

No. A-12034/1/2014-Adm.III

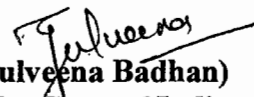
Government of India  
Planning Commission

Yojana Bhavan, Sansad Marg,  
New Delhi, the 22<sup>nd</sup> May, 2014

**e-TENDER NOTICE**

Tender Enquiry No.	No. D-12034/1/2014 dated : 22.05.2014
Tender ID No.	2014_PC_8799_1
Name of the work	Tender for providing services of 64 Office Assistant in Yojana Bhavan, Sansad Marg, New Delhi and EAC at Vigyan Bhavan, Maulana Azad Road, New Delhi
Earnest Money Deposit	Rs. 2,30,000/- (refundable after finalization of contract) in the form of Demand Draft/Pay Order in the name of Pay & Accounts Officer, Planning Commission, New Delhi.
Bid Submission start Date	22.05.2014 onwards
Last date and time for acceptance of bids	By 2.30 PM on 12.06. 2014
Date and time for opening of bids	At 3.30 PM on 12.06.201

Note: The relevant details are available on web-site:-  
<http://www.eprocure.gov.in/eprocure/app/>.

  
(Gulveena Badhan)  
Under Secretary to the Govt. of India  
Tele No: 011-23042469

**No. A-12034/01/2014-Adm.III  
Government of India  
Planning Commission**

**Yojana Bhavan, Sansad Marg,  
New Delhi, the 21<sup>st</sup> May, 2014**

**e-TENDER NOTICE**

**Subject: Online Tender for hiring of services of Office Assistant (OA) in Planning Commission and Economic Advisory Council to the Prime Minister at Vigyan Bhavan, New Delhi.**

Online quotations 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 services of 64 (Sixty Four) Office Assistant (OA) for Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi and Economic Advisory Council to Prime Minister, Vigyan Bhavan, Maulana Azad Road, New Delhi initially for a period of one year. The number of OA may increase or decrease according to the requirement. No manual bid will be accepted under any circumstances.

2. The scanned copy of the duly filled Application form (Annexure-II) along with the supporting documents and financial bid for per person Office Assistant given at Annexure-III (price bid) must be submitted on-line. The price are to be quoted in Indian Rupees. The applicant, while quoting the Administrative/Service and other charges in financial bid, must comply with the Department of Expenditure's O.M. No. 29(1)/2014-PPD dated 28.01.2014 which states that 'if a firm quotes "Nil" administrative/service charges, the bid shall be treated as unresponsive and will not be considered'.

3. A scanned copy of Earnest Money Deposit (EMD) of Rs. 2,30,000/- (Rupees Two Lakhs and Thirty Thousand only) in the form of demand draft drawn in favour of Pay and Accounts Officer, Planning Commission payable at New Delhi must be uploaded with the Tender and original copy of the EMD in sealed covers super-scribed "**EMD- Tender for providing Services of Office Assistant**" are to be dropped in the "**EMD box**" which will be kept at the Reception area of Yojana Bhavan from the date of advertisement of the tender and upto 2.30 PM on 12.06.2014.

4. All the required documents (self attested) in support of eligibility criteria are to be uploaded along with the tender documents. The tenderers are advised in their own interest to submit duly signed desired papers/documents with their bids as per the specifications indicated in Annexure-I (Check list) failing which their bids will be rejected.

5. The last date and time for submission of Tender is: 2.30 PM on 12.06.2014. At the first instance, the **Technical bid shall be opened on-line on the same day at 3. 30 PM** in Room No. 412, Yojana Bhavan, Sansad Marg, New Delhi. The representative of bidder who wish to be present to view the on-line Tender opening process will be allowed to do so. At the second stage, financial bids of only technically acceptable offers shall be opened at later date. The scheduled date, time and venue for opening of the financial bids will be communicated on-line to only those firms/agencies whose technical bids are found in order and accepted by the Planning Commission.



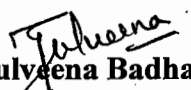
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PLANNING COMMISSION

6. Planning Commission reserves the right to cancel the tender at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender documents without assigning any reason, thereof.

