



**GOVERNMENT OF INDIA
PLANNING COMMISSION**

TENDER DOCUMENT

**For providing Stenographic services
to Planning Commission by a Private
Manpower Agency**

Date of issue of Tender Document : From 2nd March, 2009

Last Date & time for submission of Tender Document : up to 2.00 PM on 26th March 2009.

Date & time for opening of Tender Document :-

Technical bid : At 2.30 PM on 26th March 2009

Financial Bid of eligible Tenderers. : At later date

DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL BID

1. E. M. D. OF Rs. 30,000/-
2. Application – Technical Bid;
3. Attested copy of registration of agency;
4. Certified copy of the statement of bank account of agency for the last three years;
5. Attested copy of PAN / GIR Card of the agency (not of individual);
6. Attested copy of the latest IT return filed by agency (not by individual) ;
7. Attested copy of Service Tax registration certificate;
8. Attested copy of the P.F. registration letter / certificate;
9. Attested copy of the E.S.I. registration letter / certificate;
10. Certified documents in support of the Financial turnover of the agency;
11. Certified documents in support of entries in column 13 of Technical Bid application;
12. **Copy of the terms and conditions at pages 13-18 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.**

ORDER FOR ARRANGEMENT OF DOCUMENTS BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF STENOGRAPHERS

1. List of stenographers short listed by agency for deployment in Planning Commission containing full details i.e. date of birth, marital status, address etc.
2. Bio-data of all persons alongwith the supporting documents in respect of age/educational/professional qualifications etc.
3. Character certificate from a Group "A" / Class – I Gazetted Officers of the Central / State Government in respect of all persons;
4. Certificate of verification of antecedents of all persons by local police authority.

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File No. A-12034/2/2009-Adm.III

Government of India

Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi, the 27th February, 2009.

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 Companies / Firms / Agencies to provide 20 skilled English stenographers to Planning commission initially upto 31.03.2010 (number may increase to 25), provided the requirement of the Commission for stenographic assistance persists at that time or may be curtailed/terminated before 31.3.2010 owing to deficiency in service or substandard quality of manpower deployed by the selected company/firm/agency. The Commission, however, reserves the right to terminate the contract at any time after giving one week notice to the selected service providing company/firm/agency. The quantum of stenographic requirement may further increase or decrease during the period of contract.
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 02.03.2009 to 26.03.2009. The tender document can also be downloaded from the website of this commission (www.planningcommission.nic.in).**
3. The interested Companies/Firms/Agencies may put the tender document **upto 2.00 PM on 26.03.09** 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. 30,000** 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 the same day at 2. 30 PM** in Room No. 410, Yojana Bhavan, Sansad Marg, New Delhi in the presence of the representative of firms who wish to be present. At the first instance the technical bids shall be analyzed by a technical committee constituted for the purpose. At the second stage financial bids of only technically acceptable offers shall be opened at later date. The scheduled time and venue for opening the financial bids will be communicated to only those firms/agencies whose technical bids are found in order.

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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.

(Banarsi Ram)

Under Secretary to the Government of India

To

Manpower Agencies as per attached list

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 Company / Firm / Agency to provide stenographic assistance for its officers and consultants.
2. The contract is likely to commence from 01.05.2009 and would continue initially upto 31st March 2010 provided the requirement of the Commission for stenographic assistance persists at that time or may be curtailed / terminated before 31st March 2010 owing to deficiency in service or substandard quality of manpower deployed by the selected Company / Firm / Agency. The Commission, however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected service providing Company / Firm / Agency.
3. This Commission has initial requirement for 20 skilled English stenographers which may vary depending upon the requirement, who have stenographic speed of 80 words per minute for 10 minutes in English and its transcription in 65 minutes and well conversant with computers and essentially well trained in MS Word and MS Excel language and also desirably possess knowledge of LAN functioning and MS Power Point packages / languages.
4. The Successful Company/Firm/Agency will be required to submit duly attested certificates/supporting documents in support of age/educational/ professional qualifications at the time of deployment of Stenographers in Planning Commission.
5. The interested Companies/Firms/Agencies may put the tender **document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 30,000 with Technical bid upto 2.00 PM on 26.03.2009 in the Tender Box kept at the Reception Counter of Yojana Bhavan, Sansad Marg, New Delhi-1**

