

National Handicapped Finance and Development Corporation
(Dept. of Disability Affairs, Ministry of Social Justice and Empowerment)
Red Cross Bhawan, Sector-12, Faridabad-121007
Tel : 0129-2226910, 2287512, 2287513

NHF/2/Outsourcing/2012

Date : 5.5.2014

TENDER NOTICE

Sub : *Tender for annual job contract for Executive Finance, Accountant, Data Entry Operator, Peon and House Keeping Staff in the office of National Handicapped Finance and Development Corporation (NHFDC)*

Sealed tenders are invited from eligible, experienced and interested firms for providing Executive Finance, Accountant, Data Entry Operator, Peon and House Keeping Staff in the office of NHFDC. The contract period will be valid for a period of one year w.e.f. 19.7.2014 which may be extended subject to the terms and conditions attached therewith. The bidder/interested firms should have experience as mentioned in the terms and conditions enclosed.

2. The sealed tenders with separate Technical and Financial bids filled in the specified proforma shall be kept in another sealed envelop. The envelopes containing Technical and Financial bid and also the main envelop in which Technical and Financial bids are kept must be superscribed "Tender for annual job contract for Executive Finance, Accountant, Data Entry Operator, Peon & House Keeping Staff in the office of NHFDC".

3. The envelop containing Technical and Financial bid shall be submitted in the Office of NHFDC at Red Cross Bhawan, Sector-12, Faridabad-121007 during office working hours upto 1400 Hrs on **16.6.2014**.

4. The Technical bids shall be opened at 1430 Hrs on **16.6.2014** in NHFDC by a Committee constituted for this purpose in the presence of authorized representatives of the tenderers who may wish to be present. The financial bids of only those tenderers shall be opened who meet the criteria of Technical bids.

5 Complete tender documents can also be downloaded from NHFDC web site :www.nhfdc.nic.in

6 Tender received after the closing date and time shall not be considered under any circumstances.

7. The competent authority in NHFDC reserves the right to accept or reject any/all tenders without assigning any reason thereof.

Sd/-
(Anil Kumar)
Chief Manager (P&A)

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Eligibility Criteria

- 1.The firms/companies/agencies should have Registered/Branch Office in Delhi/ NCR.
- 2.The bidder should have at least three years experience in providing of Executive Finance, Accountant, Data Entry Operators, Peons in Ministries/Departments of Govt. of India/Public Sector Undertakings/ Autonomous bodies etc.
- 4.The bidder should have at least two running contracts of providing manpower for Accountant, Data Entry Operators/Peons with Ministries/departments of Central Govt. /Public Sector Undertakings, Autonomous bodies/Private Sector of repute as on date of closing of tender.
- 5.The bidder must be registered with EPF, ESIC and Service Tax/Income Tax department for supply of manpower.
6. The bidder should not have been blacklisted by any Government organization/Public Sector Undertakings/ Autonomous bodies/Private Sector of repute. A self certificate on the letter head to this effect should be enclosed with the Technical bid.
7. The bidder shall provide a list of required number of man power in each category of persons to be employed alongwith their name and qualifications. The NHFDC if required, may call eligible persons from amongst the list for interview/ personal talk to judge their suitability for the job.

Evaluation Criteria -Technical Bids

1. The tender must be accompanied by an Earnest Money Deposit (EMD) of Rs.5000/(Rupees Five thousand only) in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of "National Handicapped Finance and Development Corporation and payable at Faridabad". It shall remain valid for a period of six months. The tender not accompanied with EMD shall be rejected summarily. The earnest money shall be refunded to the unsuccessful bidders after finalization of the contract. It shall be refunded to the successful bidder on receipt performance security deposit. No interest is payable on the EMD.
2. All entries in the Technical bid in the proforma at Annexure 'A' should be legible and filled up clearly. No overwriting or cutting is permitted in Financial bid. However, cuttings, if any, in the Technical Bid must be initialled by the person authorized to sign the technical bids. Conditional bids will not be considered and will be rejected outright.
- 3.Tender incomplete in any form will be rejected outright.
- 4.The bidder shall submit following documents with Technical Bid:-

