

F. No. 35-19/2017-DAF
Dr. Ambedkar Foundation
Department of Social Justice & Empowerment
Ministry of Social Justice & Empowerment
Government of India

15, Janpath, New Delhi-110001

Dated 26st September, 2017


TENDER NOTICE

Sealed tenders on behalf of the President of India, are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Agencies for providing services of **Data Entry Operators** at Dr. Ambedkar Foundation, West Wing 8, Sector 1, R. K. Puram, New Delhi and/or at 15, Janpath, New Delhi for a period of **One year**, from date of award of contract, which is extendable as per requirement. However, quantum of services requirement may vary from time to time at the discretion of the Foundation.

2. Complete Tender Documents can be downloaded from the website of the Ministry namely www.socialjustice.nic.in or from the website of the Dr. Ambedkar Foundation namely www.ambedkarfoundation.nic.in and or www.msje.nic.in

3. The participating agencies should be enrolled with the GST/Service Tax authorities, EPF, ESI etc and should have at least 5 years experience for providing services to Government offices or Organizations of repute. Interested Companies/Firms/Agencies may submit the tender documents complete in all respects along with **Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One lakh only)**, and other requisite documents **on or before 16/10/2017 by 12.00 Noon** to the **Director, Dr. Ambedkar Foundation**, West Wing 8, Sector 1, R. K. Puram, New Delhi. No tender shall be entertained after this deadline under any circumstances whatsoever. The **Technical Bid** of tenders will be opened at **3:00 PM on 16/10/2017** and **Financial Bid** of tenders will be opened at **4.00 P.M on 16/10/2017** in the presence of authorized representative of Bidders as may wish to be personally present.

4. This Foundation reserves the right to amend or 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 Foundation in this regard shall be final and binding on all.


(D. P. Majhi)

Director,
Dr. Ambedkar Foundation.

Copy to:

1. Notice Board Department of Social Justice & Empowerment
2. Notice Board of Dr. Ambedkar Foundation
3. NIC – for display in web-site of Ministry of Social Justice & Empowerment and in website of Dr. Ambedkar Foundation, both

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TENDER DOCUMENT

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

Dr. Ambedkar Foundation, Department Social Justice & Empowerment, Ministry of Social Justice & Empowerment presently located at West Wing 8, Sector 1, R. K. Puram, New Delhi requires reputed, well established and financially sound Manpower Agencies to provide services of **Data Entry Operators** to its Officers.

2. The contract will be for a period of **One year** from the date of award of contract. The period of contract may be further extended or curtailed /terminated at any time before expiry of one year period depending upon requirement of the Foundation.

3. The Foundation has initial requirement for services of **6 (Six) Semi skilled Data Entry Operators (with the knowledge of typing in English and Hindi both)** who are well conversant with computers and essentially well trained in MS Word, MS Excel and MS Power Point,. The requirement of the Foundation may increase or decrease during currency of contract.

4. The interested Companies/Firms/Agencies may submit the tender document complete in all respects along with the **Earnest Money Deposit (EMD) for Rs.1,00,000/-** (Rupees One Lakh only), in the form of Demand Draft /Pay Order drawn in the favour of Dr. Ambedkar Foundation and other requisite documents in a sealed cover addressed to **Director, Dr. Ambedkar Foundation**, West Wing 8, Sector 1, R. K. Puram, New Delhi. **The last date and time for receipt of tenders is 12:00 Noon on 16.10.2017.**

5. The crucial dates relating to "Tender for Providing Data Entry Operators to the Dr. Ambedkar Foundation" are cited as under. (a) Last date and time for submission of Quotation (Technical & Financial, in SEPARATE (sealed covers) : 12:00 Noon on 16.10.2017 (b) Date and time for opening of Technical Bids : 3:00 P.M. on 16.10.2017 (c) Date and time for opening of Financial Bids : 4.00 P.M. on 16.10.2017.

6. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are required to submit two separate sealed envelopes super scribing "Technical Bids for providing Outsourced Services to the "Dr. Ambedkar Foundation" & "Financial Bid for providing Outsourced Services to the "Dr. Ambedkar Foundation". Both sealed envelopes should be kept in a third envelope super scribing "Tender for providing Outsourced Services to the "Dr. Ambedkar Foundation".

7. The **Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One Lakh only)**, refundable (without interest) should be necessarily kept in the sealed cover containing Technical Bid of the agency in the form of Demand Draft/Pay Order drawn in the favour of "Dr. Ambedkar Foundation", failing which the tender shall be rejected summarily.

8. The successful tenderer will have to deposit **Performance Security Deposit of Rs.1,00,000/- (Rupees One lakh only)**, in the form of Fixed Deposit Receipt (FDR) / DD made in the name of the Company/Firm/Agency but hypothecated to the Dr. Ambedkar Foundation or Demand Draft in favour of Dr. Ambedkar Foundation covering the initial period. The FDR will have to be accordingly renewed by the successful tenderer.

9. The tendering Companies /Firms/Agencies are required to enclose photocopies of the following documents (**duly attested by a Gazetted Officer of the Government of India or a Class-I Officer of the State Government**) 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 IT return filed for the last three financial years.
- (d) Copies of the EPF and ESI Registration certificates.
- (e) Copies of the Service Tax registration certificate./ GST
- (f) Proof of annual turnover of the firm for the last 3 years.

10. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.

11. 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, corrections, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.