6. The various crucial dates relating to **“Tender for Providing Stenographic Assistance to Planning Commission”** are cited as under :
 - { a) Date of issue of Tender Document : From 26th March, 2009
 - (b) Last date and time for submission of
Tender Document : up to 2.00 PM on 26th March, 2009
 - (c) Date and time for opening of
Technical Bid : At 2.30 PM on 26th March, 2009
Financial Bid : At later stage
7. The tender shall be accepted under **Two bid system**. The interested agencies are advised to submit two separate sealed envelopes super scribing **“Technical Bid for Providing Stenographic Assistance to Planning Commission”** and **“Financial Bid for Providing Stenographic Assistance to Planning Commission”**. Both sealed envelopes should be kept in a third bigger sealed envelope super scribing **“Tender for Providing Stenographic Assistance to Planning Commission”**.
8. **The Earnest Money Deposit (EMD) of Rs. 30,000 (Rupees Thirty Thousand only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft / Pay Order drawn in favour of Pay & Accounts Officer, Planning Commission, New Delhi failing which the tender shall be rejected summarily.**
9. The successful tenderer will have to deposit Performance Security Deposit of Rs.1,50,000 (Rupees One Lac Fifty Thousand Only) 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 obligation 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.

10. The tendering Companies / Firms / Agencies are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officers of the Government of India or Class – I Officers of the State Governments), along with the Technical Bid, **failing which their bids shall be summarily/outrightly rejected and will not be considered any further :**

- (a) Registration certificate;
- (b) Copy of PAN / GIR card of the Agency (not of the individual);
- (c) Copy of the IT return filed for the last three financial years by the Agencies (not by the individual);
- (d) Copies of EPF and ESI certificates;
- (e) Copy of the Service Tax registration certificate;
- (f) Certified extracts of the Bank Account containing transactions during last three years.
- (g) Copies of Completion of past contracts successfully.

11. The conditional bids shall not be considered and will be out rightly rejected in very first instance.

12. 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.

13. The Technical bid shall be opened on the scheduled date and time (At 2.30 PM on 26th March, 2009), in Room No. 410, 4th Floor, Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi, in the presence of the representatives of the Companies, Firms / Agencies, if any, who wish to be present at the time of opening the tender.

14 The Financial Bid of only those tenderers will be opened whose Technical bid are found in order. The Financial bid shall be opened at later stage. The scheduled time and venue etc. will be communicated to only those firms whose technical bids are found in order.

15. The Planning Commission reserves the right to cancel all bids without assigning any reason.

TECHNICAL REQUIREMENTS FOR THE TENDERING Company / Firm / AGENCY

1. The tendering manpower Company / Firm / Agency must fulfill the following technical specifications:
 - (a) The Registered Office or the Branch Office of the manpower Company / Firm / Agency should be located either in Delhi / New Delhi or in any of the Satellite Towns of Delhi;
 - (b) The manpower Company / Firm / Agency should be registered with the appropriate Registration Authority;
 - (c) The Company / Firm / Agency should have at least two years experience in providing Stenographers to Central Government Departments. Only experience certificate indicating date of award of contract and date of completion of contract successfully obtained from the Ministries/Departments should be enclosed. There is no need to enclose experience certificate in other sphere of work;
 - (d) The Company / Firm / Agency should have its own Bank Account;
 - (e) The Company / Firm / Agency should be registered with Income Tax and Service Tax departments;
 - (f) The Company / Firm / Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.

TECHNICAL REQUIREMENTS FOR STENOGRAPHERS TO BE DEPLOYED

BY THE successful Company / Firm / AGENCY IN THE PLANNING COMMISSION

1. S / he should be matriculate and between 18 - 40 years of age;
2. S / he should be conversant with the working of the computers and should essentially have knowledge MS Word and MS Excel and preferably of LAN functions, and MS Power Point packages;
3. S / he should have stenographic speed of 80 words per minute for 10 minutes in English and its transcription in 65 minutes;
4. S / he should have Character certificates from a Group "A" or Class -I Gazetted Officers of the Central Government / State Government;
5. His / her antecedents should have been got verified by the agency from the local police authorities.

APPLICATION - TECHNICAL BID

1. For Providing Stenographic Assistance to Planning Commission.

2. Name of Tendering Company/ : _____

Firm / Agency

(Attach attested copy of certificate of registration)

3. Name of proprietor / Director : _____

of Company / Firm / agency _____

4. Full Address of Reg. Office : _____

Telephone No. : _____

FAX No. : _____

E-Mail Address : _____

5. Full address of Operating : _____

/ Branch Office _____

Telephone No. : _____

FAX No. : _____

E-Mail Address : _____

6. Banker of Company / Firm / agency with full address : _____

(Attach certified copy of A/c for the last three years
issued by the bank)

Telephone Number : _____
Of Banker

7. PAN / GIR No. : _____

(Attach attested copy)

8. Service Tax Registration No. : _____

(Attach attested copy)

9. E.P.F. Registration No. : _____

(Attach attested copy)

10. E.S.I. Registration No. : _____

(Attach attested copy)

11. Financial turnover of the tendering **Company / Firm / Agency** for the last 3 Financial
Years:

(Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2005-06		
2006-07		
2007-08		

12. Give details of major contracts handled by the tendering Company / Firm / Agency for providing Stenographers during the last three years in the following format:

S.No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. Lacs)	Duration of Contract	
			From	To
1.				
2.				
3.				

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

13. 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 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. 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.

Date:
Place:

Signature of authorized person
Full Name:
Seal :

APPLICATION – FINANCIAL BID

1. For Providing Stenographic Assistance to Planning Commission.

2. Name of tendering Company / Firm / Agency:

3. Details of Earnest Money Deposit : Rs. 30,000/- (Rupees Thirty Thousand Only)

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

Drawn on Bank : _____

4. **Rates are to be quoted strictly in accordance with the Minimum Wages Act, 1948 as applicable in the NCT of Delhi as on 1st February, 2009 for Central Govt. offices observing five days week for clerical and Non-Technical Supervisory Staff who are matriculates but not Graduates.**

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

S.No.	Component of Rate	Amount (Rs.)
1.	Daily Wage Rate (as per MWA, 1948)	Rs.
2.	Employees Provident Fund @ % of 1 above	Rs.
3.	Employees State Insurance @ % of 1 above	Rs.
4.	Any other liability (Pl. indicate)	Rs.
5.	Contractors Adm. / Service Charge	Rs.
Total (Column 1 to 5)		Rs.
6.	Service Tax Liability @ % of	Rs.
Grand Total		Rs.

Signature of authorized person

Date:

Full Name:

Place:

Seal :

Notes:

1. The rates quoted by the tendering agency should be for the offices having five days working week inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.

TERMS AND CONDITIONS

General

1. The contract is likely to be commenced from 01.05.2009 and shall continue till 31st March 2010 unless it is curtailed or terminated by this Commission owing to deficiency of service, sub-standard quality of stenographers deployed, breach of contract etc.
2. The contract shall automatically expire on 31st March 2010 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 providing Company / Firm / Agency and Planning Commission.
4. The contracting Company / Firm / Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Commission.
5. The commission, at present, has requirement of 20 skilled stenographers 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 stenographers, 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 two years in Govt. offices and overall examination of tender bids of the company/firm/Agencies. The Commission reserves right to terminate the contract during the period also after giving a week's notice to the contracting agency.

Contd./...

LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

8. The contracting agency shall ensure that the individual stenographers deployed in the Planning Commission conform to the technical specifications of age, educational and skill qualifications prescribed at page No.5 of the Tender Document. A skill test in this regard may be conducted by the Planning Commission before engagement of each stenographers.
9. This Commission is a Central Government office and has five working days (i.e. Monday to Friday) in a week from 900 hrs. to 1730 hrs. with a lunch break of ½ hour from 1300 hrs. to 1330 hrs. Besides this, the Commission also observes the Gazetted holidays notified by the Government of India from time to time. The stenographer, however, may have to attend the office on weekends and holidays, if required, S / he will be paid as per agreed rates and also subject to instructions of Labour Department, NCT of Delhi.
10. The contracting Company / Firm / Agency shall furnish the following documents in respect of the individual stenographers who will be deployed by it in this Commission before the commencement of work:
 - a. List of persons deployed;
 - b. Bio-data of the persons alongwith the certificates in respect of educational/professional qualifications etc.
 - c. Attested copy of matriculation certificate containing date of birth;
 - d. Character certificate from a Gazetted officers of the Central / State Government;
 - e. 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 tendering 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.

Contd. /...

13. The person deployed shall be required to report for work at 900 hrs. to Section Officer (A.III) and would leave at 1730 hrs. on all working days, if required, 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.
14. The agency shall depute a co-ordinator 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 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.100 per day on the service providing agency.**
16. It will be the responsibilities of the service providing agencies to meet transportation, food, medical and any other requirements in respect of the persons deployed in this Commission and this Commission will have no liabilities in this regard.
17. For all intents and purposes, the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of stenographers so employed and deployed in this Commission. **The persons deployed by the agency in this Commission shall not have claims any Master and Servant relationship against Planning Commission.**
18. The service providing 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.
19. This Commission shall not be responsible for any financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
20. The persons deployed by the service providing 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.

Contd./....

21. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption in the regular / otherwise capacity in this Commission.

LEGAL

22. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this Commission.
23. Tendering 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.
24. The tendering agency shall maintain all statutory registers under the Law. The agency shall produce the same, on demand, to the concerned authority of this Commission or any other authority under Law.
25. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Commission.
26. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Commission is put to any loss / obligation, monetary or otherwise, the 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.

Contd. /....

FINANCIAL

27. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs. 30, 000/- (Rupees Thirty Thousand 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.**
28. 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 20 stenographers against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice.**
29. The successful tenderer will have to deposit a performance security amount of Rs. 1,50,000 (Rupees One Lac and Fifty Thousand Only) 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.
30. 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.
31. The agency shall raise the bill, in triplicate, along with attendance sheet [duly verified by Under Secretary (A.III) / Section Officer (A.III)] in respect of the persons deployed and submit the same to Under Secretary (A.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.

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32. 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.

33. The amount of penalty calculated @ Rs.100 / 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 Company / Firm / Agency in the following month.

34. The JS (Admn.)/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.

(Banarsi Ram)

Under Secretary to the Government of India

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

13. Application – Technical Bid;
14. Attested copy of registration of agency;
15. Certified copy of the statement of bank account of agency for the last three years;
16. Attested copy of PAN / GIR Card;
17. Attested copy of the latest IT return filed by agency;
18. Attested copy of Service Tax registration certificate;
19. Attested copy of the P.F. registration letter / certificate;
20. Attested copy of the E.S.I. registration letter / certificate;
21. Certified documents in support of the Financial turnover of the agency;
22. Certified documents in support of entries in column 13 of Technical Bid application;
23. **Copy of the terms and conditions at pages 12-17 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.**

ORDER FOR ARRANGEMENT OF DOCUMENTS BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF STENOGRAPHERS

5. List of stenographers short listed by agency for deployment in Planning Commission containing full details i.e. date of birth, marital status, address etc.
6. Bio-data of all persons alongwith the supporting documents in respect of age/educational/professional qualifications etc.
7. Character certificate from a Group "A" / Class – I Gazetted Officers of the Central / State Government in respect of all persons;
8. Certificate of verification of antecedents of all persons by local police authority.

