
2. CSIR-TKDL Unit/ HRDC operates on six days/ five days respectively (i.e. Monday to Saturday) in a week from 900 hrs. to 1730 hrs. with a lunch break of ½ hour from 1300 hrs. to 1330 hrs. Besides this, CSIR also observes the Gazetted holidays notified by the Government of India from time to time. The personnel deployed, however, may be required to attend the office in emergencies for which S / he will be paid as per agreed rates. The overtime rate is required to be given by the tenderer on per person/ per hour basis.
3. The contracting NGO/ Company / Firm / Agency shall furnish the following documents in respect of the individual Data Entry Operators who will be deployed by it in CSIR before the commencement of work:
 - a. List of persons deployed;
 - b. Bio-data of the persons.
 - c. Attested copy of matriculation certificate containing date of birth;
 - d. Character certificate from two Group "A" or Class-I officers of the Central / State Government;
 - e. Certificate of verification of antecedents of persons by local police authority.
4. In case, the person employed by the successful NGO/ 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 CSIR.
5. The tendering NGO/ Company / Firm / Agency shall replace immediately any of its personnel who is found unacceptable to CSIR because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from CSIR.
6. The person deployed shall be required to report for work at 9.00 hrs. and would leave at 17.30 hrs. In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted.
7. The agency shall depute a co-ordinator who would be responsible for immediate interaction with CSIR so that optimal services of the persons deployed by the agency could be availed without any disruption.
8. 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 by the Agency in providing a substitute beyond three working days shall attract a pre-estimated agreed liquidated damages @ Rs.100 per day on the service providing agency.**

Contd. /...

9. 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 by it (Agency) in CSIR-TKDL/HRDC, and CSIR will have no liabilities in this regard.
10. For all intents and purposes, the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of personnel so employed and deployed in CSIR. **The persons deployed by the agency in CSIR-TKDL/HRDC shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against CSIR- TKDL/HRDC.**
11. The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. CSIR shall, in no way, be responsible for settlement of such issues whatsoever.
12. CSIR shall not be responsible for any damages, losses, claims, 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.
13. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of CSIR during the currency or after expiry of the contract.
14. 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 nor for any relaxation for absorption in the regular / otherwise capacity in CSIR-TKDL/HRDC.

LEGAL

1. 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 CSIR.
2. Tendering agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to CSIR-TKDL/HRDC to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
3. The tendering agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of CSIR or any other authority under Law.
4. 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 CSIR.
5. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof CSIR is put to any loss / obligation, monetary or otherwise, CSIR will be entitled to get itself reimbursed out of the Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

FINANCIAL

1. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs.80, 000/- (Rupees Eighty Thousand Only) in the form of Demand Draft / Pay Order drawn in favour of HRDC Ghaziabad and payable at Ghaziabad **failing which the tender shall be rejected out rightly.**
2. 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. However, the E.M.D. in respect of the successful tenderer shall be adjusted towards the Security Deposit. **Further, if the agency fails to deploy the number of personnel as required against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.**
3. Financial bids of the tenderers will be compared as per the table annexed (Annex. 1).
4. The successful tenderer will have to deposit a security amount of Rs.2,00,000 (Rupees two lakh Only) in the form of Demand Draft/ Pay Order drawn in the name of HRDC, Ghaziabad, payable at Ghaziabad.
5. In case of breach of any terms and conditions attached to this contract, the Security Deposit of the agency will be liable to be forfeited by CSIR besides annulment of the contract.
6. The agency shall raise the bill, in triplicate, along with attendance sheet duly verified and submit the same to 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.
7. 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 month bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of CSIR.
8. The amount of pre-estimated agreed liquidated damages 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 NGO/ Company / Firm / Agency in the following month.
9. The competent authority of CSIR reserves the right to annul any or all bids without assigning any reason.

Controller of Administration
HRDC (CSIR)
Ghaziabad

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Application – Technical Bid;
2. Attested copy of registration of agency;
3. Certified copy of the statement of bank account of agency for the last three years;
4. Attested copy of PAN / GIR Card;
5. Attested copy of the latest IT return filed by agency;
6. Attested copy of Service Tax registration certificate;
7. Attested copy of the P.F. registration letter / certificate;
8. Attested copy of the E.S.I. registration letter / certificate;
9. Certified document in support of financial turnover of the agency.
10. Certified documents in support of entries in column 13 of Technical Bid application;
11. **Copy of the terms and conditions at 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 THE PERSONNEL

1. List of personnel shortlisted by agency for each of the category of support staff deployed in CSIR-TKDL/ HRDC containing full details i.e. date of birth, marital status, address etc.
2. Bio-data of all persons.
3. Character certificates from two Group “A” / Class – I 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.

Annex 1.

Emoluments per month for different categories

Category	Nos.	Rate per person/month	Total Monthly Emoluments	Overtime Rates per person/hour
1	2	3	4=2x3	5
Data Entry Operator *	14			
Data Scanning personnel	6			
Stenographic-cum-Office Assistant	6			
Account Assistant	3			
Administrative Assistant	3			
DG set Operator	2			
Bus Driver *	1			
Bus Cleaner *	1			
Helper	11			
Total	47			

N.B. Minimum quoted bid would be as per the minimum of total under column 4.

***** Rates of wages for 5 day working schedule (Monday to Friday) may be given separately.