12. The Technical Bid of tenders shall be opened at **3:00 P.M. on 16.10.2017** and Financial Bids shall be opened on the schedule date and time (**4:00 P.M. on 16.10.2017**) in **Dr. Ambedkar Foundation, 2nd Floor, West Wing 8, Sector 1, R. K. Puram, New Delhi** in the presence of the authorized representatives of the Companies/Firms/Agencies, if any, who are present on the spot at that time.

13. The **Competent Authority** of the Dr. Ambedkar Foundation, Department / Ministry of Social Justice & Empowerment reserves the right to cancel any or all the bids without assigning any reason.

14. Attendance and punctuality of the personnel manning the offices will be the top most priority. In case of absence of any personnel whose name is found in the duty roster, a penalty @ Rs. 1,000/- per day per Guard will be deducted from the Contractor's bill.

15. All the person deployed by the agency **shall mark their attendance in the Bio-Metric machine** in the office. Monthly payment of the personnel shall be based on Bio-Metric attendance of the office.

16. The contractor shall ensure to provide to the Foundation the antecedents/credentials, Voter ID Card/ Adhar Card, Police verification and Educational Qualification etc in r/o personnel deployed.

17. EPF, ESI and other Govt. dues separately on reimbursement basis for which the Agency shall provide EPF, ESI Registration Nos. of the personnel deployed to the Foundation along with original challan as proof of deposit of the same with respective Departments. . The rate should be quoted for Agency Service Charges on Wages Component only in the proforma given by the Foundation. In case of a tie, the Agency having experience in providing services to Offices of Central Govt. and Central Autonomous Bodies shall be preferred. TDS shall be deducted from all payments to the Agency as per Rules.

The rate should be quoted in the proforma given by the Foundation.

18. The agency will have to furnish an Affidavit that it is complying with all statutory liabilities relating to taxes, payment of minimum wages and other statutory liabilities.

19. The payment will be released to the agency on monthly basis by cheque/online after the work for the month has been completed. For release of payment, pre-receipted bill may be submitted at the end of every month. The agency shall not withhold payment to persons deployed due to pendency of bills with the Foundation or for any other reason.



(D.P. Majhi)
Director

Dr. Ambedkar Foundation

APPLICATION-TECHNICAL BID

For providing Data Entry Operation Services to Dr. Ambedkar Foundation, Department / Ministry of Social Justice & Empowerment.

1. Name of Tendering Company/Firm/Agency
(Attach certificate of registration)

2. Name of proprietor/Director of Company/Firm/Agency:

3. Full Address of Regd. Office:

Telephone No.:

FAX No.:

E-Mail Address:

4. Full address of Operating Branch:

Telephone No.:

FAX No.:

E-Mail Address:

5. (a) Banker of Company/Firm /Agency
(Full Address)
(Attach certified copy of statement of
of A/c for the last three years)
(b) Telephone Number of Banker

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

7. Service Tax Registration No., if any
(Attach attested copy)

8. E.P.F. Registration Number, if any
(Attach attested copy)

9. E.S.I. Registration Number, if any
(Attach attested copy)

10. Financial turnover of the tendering Company/Firm/Agency for the last three Financial Years with documentary proof thereof. (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lakhs)	Remarks, if any
2013-14		
2014-15		
2015-16		

11. Give details of the major similar contracts handled by the tendering Company/Firm/Agency during the last three years in the following format:

Sl. No.	Details of client along address, telephone and FAX numbers	Amount value of Contract (Rs. in Lakhs)	Duration of Contract	
			From	To
1				
2				
3				

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

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

Signature of authorized person

Name:
Seal:

Date:
Place:

DECLARATION

1. I, _____ Son/Daughter/wife of Shri -----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. My agency has not been blacklisted/debarred from participating in tender of any Ministry/Department of Government of India and Government of India undertaking in the last Three Years.
4. 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:

Signature of authorized person (s)

Full Name:

Seal:

Date:

Place:

APPLICATION - FINANCIAL BID

**For providing Data Entry Operation Services to the Dr. Ambedkar Foundation,
Department / Ministry of Social Justice & Empowerment**

To

The Director
Dr. Ambedkar Foundation
West Block-8, 2nd Wing, 2nd Floor,
R. K. Puram, New Delhi-110066

Subject: Submission of rate for Data Entry Operators reg.

Sir,

This is with reference to your Tender Notice published in the _____ on _____ with regard to calling of rates for **Data Entry Operators** at the office of Dr. Ambedkar Foundation at West Block-8, 2nd Wing, 2nd Floor, R. K. Puram, New Delhi-110066 add/or at 15, Janpath, New Delhi.

2. In this regard, we are quoting our rates for your kind perusal and consideration:-

(Wages as per Minimum Wages of Govt. of NCT, Delhi)

S. No.	Particulars	Rate for Service Charges on Wages Component only.	Remarks
1.	Data Entry Operators <u>Semiskilled</u> Educational qualification Secondary School Examination(class 12 th)		

(Name, signature with stamp)

Notes:

1. In cases where the bidder has submitted "NIL" Charges/Amount as the Service Charges on minimum wages, the bid shall be treated as unresponsive and will not be considered in terms of the provisions of Ministry of Finance, Department of Expenditure OM NO. 29(1)/2014-PPD dated 28th January, 2014.

2. 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 DEO as per Biometric Attendance in the Foundation.