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- (i) Copy of EPF Registration certificate.
- (ii) Copy of ESIC Registration certificate
- (iii) Copy of Service Tax Registration certificate.
- (iv) Copy of PAN number.
- (v) Self Certificate to the effect that the firm is not blacklisted.
- (vi) Copies of experience certificate/work order with Central Govt. departments/Public sector undertakings/Autonomous bodies/Private Sector of repute for the last three years.
- (vii) Earnest Money Deposit (EMD of Rs. 5,000/- in the form of Bank Draft/Pay order drawn in favour of National Handicapped Finance and Development Corporation Payable at Faridabad.

5. The bidder at all times should indemnify NHFDC against all claims, damages or compensation under the provisions of Payment of Wages Act. 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Delhi Shops and Establishments Act/The Punjab Shops & Establishment Act as per latest amendments or any other law relating thereto and rules made there under from time to time. NHFDC will not own any responsibility in this regard.

6. The closing date and time for receipt of tenders will be 1400 Hrs on 16.6.2014.

7. The Technical bids shall be opened at 1430 Hrs on 16.6.2014 in Office of the NHFDC by a Committee constituted for this purpose in the presence of the authorized representatives of the bidding firms, who may wish to be present at that time.

8.No bidder will be allowed to withdraw after submission of the Technical bids, otherwise the EMD submitted by the bidding firm would stand forfeited.

Evaluation Criteria -Financial Bids

1. The bidder shall quote rate for Statutory charges, Service Tax (Wherever applicable), Service charges etc. Total rate for each category of the manpower required should be quoted clearly in proforma of financial bids at **Annexure 'B'**.

2. The agency must pay to workers the wages as per monthly wages prescribed in para 11 of this tender document.

3. Any increase in the monthly wages of manpower deployed in the NHFDC will be considered in accordance with revision of minimum monthly wages by concerned authority from time to time in case the monthly wages paid are less than the revised minimum wages.

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4.The service charges may increase or decrease depending upon the increase or decrease of manpower as per actual requirement. However, it will not increase on increase of wages by the concerned authority and/or other statutory provisions.

Other terms & Conditions

1.The bidder must employ adult (18 years and above) and required employee only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. A list of such persons alongwith their police verification report should be submitted within 15 days of award of contract.

2.The bidder shall deal with and settle the matters related with worker unions and shall make sure that no labour disputes/problems are referred to NHFDC. It shall totally indemnify NHFDC in this regard.

3.In case the successful bidder declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.

4.The successful bidder will have to deposit a Performance Security Deposit @ 6% of annual contract value by way of Fixed Deposit Receipt (FDR)/Bank guarantee from a commercial bank and hypothecated in favour of "National Handicapped Finance and Development Corporation and payable at Faridabad" and valid for 60 days beyond the expiry of period of one year contract. In case of extension of contract, fresh Performance Security Deposit will have to be deposited.

5.The successful bidder will have to commence the work within 10 days of award of contract. Otherwise the contract will be cancelled and EMD will be forfeited.

6.The salary of the workers should be paid by the 7th of the following month for which the wages have become due and should be paid directly to contractual staff. NHFDC will have right to verify records accordingly. The agency should not ask for any kind of service charge/money in any form from the candidates deputed in NHFDC by it.

7.The contract shall initially be valid for a period of one year **w.e.f. 19.7.2014** and may be extended further on a yearly/half yearly/quarterly/monthly basis subject to satisfactory performance, on the same terms & conditions upto a maximum period of two years. The contract may be curtailed/ terminated earlier owing to deficiency in service or substandard quality of manpower deployed by the selected firm/agency/company. The NHFDC reserves the right to increase/decrease the requirement of workers on the basis of actual requirement.

8.If any worker arrives late (or leaves early) but permitted to perform duty, pro-rata deduction of the duty rate would be made on hourly basis. If a person deployed is absent on a particular day or comes late/leaves early on three occasions, one day's wage shall be deducted. However, no habitual late comer would be allowed to work and it will be the responsibility of the contractor to provide a substitute.

