

File No. A-12034/1/2011-Adm.III
Government of India
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi, the 29 June, 2011

TENDER NOTICE

1. Sealed tenders are invited under **Two Bid System** i.e. (**Part-I Technical Bid and Part-II Financial Bid**) from reputed, experienced and financially sound Manpower Recruitment and Supply Agency to provide 35 Office Assistants (Outsourced) to Planning commission initially for a period of one year which may be further extended upto one year subject to satisfactory performance. The quantum of manpower requirement may further increase or decrease during the period of contract. The Commission, however, reserves the right to terminate the contract at any time after giving one month notice to the selected service provider.
2. **Complete Tender Document may be obtained in person from Room No. 415, 4th Floor, Yojana Bhavan, Sansad Marg, New Delhi on all working days from 10.00 AM to 5.00 PM from 11.07.2011 to 10.08.2011 & on 11.08.2011 upto 2.00 PM. The tender document can also be downloaded from the website of this Commission (www.planningcommission.nic.in).**
3. The interested Companies/ Firms/ Agency may put the tender document **upto 2.00 PM on 11.08.2011** in the tender box kept in the **Reception Counter of Planning Commission** duly complete in all respects along with **Earnest Money Deposit (EMD) of Rs. 1,00,000/-** in the form of **Demand Draft** drawn in favour of **Pay and Accounts Officer, Planning Commission, New Delhi**. The tenders shall not be accepted beyond the stipulated date and time under any circumstances what so ever.
4. **The Technical bid shall be opened on 11.08.2011 at 2.30 PM** in Room No. 344, Yojana Bhavan, Sansad Marg, New Delhi, in the presence of the representative of Tenderers who wish to be present. At the first instance the technical bids shall be analyzed by a committee constituted for the purpose. At the second stage financial bids of only technically acceptable offers shall be opened at a later date. The scheduled time and venue for opening the financial bids will be communicated to only those Tenderers whose technical bids are found in order.
5. This Commission reserves the right to cancel the tender at any time or amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof.

(P.C. Bhardwaj)
Under Secretary to the Government of India

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**GOVERNMENT OF INDIA
PLANNING COMMISSION**

TENDER DOCUMENT

To provide services of Office Assistant (Outsourced)

to

Planning Commission

by a

Manpower Recruitment and Supply's Agency

Date of issue of Tender Document : From **11.07.2011 to 10.08.2011**

Last Date & time for submission of Tender Document : up to 2.00 PM on **11.08.2011**

Date & time for opening of Tender Documents:-

- (i) Technical bid : At 2.30 PM on **11.08.2011**
- (ii) Financial Bid of eligible Tenderers. : **At a later date**

DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL BID

- (i) Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh Only)
- (ii) Application – Technical Bid;
- (iii) Copy of the statement of bank account of Tenderer containing transaction during the last financial year;
- (iv) Copy of PAN / GIR Card of the Tenderer;
- (v) Copy of the latest IT return filed by the Tenderer;
- (vi) Copy of Service Tax Registration Certificate as **Manpower Recruitment and Supply's Agency**;
- (vii) Copy of the E.P.F. registration letter / certificate;
- (viii) Copy of the E.S.I. registration letter / certificate;
- (ix) Documents in support of the financial turnover of the agency;
- (x) Documents in support of experience of the Tenderer in the relevant field.
- (xi) Documents in support of entries in column 14 of Technical Bid application;
- (xii) 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.
- (xiii) An undertaking (self-certificate) that the bidder has not been blacklisted by a Central/ State Government/ Public Sector Undertakings/ Bank / NDMC/ MCD institution and there has been no litigation with any government department on account of similar services is to be submitted.

All documents should be self-certified by the Tenderer. Successful Tenderer will, however, be required to submit original documents/ certificates before the award of contract.