7. Digital signature is a pre-requisite for participation in the e-tender process. Instructions to the bidders to submit the bids on-line are enclosed herewith as Annexure-IV.

8. Complete tender documents may be downloaded from the website of Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) from the date of publication. The tender notice may also be downloaded from the official website of Planning Commission (<http://planningcommission.gov.in>).


9. The further information/requirement, if any, related to this tender will be issued only on website mentioned in para-8 above.

  
**(Gulvarena Badhan)**  
**Under Secretary to the Govt. of India**  
**Tel. No. 011- 23042469**

Under Secretary  
Planning Commission

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अवर सचिव  
Under Secretary  
योजना आयोग  
Planning Commission

## TENDER DOCUMENT

The Planning Commission is a premier advisory body of the Government of India, manned by experts, thinkers and policy makers from different fields and located at Yojana Bhavan, 5, Sansad Marg, New Delhi.

2. Online quotations are invited under Two Bid System from reputed, experienced and financially sound Manpower Recruitment and Supply Agency to provide services of 64(Sixty Four) Office Assistant (OA) for Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi and Economic Advisory Council (EAC) to Prime Minister, Vigyan Bhavan, Maulana Azad Road, New Delhi initially for a period of one year. The number of OA may increase or decrease according to the requirement. No manual bid will be accepted under any circumstances.

### I Scope and Nature of Works

3. The Planning Commission requires the services of reputed, well established and financially sound Manpower Recruitment and Supply Agency to provide services of 64 (Sixty Four) Office Assistant essentially possessing Stenography skills and Data Entry skills for its Officers and Consultants for Stenography, Data Entry, Diary-Dispatch and other works of Secretarial nature like maintenance of files and records etc.

### II Eligibility Criteria for the bidder

4. The bidder should be a Company, registered under Indian Companies Act 1956 or Partnership firm registered under Indian Partnership Act or Proprietary concern. Self attested documentary proof of registration/incorporation should be uploaded during the on-line bid submission.

5. The Registered Office or Branch Office of the Company/Firm/Agency (the "Applicant") should be located in Delhi/NCR Region. The self attested documentary proof which may be in the form of license or registration certificate or certificate issued by nationalized bank, NDMC/MCD/Post Office or MTNL bills or Electricity bills indicating the office address of the Applicant should be uploaded during the on-line bid submission.

6. The annual turnover of the Applicant should not be less than Rupees **80 Lakh** during the Financial Year 2012-13. Only audited Balance Sheet (Self-attested) must be uploaded during on-line bid submission.

7. The Applicant should have experience of average monthly deployment of at least Twenty Five (25) Office Assistant/Data Entry Operator/Stenographers in a Ministry/Department of Govt. of India/ Central Public Sector Undertaking/Nationalized Bank/State Government Department/State/Central Govt. Autonomous Bodies/NDMC/MCD for one year during any of the previous two financial years prior to the application date i.e. for the financial year 2012-13 and 2013-14. The copy of experience certificate issued by the respective offices containing information about number of persons deployed, category in which deployed, period of deployment shall be uploaded on the web-site. The copy of the contract letters awarded to the respective firm will not be treated as experience certificate.

8. The Applicant should have a bank account. Self attested certificate obtained from the bank certifying that the Applicant has a live account and the closing balance of the Applicant for the last two years prior to application date (as certified by the bank) must be uploaded. Only the certificate issued by the bank in this regard will be accepted.
9. The Applicant must have PAN/TIN number. Self attested copy of the same must be uploaded.
10. The Company/Firm/Agency should be registered with Service Tax department for providing Manpower Services. Self- attested copy should be uploaded.
11. The Company/Firm/Agency should be registered with appropriate authority under Employees Provident Fund and Employee State Insurance Act. Self attested copy must be uploaded.
12. Self attested copy of the Income Tax Return for the financial year 2012-13 should be uploaded.
13. The applicant while quoting the rates for each Office Assistant in Price Bid (Annexure-III) should ensure that the same should not be less than the provisions as per the Minimum Wages Act, 1948 as applicable in the NCT of Delhi at the time of submitting price bid for Central Govt. offices observing five days week.
14. The applicant, while quoting the Administrative/Service and other charges in financial bid (Annexure-III), must comply with the Department of Expenditure's O.M. No. 29(1)/2014-PPD dated 28.01.2014 i.e. 'if a firm quotes 'Nil' administrative/service charges, the bid shall be treated as unresponsive and will not be considered.
15. No manual bid will be accepted under any circumstances and shall be out-rightly rejected.
16. The applicants whose agency/firm has been black-listed or any litigation is pending in any Ministry/Department/Organization of the Central Government/State Government or any Public Sector Undertaking/Banks for the last five years for any of the reasons is not eligible to participate in this tender process. If such things come to the notice at any stage of the tender process or after finalization of contract, the contract/bid shall be rejected with forfeiture of EMD/performance security deposit.
17. The Applicant must submit the required documents according to the check-list given in **Annexure-I** failing which their bid shall be rejected.

### **III. Instructions for the Bidders**

18. Manual bid shall be outrightly rejected. The last date and time for submission of on-line bids has been fixed as 2.30 PM on 12.06.2014. The Technical bid shall be opened by the Tender Opening Committee (TOC) at 03.30 PM on 12.06.2014 in Room No. 412 of Yojana Bhawan, Sansad Marg, New Delhi-110001 in the presence of the representatives of the contractors, if any, who wish to be present at the time of opening the tender. If the EMD in original is not received by the Planning Commission on or before the date & time, the bid will be rejected outright.

19. If any bidder withdraws his bid after the last date and time of submission of bid, the EMD stands forfeited. Conditional bids shall not be considered and will be rejected out-right.

20. The bidders are required to submit Application Form (**Annexure-II**) along with the duly signed supporting documents(Technical Bids) and Financial bid (**Annexure-III**) at the time of on-line bid submission.

21. The bidders should quote their rates in Indian Rupees as per the format indicated in **Annexure-III (price bid)** failing which their bids shall be rejected. The validity of bid shall be 180 days from the date of opening of bids. The extension of validity period will be at the discretion of Planning Commission.

#### **IV. Period of Contract**

22. The contract shall commence from the date of receipt of acceptance of the award letter, which shall be accepted by the selected bidder along with the Performance Security Deposit within 10 days from the receipt of the Order.

23. The contract will be initially awarded for a period of one year from the date of order issued by Planning Commission. The period of contract may be extended for another two years (total 03 years) on Quarterly/half yearly/yearly basis subject to satisfactory performance of the contractor. The Commission, however, reserves right to terminate the contract at any time without explaining reasons after giving one month's notice to the selected service provider. The contract shall automatically stand terminated after one year from the commencement of contract unless extended further by mutual consent of contracting agency and Planning Commission.

#### **V Earnest Money Deposit (EMD)**

24. The tender must be submitted online and accompanied by scanned copy of a Account Payee Demand Draft/ Pay Order of Rs. 2,30,000/- (Rupees Two Lakhs and Thirty Thousand Only) as Earnest Money Deposit (EMD) drawn in favour of **Pay and Accounts Officer, Planning Commission** payable at New Delhi. The Account Payee Demand Draft/ Pay Order should be issued after the date of invitation of bid failing which their bid will be out-rightly rejected. EMD in original in sealed covers super-scribed "**EMD- Tender for providing Services of Office Assistant**" are to be dropped in the "EMD box" which will be kept at the Reception area of Yojana Bhavan from the date of advertisement of the tender and upto 2.30 PM on 12.06.2014.

25. The EMD in respect of the Applicants which do not qualify shall be returned to them without any interest. However, EMD in respect of the successful bidder shall be retained until the Performance Security is deposited. No interest shall be payable on EMD. Further, if the successful bidder fails to accept the offer of award along with the Performance Security Deposit within 10 days from the receipt of the order or deploy required number of manpower against the initial requirement within 15 days from the date of receipt of order or fails to deposit performance security for whatsoever reason(s), the EMD shall stand forfeited without giving any further notice.



## VI Key Dates:

- (i) Date & Time for obtaining tender document: From the date and time of advertisement of tender notice at Central Public Procurement Portal (CPPP) and upto 2.30 PM on 12.06.2014
- (ii) Last date and time for submission of bids: Upto 2.30 PM on 12.06.2014 (21 days)
- (iii) Date and time for opening of Technical bids: At 3.30 PM on 12.06.2014


26. Planning Commission 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 taken by the Commission in this regard shall be final and binding on all.

## VII Bid Evaluation Criteria

27. The technical part of the bid shall be opened by the Tender Opening Committee (TOC) on the scheduled date and time (at 03.30 PM on 12.06.2014), in Room No. 412 of Yojana Bhawan, Sansad Marg, New Delhi-110001 in the presence of the representatives of the contractors, if any, who wish to be present at the time of opening the tender. Thereafter, the bid shall be evaluated according to the terms and conditions of the tender documents (Check-list given at Annexure-I).

28. The financial bid will be opened in respect of those applicants whose technical bid are found to be in order. The bidders, whose bids will be rejected at the technical stages, will be communicated the reasons for such rejection. They may represent within three days from the date of receipt of rejection letter, if they so desire. Any discrepancies pointed out by the bidders in the evaluation process shall be considered by the Planning Commission.

29. The selection of the lowest bidder (L-1) shall be decided on the basis of the lowest total monthly value quoted for one Office Assistant (including Wages, EPF & ESI contribution, contract Admn./service charges and Service Tax) in respect of the terms indicated in **Annexure-III** (referring Price bid) from amongst those bidders who are found eligible on the technical stages. The applicant while quoting the rates for one Office Assistant in Price Bid (Annexure-III) should ensure that the same should not be less than the provisions as per the Minimum Wages Act, 1948 as applicable in the NCT of Delhi at the time of submitting price bid for Central Govt. offices observing five days week. Further, the applicant, while quoting the Administrative/Service and other charges in financial bid, must comply with the Department of Expenditure's O.M. No. 29(1)/2014-PPD dated 28.01.2014 which states that 'if a firm quotes "Nil" administrative/service charges, the bid shall be treated as unresponsive and will not be considered'. 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 incumbent.

  
Under Secretary  
Planning Commission



30. The successful bidder shall deposit a Performance Security Deposit @ 7% of the estimated total annual contract value in the form of Fixed Deposit Receipt (FDR) issued in the name of the contractor and hypothecated to the Pay & Accounts Officer, Planning Commission, New Delhi within a period of 10 days from the date of award of contract. The Performance Security should remain valid for a period of **sixty** days beyond the date of completion of the contractual obligations. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the bidder. The Performance Security of the contractor shall be refunded after successful completion of the contract period provided there are no recoveries to be made arising out of poor quality of work, incomplete work or violation of any terms and conditions of the contract as stipulated in the bid document. Refund of Performance Security is subject to full and final settlement of the final payment for the work. The EMD of the successful bidder shall be refunded only after receipt of Performance Security Deposit.

31. The bidders must submit duly filled application forms (Annexure-II) along with the supporting documents with Technical bids failing which their bid shall be rejected.

### **VIII Terms and Conditions of the Tender**

32. The successful Applicant have to deploy 64 Office Assistants essentially possessing Stenography skills and Data Entry Skills for Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi and for Economic Advisory Council to the Prime Minister, Vigyan Bhavan, Maulana Azad Road, New Delhi. The Office Assistant to be deployed should:

- (i) be a graduate in any discipline;
- (ii) possess stenographic speed of 40 words per minute for 10 minutes in English and its transcription in 45 minutes.
- (iii) possess computer skills of MS Office, particularly MS Word, MS Excel and MS power point packages;
- (iv) possess good command over English Language;
- (v) be between the age group of 18 to 45 years

**OR**

Retired Central / State Govt. / NDMC / Bank / PSUs Official / PS / PA / Stenographer up to the age of 65 years.

33. The following documents are to be submitted by the successful bidder before deployment of Office Assistant:

- (i) List of Office Assistants short listed for deployment in Planning Commission containing full details i.e. date of birth, marital status, citizenship, address.
- (ii) Bio-data of short-listed Office Assistant along with the supporting documents in respect of age/educational/professional qualifications, photograph, etc.
- (iii) Character certificate, in respect of short listed incumbents from a Gazetted Officer of the Central/State Government.
- (iv) Certificate of verification of antecedents of all persons by local police authority.

34. A skill test of each Office Assistant shall also be conducted by the Planning Commission before their engagement. The documents furnished by the successful bidder in respect of each Office Assistant shall also be scrutinized before their engagement. In case the person deployed by the selected bidder are not qualify the skill test or the documents furnished for the Office Assistant are not found according to the terms and conditions of the Tender documents, a penalty @ Rupees 1000/- for each Office Assistant shall be deducted from the payment due to the bidder or from the performance security of the selected bidder.

35. The successful bidder will be required to provide services of all the OA within 05 (five) days from the date of acceptance of award of contract failing which their EMD/FDR shall be forfeited by cancelling the award of contract.

37. Planning Commission shall have the right to vary the requirement of the number of OAs by 50%. However, in case of such variation, a 15 day notice shall be given to the contractor.

38. The selected bidder will be responsible for timely payment to the supplied manpower and statutory authorities and compliance of statutory provisions relating to minimum wages, provident fund and E.S.I etc. in respect of the persons deployed by it in the Planning Commission and Economic Advisory Council to the Prime Minister.

39. The payment to the manpower should be made by the selected bidder through individual bank accounts opened at any Bank at Delhi/NCR and the photocopies of disbursed cheque /documents, along with proof of receipt thereof by the workers will be submitted to the Planning Commission before the end of each month. Planning Commission shall verify the actual payment of statutory payments periodically and if not satisfied shall withhold the payments due to the service provider in addition to other legal action.


40. The successful bidder will depute a coordinator at their own cost who would be responsible for immediate interaction with the Planning Commission so that optimal services of the persons deployed by the contractor could be availed without delay.

41. The contractor would be responsible for verifying antecedents from the local police authority of the persons deployed by him. The contractor would also ensure that the personnel deployed in this office are medically fit, or will produce a certificate issued by a M.B.B.S Doctor/ a registered medical practitioner to that effect. The personnel provided by the contractor shall maintain the secrecy/conduct of office.

42. The selected bidder shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to Planning Commission to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

43. The selected bidder shall maintain all statutory registers under the applicable laws. The agency shall produce the same, on demand, to the concerned authority of this Commission or any other authority under law.

44. The TDS (Tax Deduction at Source) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Commission.

  
Director  
Planning Commission

45. In case, the tendering agency fails to comply with any statutory/ taxation liability under appropriate law, and as a result thereof the Planning Commission is put to any loss/obligation or otherwise, the Planning Commission will be entitled to get itself reimbursed out of the outstanding bills to the extent of the loss or obligation in monetary terms.

46. The payment will be released to the successful contractor through Electronic Clearing System (ECS) in respect of the OAs deployed in Planning Commission in the second week of the succeeding month. The payment will be released only after receipt of bills in triplicate which includes the certificate/ challan of monthly wages paid to each and every OA deployed in Planning Commission and their E.S.I. and E.P.F. contribution along with attendance sheet-duly verified by Director/Deputy Secretary (Adm) in respect of the OAs deployed in Planning Commission. The bills raised by the selected contractor should have all tax registration numbers printed on bills. Validity of the tax registration during the currency of the contract shall be the sole responsibility of the firm.

47. The claims in bills regarding E.S.I. and E. P. F. shall be necessarily accompanied with the documentary proof pertaining to the concerned monthly 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 the Planning Commission.

48. In the event of breach of any terms and conditions attached to this contract, the Performance Security Deposit shall be forfeited by the Planning Commission besides annulment of the Contract.

49. Planning Commission reserves the right to cancel the tender at any time/ stage or asked for the additional documents, if required or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the quotation shall not be entertained.

50. The successful bidder shall not be allowed to transfer, assign pledge or sub-contract its right and liabilities under this contract to any other agency without prior written consent of the Planning Commission.

51. Office Assistant (OA) deployed in Planning Commission are required to work for five working days (i.e. Monday to Friday) in a week from 9.00 hours to 17.30 hours with a lunch break of ½ hours from 13.00 to 13.30 hours. In case, OA deployed is absent on a particular day or comes late/leaves early on three occasions without notice, one-day wage shall be deducted. Besides this, the OA may have to attend the office on Saturdays/Sundays/Holidays or even after office hours, if required, for which the payment shall be released on pro-rata basis as per agreed rates subject to instructions of Labour Department, NCT of Delhi.

52. The Office Assistant deployed in Planning Commission shall observe all etiquette and protocol while performing their duty.

53. In case, the person deployed by the selected bidder in Planning Commission commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence, the contractor will be liable to take appropriate disciplinary action against such persons, including their removal from the site of work, if required, by the Planning Commission.

54. The selected contractor shall replace / substitute immediately any of its personnel who is absent for any reason or who is found unacceptable to Planning Commission because of security risks, incompetence, conflict of interest, improper conducts etc. upon receiving written/oral notice or leaves the job due to his/her personal reasons. The delay in providing substitute beyond three working days would attract a penalty @ Rs.1000/- per day on the service providing agency and shall be deducted from the payment due to him or from the performance security.

55. For all intents and purposes, the selected contractor shall be the "Employer" with the meaning of different Labour Legislature, payment of ESI and EPF contribution in respect of the person deployed in this Commission. The persons deployed by the agency in this Commission shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against Planning Commission.

56. Planning Commission shall not be liable to make any other payment to the OA towards any claims besides agreed upon in the contract with the selected bidder. Further, whenever minimum wages is revised by the Government of NCT of Delhi, the rate of monthly wages in the contract and the consequential statutory payments shall automatically get revised keeping the administrative and service charges unchanged.


57. It is the responsibility of the selected contractor to pay at least the Minimum Wages (as applicable in the Govt. of NCT of Delhi) at the time of releasing payments to the persons deployed in Planning Commission failing which the contractor will be liable for legal action besides termination of contract and forfeiture of Performance Security.

58. The selected bidder shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. The Commission shall, in no way be responsible for settlement of such issues whatsoever.

59. Planning Commission shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by the selected bidder in the course of their performing the functions/ duties, or for payment towards compensation.

60. In case of termination of this contract on its expiry or otherwise, the person deployed by the selected bidder will have no claim or be entitled to pay, perks, absorption or regular appointment and other facilities admissible to casual, ad-hoc, regular/confirmed employees of the Planning Commission during or after expiry of the contract.

61. The contractor shall be responsible for all damages or loses of Department's property by the person deployed by them and will be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by natural calamity. The contractor shall be liable to pay the cost of IT components in case of the physical damage of any IT component supplied by the Commission. The cost of damage shall be deducted from the bill of that month.

  
अध्यापक  
Under Secretary  
आयुक्त सचिव  
Planning Commission

62. The selected contractor will be bound by the details furnished at the time of submitting 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, forfeiture of Performance Security/EMD as the case may be.

63. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of the Adviser (Admn.)/Director (Admn.), Planning Commission, New Delhi or to any officer nominated by him. There shall be no bar to the reference of dispute to the arbitrator or such an officer as nominated by the Adviser (Admn.)/Director (Admn.) even though the said officer is an employee of the Planning Commission, New Delhi and might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter earlier is originally referred to is transferred or vacates his office or is unable to act for any reasons, the Adviser (Admn.)/Director (Admn.) shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. No person other than the one nominated by the Adviser (Admn.)/Director (Admn.) shall act as arbitrator. The decision of the Adviser(Admn.)/Director (Admn.) or the officer nominated by him shall be final and binding on the party/parties. The limitation for filing claim for arbitration is 90 days from the expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claim.


64. Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification on enactment thereof and rules made there under and for the time being in force, shall apply to arbitration proceedings under this Clause.

65. The arbitrator may from time to time extend the time for making and publishing the award. He may do so without any need for obtaining the consent of the parties to the dispute.

66. Any notice/direction given to the Second Party under the terms of this agreement shall be considered to be duly served if the same has been delivered to, left for or dispatched by Registered Post to the Second Party at his last known address. Any notice to be given to the First Party shall be considered as duly served if the same is delivered to, left or dispatched by the Registered Post at his last known address. Any notice so posted shall be prima facie proof of service at the expiration of the time in which it reaches in the ordinary course of post.

67. The agency awarded the contract will have to execute an agreement on stamp papers of appropriate value that he will abide by the above terms and conditions during the contract period.


68. The appropriate law governing this agreement shall be laws of India and the courts of Delhi shall have exclusive jurisdiction to settle any disputes with respect to this agreement.

  
(Gulveena Badhan)  
Under Secretary to the Govt. of India  
Tele No: 011-23042469  
Under Secretary  
12  
Planning Commission

**CHECK LIST**

**DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID**

1. E. M. D. OF Rs. 2,30,000/- (Pay Order/Demand draft) (clause No. 24 at Page No. 6).
2. Duly filled Application Form (Annexure-II) at Page-14-15.
3. Duly filled Price Bid (Annexure-III) at Page-16. The instructions mentioned at clause No. 13 and 14 at page-5 should be kept in mind while filling price bid.
4. Self attested copy of Company/Firm/Agency profile (Clause No. 4 at Page No. 4).
5. Self attested proof of its Office Address (clause No. 5 at Page No. 4).
6. Self attested copy of the audited balance sheet for the Financial year 2012-13 (clause No. 6 at Page No. 4) for ascertaining Annual turnover.
7. Self attested copies of previous one year experience certificate issued by respective offices (clause No. 7 at Page No. 4).
8. Copy of the Certificate in respect of live bank account of the applicant obtained from respective Bank (Clause No. 8 at Page No. 5).
9. Self attested copy of the PAN/TIN No. (clause No. 9 at Page No. 5).
10. self attested copy of Service Tax Registration (clause No. 10 at Page No. 5).
11. Self attested copy of E.S.I. Registration ( Clause No. 11 at Page No. 5)
12. Self attested copy of E.P.F. Registration (clause No. 11 at Page No. 5).
13. Self attested copy of Income Tax return for the financial year 2012-13 (clause No. 12 at Page No. 5).

  
PLANNING & DEVELOPMENT

**APPLICATION – FORM****For Providing Office Assistant to Planning Commission****(Duly filled copy should be uploaded at the time of bidding)**

1. Name of the Company/Firm/Agency : \_\_\_\_\_

2. Name of Director/Partner/ proprietor : \_\_\_\_\_

3. Full Address of Reg. Office : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_

FAX No. : \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

4. Full address of Operating / Branch Office Located in Delhi/ NCT of Delhi:

\_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

FAX No. : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

5. Banker of Company / Firm / agency with full address : \_\_\_\_\_

\_\_\_\_\_

Telephone Number : \_\_\_\_\_

Of Banker

6. PAN / TIN No. : \_\_\_\_\_

7. Service Tax Registration No.&amp; date : \_\_\_\_\_

8. E.P.F. Registration No. &amp; date : \_\_\_\_\_

9. E.S.I. Registration No. &amp; date : \_\_\_\_\_

10. Annual Financial turnover of the bidder during the Financial Year 2012-13 :

Rupees \_\_\_\_\_

11. Give details of major contracts handled by the bidder for providing Office Assistant/Data Entry Operator/Stenographers during the previous two financial years prior to the application date in the following format:

S.No.	Details of client along with address, telephone and FAX numbers	No. of OA /Data Entry Operators/ Stenographers provided	Duration of Contract	
			From	To
1.				
2.				
3.				

13. I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_ Proprietor/ Director/Partner/Authorized signatory of the agency/firm mentioned above is competent to sign the following declaration that:

- (i) I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
- (ii) Our agency/firm has not been black-listed by any Ministry/Department/Organization of the Central Government/State Government or any Public Sector Undertaking/Banks for the last five years and also there is no litigation with any Government Department on account of similar services;
- (iii) The services of our agency/firm has not been prematurely terminated before the expiry of contract or the services of our agency/firm has not been found unsatisfactory during the past in Planning Commission.
- (iv) I do hereby undertake that my firm will not sublet the work to any other agency in case of award of contract.

14. Additional information, if any (desirable):

Signature of the authorized person

Full Name:

Designation:

Seal:

Date:

Place:





Price Bid

**(Bidders should upload duly filled scanned copy of the price bid in pdf. format at the time of submitting bid)**

1. Name of the Company/Firm/Agency: \_\_\_\_\_
2. Details of Earnest Money Deposit: Rs. 2,00,000/- (Rupees Two Lakhs Only)  
D.D./P.O. No. & Date : \_\_\_\_\_  
Drawn on Bank : \_\_\_\_\_
3. Rates quoted are to be ensured that the same are not less than the provisions as per the Minimum Wages Act, 1948 as applicable in the NCT of Delhi at the time of submitting price bid for Central Govt. offices observing five days week.

4. There is a tentative requirement of Sixty Four (64) Office Assistant. Rates should be quoted in Indian Rupees on monthly basis for one Office Assistant observing five days week (08 hours in a day excluding ½ hr. lunch break) inclusive of all statutory liabilities, taxes, levies, Cess etc. except service tax with the following break-up:

S. No.	Components of Rates	Per person monthly wages (Rs.)
1.	Monthly wages for each Office Assistant	
2.	Employees Provident Fund contribution (Employer's share @ 13.61%)	
3.	Employees State Insurance (Employer's share @ 4.75%)	
2.	Bidder's Administrative/Services and other charges for providing services of each Multi Tasking Staff	
3.	Total =	Rs.
	Service Taxes as applicable ( _____%)=	Rs.
Grand Total	In words: Rupees	Rs.

**(Note: Employee Provident Fund (EPF) and Employee State Insurance contribution are mandatory to be paid to each Office Assistant as per minimum requirement. The rate should be quoted in the above form only. The applicant, while quoting the Administrative/Service and other charges in financial bid, must comply with the Department of Expenditure's O.M. No. 29(1)/2014-PPD dated 28.01.2014 failing which their price bid shall be rejected.)**

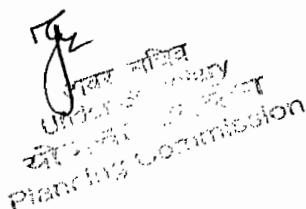
Signature of the authorized person

Full Name:

Designation:

Seal:

Place/ Date :


  
 Under Ministry  
 Planning Commission

### ***Instructions for Online Bid Submission***

**Instructions to the Bidders to submit the bids online thro' the e-Procurement site  
<https://eprocure.gov.in>**

- 1) Bidder should do the registration in the tender site using the "Click here to Enroll" option available.
- 2) Then the Digital Signature of SIFY/TCS/nCode or any Certifying Authority is to be registered after logging into the site.
- 3) Bidder can use "My Space" area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
- 4) Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders he is interested.
- 5) Bidder then logs in to the site using the secured log in by giving the user id/ password chosen during registration and password of the DSC/e-token .
- 6) Only one DSC should be used for a bidder and should not be misused by others.
- 7) Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
- 8) If there are any clarifications, this may be obtained using clarifications, or during the pre-bid meeting. Bidder should take into account of the corrigendum's published before submitting the bids online.
- 9) Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there are more than one documents, they can be clubbed together.
- 10) Bidder should prepare the EMD as specified in the tender. The original should be posted/couriered/given in person to the specified location as per Tender Document , latest by the last date of bid submission.
- 11) Bidder selects the tender which he is interested using search option & then moves it to the my favourites folder.
- 12) From the my favorites folder, he selects the tender to view all the details indicated.
- 13) The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
- 14) The bidder has to select the payment option as offline to pay the EMD as applicable.
- 15) The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the bid submitted will not be acceptable.

*Signature*  
 Director  
 Planning & Submission

- 16) The bidder has to enter the password of the DSC/e-token and the required bid documents have to be uploaded one by one as indicated.
- 17) The rates offered details have to be entered separately in a spread sheet file (xls/pdf) in the space allotted and should be updated as BOQ.xls/pdf file for each tender after the financial bid. The BOQ file, if found modified by the bidder, his bid will be rejected.
- 18) The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 19) The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
- 20) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
- 21) For any clarifications with the TIA, the bid number can be used as a reference.
- 22) Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e on or before the bid submission time. If there is any delay, due to other issues, bidder only is responsible.
- 23) Each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced by scanning at low resolution and the same can be uploaded. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
- 24) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-Procurement system. The bidders should follow this time during bid submission.
- 25) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 26) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 27) Any documents that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
- 28) For any queries, the bidders are asked to contact by mail [cphp-nic@nic.in](mailto:cphp-nic@nic.in) or by phone: 1-800-233-7315 well in advance.opening by the authorized individual.