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9. 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 NHFDC besides annulment of the contract.

10. Staff deployed by the agency shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Corporation's property/person.

11. The bidder shall provide for following manpower. The qualification desired and consolidated wages payable to each category of worker by NHFDC is indicated. The actual number of each type of manpower shall be indicated in the work order issued to successful bidder:-

Sl No.	Manpower Description/Nature of duty	Minimum Qualification	Consolidated monthly wages (in Rs.) payable excluding taxes/service charges
1	Executive Finance (Maintaining Cash Book, Bank book, General Ledger, Journal & Asset Register. Banking Operation, monthly reconciliation of bank balances and other work as assigned)	CA Inter/ICWA Inter/MBA (Finance) and fair knowledge of relevant computer applications like tally etc.	16,500/-
2	Accountant (All functions related to loan accounting and scholarship accounting in NHFDC)	B.Com + Fair knowledge of tally and MS Excel on computer	13,750/-
3	Data Entry Operators (All typing & other works related to scholarship scheme to PwDs being implemented by NHFDC)	Graduation + Fair knowledge of work on MS Excel & Computer Environment	13,750/-
4	Peon	10 th Pass	11,000/-
5	House Keeping Staff (Sweeping & Cleaning of office at Ground Floor, 1 st Floor & 2 nd Floor approx. area 6150 sq ft. + Cleaning of bathrooms etc)	Must have past experience of house keeping.	8,800/-

12. Each page of the tender document should be signed and stamped by bidder in acceptance of the terms and conditions laid down by NHFDC.

13. If the work of the contractor is not found satisfactory, NHFDC reserves the right to terminate the contract at any time without assigning any reasons and the decision of the NHFDC will be final and binding on the contractor.

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14. The competent authority of NHFDC reserves the right to reject all or any tender whole, or in part, without assigning any reason.

15. Payment will be made on monthly basis in the succeeding month on submission of bill alongwith challans of EPF/ ESI (as applicable) & Attendance Sheet of personnel deputed.

16. The agency should ensure to maintain the required number of manpower staff. In case any of the provided manpower is absent, the reliever of equal status shall be provided by the bidder. In case the agency fails to provide a reliever of equal status, a penalty @ Rs.500/- per worker per day will be deducted from the bill of the contractor in addition to the amount equal to the wages/salary of such absent workers.

17. NHFDC shall pay additional amount proportionately to the agency against services taken of its personnel on any holiday (i.e. Saturday/Sunday/Gazetted Holiday).

18. Any dispute regarding the contract shall be resolved through arbitrator to be nominated by CMD, NHFDC. The contract shall be subject to relevant law and the jurisdiction of the courts located at Faridabad.

19. NHFDC reserves the right for termination of the contract at any time, if the services of the contractor are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by NHFDC from its Security Deposit or pending bill or by raising a separate claim.

20. All tendered rates shall be inclusive of all taxes and levies payable under respective statutes. However, pursuant to the Constitution (46-1 Amendment) Act, 1982, if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of tender including extensions if any and the contractor thereupon necessarily and properly pays such taxes/levies, the contractor shall be reimbursed the amount so paid, provided such payment, if any, is not, in the opinion of NHFDC (whose decision shall be final and binding on the contractor) attributable to delay in execution of work within the control of the contractor.

21. The contractor shall furnish the relevant documents regarding payment of such taxes/levies as and when NHFDC will require from time to time.

22. The contractor shall be responsible for the conduct integrity of his personnel and will be responsible for any act of omission and commission on their part. He will vouch for their character and integrity.

23. The contractor should submit proof of coverage under ESIC and opening of EPF Account in respect of all the manpower deployed for NHFDC and PF number along with the address should be provided by the agency to all the workers.

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24. The successful tenderer shall solely be responsible for settling/resolving any dispute/claim of his/her personnel during the pendency of the Contract. No liability shall accrue to NHFDC under any circumstances even after expiry of the contract.