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

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

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The Planning Commission, a premier advisory body of the Government of India, manned by experts, thinkers and policy makers from different fields and located at 5, Sansad Marg, Yojana Bhavan, New Delhi, requires the services of reputed, well established and financially sound Manpower Recruitment and Supply Agency to provide Office Assistants for its officers and consultants.
2. The contract is likely to commence from the date of issue of order and would continue initially for a period of one year which may be further extended to one year subject to satisfactory performance provided the requirement of the Commission for Office Assistants persists at that time or may be curtailed/ terminated before completion of a period of one year owing to deficiency in service or substandard quality of manpower deployed by the selected service provider. The Commission, however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected service provider.
3. This Commission has initial requirement for 35 Office Assistants (Outsourced) (which may vary depending upon the requirement), who are/have;
 - (i) Graduate in any discipline,
 - (ii) Computer skill on MS Office, particularly MS Word and MS Excel with 'O' Level Certificate from Reputed/Recognized Institute,
 - (iii) Experience in Office Management or Certificate in Secretarial Management desirable, and
 - (iv) having good knowledge of English Language.
4. The Office Assistant (outsourced) shall (are to) be paid @ Rs.449/- per day as has also been indicated in the Financial Bid form. Rates are to be quoted strictly in conformity the mandatory statutory provisions (EPF, ESI etc.) over a daily base rate as stipulated above. It may be noted that the base rate is higher than the minimum wage prescribed for any category by the NCT of Delhi.
5. The Manpower Recruitment and Supply Agency will be required to pay wages of Office Assistant (Outsourced) per month through Planning Commission Branch of Indian Overseas Bank for which saving Bank Account in the name of such person will be got opened by him at the time of commencement of the contract and even subsequently as and when new person is engaged as such.
6. The Successful Company/ Firm/ Agency will be required to submit duly attested certificates/ supporting documents in support of age/ educational/ professional qualifications of Office Assistants (Outsourced), to be deployed in Planning Commission.
7. **The interested Companies/ Firms/ Agency may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 1,00,000/- with Technical bid upto 2.00 PM on 11.08.2011 in the Tender Box kept at the Reception Counter of 5-Sansad Marg, Yojana Bhavan, New Delhi-110 001.**

8. The various crucial dates relating to “**Tender for Providing Office Assistants (Outsourced) to Planning Commission**” are cited as under :
- (a) Date of issue of Tender Document : **From 11.07.2011 to 10.08.2011**
- (b) Last date and time for submission of Tender Document: **up to 2.00 PM on 11.08.2011**
- (c) Date and time for opening of
- (i) Technical Bid : At 2.30 PM on **11.08.2011**
- (ii) Financial Bid : At a later stage
9. The tender shall be accepted under **Two bid system**. The interested Manpower Recruitment and Supply Agency are advised to submit two separate sealed envelopes super scribing “**Technical Bid for Providing Office Assistants (Outsourced) to Planning Commission**” and “**Financial Bid for Providing Office Assistants (Outsourced) to Planning Commission**”. Both sealed envelopes should be kept in a third bigger sealed envelope super scribing “**Tender for Providing Office Assistants (Outsourced) to Planning Commission**”.
10. **The Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lac only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the tender in the form of Demand Draft/ Pay Order drawn in favour of Pay & Accounts Officer, Planning Commission, New Delhi, failing which the tender shall be rejected summarily.**
11. The successful tenderer will have to deposit Performance Security Deposit of 7% of the contract value or Rs. 2,50,000/- (Rupees Two Lac Fifty Thousand Only), whichever is higher, in the form of A/C Payee demand draft or bank guarantee issued by a reputed Bank or Fixed Deposit Receipt (FDR) made in the name of the Company/ Firm/ Agency but hypothecated to the Pay & Accounts Officer, Planning Commission, New Delhi covering the period of contract. The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the firms. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the successful Tenderer.

12. The tendering Companies/ Firms/ Agency are required to enclose self-certified photocopies of the following documents along with the Technical Bid, **failing which their bids shall be summarily/ out rightly rejected:**
- (i) Copy of the statement of bank account of Tenderer containing transaction during the last financial year;
 - (ii) Copy of PAN / GIR Card of the Tenderer;
 - (iii) Copy of the latest IT return filed by the Tenderer;
 - (iv) Copy of Service Tax Registration Certificate as Manpower Recruitment and Supply Agency;
 - (v) Copy of the E.P.F. registration letter / certificate;
 - (vi) Copy of the E.S.I. registration letter / certificate;
 - (vii) Documents in support of the Financial turnover of the agency;
 - (viii) Documents in support of experience of the Tenderer in the relevant field;
 - (ix) Documents in support of entries in column 14 of Technical Bid application;
 - (x) 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;
 - (xi) An undertaking (self-certificate) that the bidder has not been blacklisted by a central/ state government/ Public sector Undertakings/ Bank / NDMC/ MCD institution and there has been no litigation with any government department on account of similar services is to be submitted.

All documents should be self-certified by the Tenderer. Successful Tenderers will, however, be required to submit original documents/ certificates before the award of contract.

13. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**
14. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be attested by the person authorized to sign the tender bids.
15. The Technical bid shall be opened on the scheduled date and time (At 2.30 PM on **11.08.2011**), in Room No. 344, 3rd Floor, Planning Commission, 5-Sansad Marg, Yojana Bhavan, New Delhi, in the presence of the representatives of the Companies/ Firms/ Agency, if any, who wish to be present at the time of opening the tender.
16. The Financial Bid of only those tenderers will be opened whose Technical bid are found in order. The Financial bid shall be opened at a later stage. The scheduled time and venue etc. will be communicated to only those Tenderers whose technical bids are found in order.
17. **The Planning Commission reserves the right to cancel all bids without assigning any reason.**

TECHNICAL REQUIREMENTS FOR THE TENDERING Company/Firm/Agency for evaluation of bids.

1. The tendering Company/ Firm/ Agency must fulfill the following technical specifications:
 - (a) The Registered Office or the Branch Office of the service provider should be located either in Delhi/ New Delhi or in NCR of Delhi;
 - (b) The Company/ Firm/ Agency should have at least one year experience during 01.04.2009 to 31.03.2011 in providing Stenographer/ Office Assistants (Outsourced) to Central/ State Government Departments/ Public Sector Undertakings/ Banks/ Autonomous Bodies/ NDMC/ MCD. Average monthly deployment during the aforesaid period should not be less than 50. Only experience certificate indicating date of award of contract and date of completion of contract successfully obtained from the Ministries/ Departments of Center or State/ PSUs/ Banks/ Autonomous Bodies/ NDMC/ MCD should be enclosed. There is no need to enclose experience certificate in other sphere of work;
 - (c) The Company/ Firm/ Agency should have its own Bank Account;
 - (d) The Company/ Firm/ Agency should be registered with Service Tax departments as Manpower Recruitment and Supply Agency Service;
 - (e) The Company/ Firm/ Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - (f) The annual turnover of the Company/ Firm/ Agency should be at least 1 crore during the financial year **2010-11**, self-attested proof of annual turnover of the last financial years should be enclosed.
 - (g) Income Tax return of the last financial year should be enclosed;
 - (h) The Company/ Firm/ Agency should submit an undertaking (self-certificate) stating that the firm has not been black-listed by any Central/ State Government department/ PSUs/ Bank/ Autonomous Bodies/ NDMC/ MCD during the last five year and there has no litigation with any government department on account of similar services.

Tender documents not fulfilling these of requirements will be rejected.

TECHNICAL REQUIREMENTS FOR OFFICE ASSISTANTS (OUTSOURCED) TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/ FIRM/ AGENCY IN THE PLANNING COMMISSION

1. She/ he should be Graduate in any discipline and between 21-40 years of age, and citizen of India having;
 - (i) Computer skills on MS Office, particularly MS Word and MS Excel with 'O' Level Certificate from Reputed/Recognized Institute. He/ she should have typing speed of 35 w.p.m. in English; and
 - (ii) Experience in Office Management or Certificate in Secretarial Management is a desirable qualification; and
 - (iii) Good knowledge of English Language.
2. He/ she should have Character certificates from Gazetted Officer of the Central Government / State Government;
3. His/ her antecedents should have been got verified by the Company/ Firm/ Agency from the local police authorities

APPLICATION – TECHNICAL BID

For Providing Office Assistants (Outsourced) to Planning Commission.

1. Name of Tendering Company/ Firm/ Agency: _____

3. Name of proprietor/ Managing Director of Company/ Firm/ Agency:

4. Full Address of Reg. Office: _____

Telephone No.: _____
Mobile No.: _____
FAX No.: _____
E-Mail Address: _____

5. Full address of Operating/ Branch Office: _____
(Located in Delhi/ NCT of Delhi) _____

Telephone No.: _____
Mobile No.: _____
FAX No.: _____
E-Mail Address: _____

6. Earnest Money Deposit (EMD):
Details of Bank Draft/ Pay Order No.: _____
Date of issue: _____
Name of Bank: _____
Branch: _____

Whether enclosed in original: Yes No

Signature of authorized person

7. 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.

Whether copy enclosed : Yes No **Annexure - I**

8. Banker of Company/ Firm/ Agency with full address:
(Attach certified copy of statement of account for the last financial year issued by the bank)

Whether copy enclosed : Yes No **Annexure - II**

Address: _____

Account No.: _____

Type of Account: _____

Telephone Number of Banker: _____

9. PAN / GIR No.: _____

Whether copy enclosed : Yes No **Annexure - III**

10. Service Tax Registration No.: _____ Year of registration _____

[as Manpower Recruitment and Supply Agency's Service]

Whether copy enclosed : Yes No **Annexure - IV**

11. E.P.F. Registration No.: _____ Year of registration _____

Whether copy enclosed : Yes No **Annexure - V**

12. E.S.I. Registration No.: _____ Year of registration _____

Whether copy enclosed : Yes No **Annexure - VI**

13. Financial turnover of the tendering **Company / Firm / Agency** for the last Financial Year:

| Financial Year | Amount (Rs. Lakhs) | Remarks, if any |
|----------------|--------------------|-----------------|
| 2010-11 | | |

Certificate/ Statements to be attached

Whether copy enclosed : Yes No **Annexure - VII**

Signature of authorized person

14. Give details of major contracts handled by the tendering Company/ Firm/ Agency for providing Office Assistants (Outsourced) to Central / State Government Departments/ Public Sector Undertakings/ Banks/ Autonomous Bodies/ NDMC/ MCD during 01.04.2009 to 31.03.2011 on average monthly deployment during the period should not be less than 50 in the following format:

| S. No. | During the period 01.04.2009 to 31.03.2011 | Details of client along with address, telephone and FAX numbers | Amount of Contract (Rs. In Lakhs) | Duration of contract | | Number of Office Assistants provided |
|--------|---|---|--------------------------------------|----------------------|----|--------------------------------------|
| | | | | From | To | |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| | Total: | | | | | |

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

Whether copy enclosed : Yes No **Annexure - VIII**

15. Copy of the latest Income Tax return filed by the Tenderer.

Whether copy enclosed : Yes No **Annexure - IX**

16. Self-attested copy stating that the agency has not been black-listed by any Central/ State Government department/ PSUs/ Bank/ Autonomous Bodies/ NDMC/ MCD during the last five year.

Whether copy enclosed : Yes No **Annexure - X**

18. Documents in support of experience of the Tenderer in the relevant field.

Whether copy enclosed : Yes No **Annexure - XI**

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

Signature of authorized person

Date: _____

Name: _____

Place: _____

Seal: _____

DECLARATION

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

2. I have carefully read and understood all the terms and conditions of the tender and undertake to
abide by them;

3. The information/ documents furnished along with the above application are true and authentic to
the best of my knowledge and belief. I/ we, am/ are well aware of the fact that furnishing of any
false information/ fabricated document would lead to rejection of my tender at any stage besides
liabilities towards prosecution under appropriate law.

Signature of authorized person

Date: _____

Name: _____

Place: _____

Seal: _____

APPLICATION – FINANCIAL BID

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

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

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

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

Drawn on Bank: _____

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

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

| Sl.No. | Component of Rate | Amount (Rs.) |
|------------------------------|---|-------------------|
| 1. | Daily Wage Rate to be paid (Inclusive of employee's share of E.P.F. and E.S.I.) | Rs. 449.00 |
| 2. | Employees Provident Fund (Employer's share@ 13.61 % of 1 above) | Rs. 61.11 |
| 3. | Employees State Insurance (Employer's Share@ 4.75 % of 1 above) | Rs.21.33 |
| 4. | Bidder's Administrative / Service Charge in percentage of 1 above | Rs. |
| Total (Column 1 to 4) | | Rs. |

Besides, Service Tax will be payable as per rules.

Signature of authorized person

Date: _____

Name: _____

Place: _____

Seal: _____

Notes:

1. The tenderer must quote the rates in the format given above. The tenders not quoting rates in the format given above will be out rightly rejected.
2. The tenderer must also quote administrative/ service charges in lieu of service to be provided by him. If no service charge is claimed, the tender will be rejected.
3. **Since Daily Wager Rate, EPF & ESI are to be charged at the fixed rates indicated above, the Financial bid will be decided on the basis of Administration/ Service Charges to be quoted by the Tenderer.**
4. The rates quoted by the tendering agency should be for the offices having five days working in a week inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
5. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each manpower.

TERMS AND CONDITIONS

GENERAL

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

Read and understood

Signature of bidder with Seal

Continued...

LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

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

Read and understood

Signature of bidder with Seal

Continued...

14. The selected Company/ Firm/ Agency shall depute a coordinator who would be responsible for immediate interaction with the Commission so that optimal services of the persons deployed by the agency could be availed without any disruption.
15. The selected Company/ Firm/ Agency shall immediately provide a substitute in the event of any person leaving the job due to his/ her personal reasons. **The delay in providing a substitute beyond three working days would attract a penalty @ Rs.1000/- per day on the service providing agency.**
16. The selected Company/ Firm/ Agency will ensure that salaries are given to the deployed professionals in time i.e. by 7th of the succeeding month. Any unjustifiable delay, beyond five working days from the receipt of the satisfactory performance cum attendance report from the SO (ADM-3), will attract a penalty of Rs. 250/- per day per person. It is the responsibility of the agency to procure the performance cum attendance report from this Commission by 2nd working day of the succeeding month.
17. It will be the responsibilities of the selected Company/ Firm/ Agency to meet transportation, food, medical and any other requirements in respect of the persons deployed in this Commission and this Commission will have no liabilities in this regard.
18. For all intents and purposes, the selected Company/ Firm/ Agency shall be the "Employer" within the meaning of different Labour Legislations in respect of Office Assistants (Outsourced) so employed and deployed in this Commission. **The persons deployed by the agency in this Commission shall not have claims of any Master and Servant relationship against Planning Commission.**
19. The selected Company/ Firm/ Agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. This Commission shall, in no way, be responsible for settlement of such issues whatsoever.
20. This Commission shall not be responsible for any financial or other injury to any person deployed by selected Company/ Firm/ Agency in the course of their performing the functions/ duties, or for payment towards any compensation.
21. The persons deployed by the selected Company/ Firm/ Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees of this Commission during the currency or after expiry of the contract.
22. In case of termination of this contract on its expiry or otherwise, the persons deployed by the selected Company/ Firm/ Agency shall not be entitled to and will have no claim for any absorption in the regular/ otherwise capacity in this Commission.

Read and understood

Signature of bidder with Seal

Continued...

LEGAL

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

Read and understood

Signature of bidder with Seal

Continued...

FINANCIAL

28. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable without interest, of Rs. 1,00,000/- (Rupees One Lac Only) in the form of Demand Draft/ Pay Order drawn in favour of Pay & Accounts Officer, Planning Commission, New Delhi, **failing which the tender shall be rejected out rightly.**
29. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second competitive stage) shall be returned to them without any interest. **Further, if the agency fails to deploy 35 Office Assistants (Outsourced) against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice.**
30. The successful tenderer will have to deposit a performance security amount of 7% of the contract value or Rs. 2,50,000/- (Rupees Two Lac and Fifty Thousand Only) whichever is higher immediately after awarding contract in the form of Bank Draft drawn in favour of Pay & Accounts Officer, Planning Commission, New Delhi or Bank Guarantee issued by a reputed bank or Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the Pay & Accounts Officer, Planning Commission, New Delhi, covering the period of contract. In case, the contract is further extended beyond the existing period of contract, the performance security will have to be accordingly renewed by the contract-awarding agency.
31. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this Commission besides annulment of the contract.
32. The successful tenderer shall raise the bill, in triplicate, along with attendance sheet [duly verified by Under Secretary (Administration-III)/ Section Officer (Administration-III)] in respect of the persons deployed and submit the same to Under Secretary (Administration-III) in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
33. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill/ whole of the bill amount shall be held up till such proof is furnished, at the discretion of this Commission.

Read and understood

Signature of bidder with Seal

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33. The amount of penalty calculated @ **Rs.1000/-** 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 agency in the following month.
34. The selected Company/ Firm/ Agency shall maintain requisite strength of Office Assistants and is absolutely responsible in their performance of the services required under the contract and the unsatisfactory performance of the deployed staff would attract a penalty @ **Rs. 898/-** per day which shall be deducted from the monthly bills.
35. The Joint Secretary (Administration)/Head Of Department (H.O.D), Planning Commission reserves the right to withdraw/ relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

(P.C. Bhardwaj)

Under Secretary to the Government of India

Read and understood

Signature of bidder with Seal