25. The contractor shall be responsible for payment of any compensation/settlement of any liability arising out to any death or injury caused to the persons employed by him for rendering the jobs on contract under the agreement, either under the Workmen Compensation act or any Act in force at that time.

26. The contractor shall not sub-let or sub contract any part of this contract job without the written consent of NHFDC. The contractor shall also be responsible for any act of omission or commission on the part of his workers. Any damage done/ caused to the existing structure/furniture/ fitting equipment by the workers of the contractor shall be got rectified by the contractor at his own cost or recovered from the contractor.

27. NHFDC reserves its right to get the contractual jobs done from any other party/person or agency if the contractor at any time fails to carry out the said jobs any day, the cost and the expenses incurred for getting the job done on account of such failure on the part of the contractor would be deducted from the payment due to the contractor. If contractor fails to provide the services under the contract for 15 days consecutively or otherwise the agreement shall stand terminated without any notice and in such case the contractor would be liable to compensate this Corporation (NHFDC) for any losses caused to it due to the non-fulfillment of the contractual obligation.

28. The decision of authorized officers in NHFDC regarding satisfactory performance of personnel deployed by agency shall be final.

29. Working hours of the Corporation (NHFDC) are from 9.00 A.M to 5.30 P.M. for 5 days i.e. Monday to Friday (Saturday and Sunday are closed days). The above personnel have to report to the office of National Handicapped Finance and Development Corporation (NHFDC) at Red Cross Bhawan, Sector-12, Faridabad-121007 to carry out the work assigned. Office timing and instructions are to be strictly adhered to.

(Anil Kumar)
Chief Manager (P&A)

Annexure A**APPLICATION - TECHNICAL BID**

For providing Manpower in National Handicapped Finance and Development Corporation (NHFDC), Faridabad		
1.	Name of tendering Manpower Service Provider	
2.	Details of the EMD	
	(i) Amount – Rs.5000/-	
	(ii) Draft No. & Date	
	(iii) Issuing Bank	
3.	Name of Proprietor/Director	
4.	Full address of Registered Office	
	Telephone No.	
	Fax No.	
	Email Address	
5.	Full address of Operating/Branch Office	
	Telephone No.	
	Fax No.	
	Email Address	
6.	Banker of the Manpower Service Provider.	
	Name of the Bank	
	Name of the Branch	
	Telephone No. of Banker	
7.	PAN No. (attach copy)	
8.	Service Tax Registration No. (attach copy)	
9.	EPF Registration No. (attach copy)	
10.	E.S.I. Registration No. (attach copy)	
11.	Other statutory requirements	

12. Give details of the major contracts handled by the tendering Manpower service provider during the last three years in the following format (if the space provided is insufficient, a separate sheet may be attached).:

S.No.	Name of client, address, telephone & fax no.	Manpower Service provided		Amount of contract	Duration of contract	
					From	To
		Type of manpower provided	No.			

Additional information, if any (attach separate sheet, if required)

Signature of authorized person

Date:

Name:

Place:

Seal:

PRO FORMA FOR FINANCIAL BID

The composite Rate per person/per month for normal 8 ½ hours duty five days a week (Monday to Friday) be quoted (a separate sheet for Executive Finance, Accountant, Data Entry Operator, Peon & House Keeping Staff may be attached)

Executive Finance/Accountant/Data Entry Operator/Peon/House Keeping Staff

- | | | |
|--|---|-----------|
| 1. Consolidated monthly pay
(With break up if applicable) | : | |
| 2. Any other statutory
provisions | : | |
| 3. Agency Service Charges
(Rate and amount per person) | : | |
| 4. Service tax/other applicable tax | : | |
| Total | : | Rs. _____ |

Signature of authorized person

Date:

Name:

Place:

Seal:

DECLARATION

I, _____ Son/Daughter/Wife of Shri _____ signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender documents I have carefully read and understood all the terms and conditions of tender and undertake to abide by them: 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:
Place:

Name :
Seal: