



भारत सरकार
Government of India
पृथ्वी विज्ञान मंत्रालय
Ministry of Earth Sciences
लेखा नियंत्रक कार्यालय
Controller of Accounts Office
प्रशासन अनुभाग
Administration Section

Mausam Bhawan, Lodi Road
New Delhi - 110003
19 July, 2010

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from reputed agencies/firms for outsourcing staff on contract basis, as per the terms & conditions of this tender document, for a period of one year or till the posting of regular staff, whichever is earlier w.e.f. 01.09.2010 or the date of award of contract to work in the Office of Controller of Accounts, Ministry of Earth Sciences (CA, MoES) situated in Mausam Bhawan, Lodi Road, New Delhi.

Interested agencies/firms may send sealed quotations in an envelope superscribed **“Tender for Outsourcing in o/o CA, MoES”** to undersigned latest by 3.00 P.M. on **09 August 2010**. The technical bids shall be opened on the same day at 3.30 P.M. in the presence of the agencies/firms who wish to be present. The contract shall be awarded only after considering the all supporting documents in support of the bids and evaluating the financial bids. The financial bids will be opened at the time & date decided later on & conveyed to the technically qualified firms.

The competent authority reserves the right to cancel any or all the quotations without assigning any reason. Decision of CA, MoES in this regard shall be final & binding. The Earnest Money Deposit of unsuccessful bidders shall be returned within 07 days of opening of bids.

Tender Documents are available with Sr. AO (Admn) at the cost of Rs.100/-. Tender document can also be downloaded from the website <http://moes.gov.in>. However, the payment of Rs.100/- is to be deposited along with the bid.

Sd/-
(Jagdish Prasad)
Sr. AO (Admn)
O/o Controller of Accounts, Ministry of Earth Sciences
Old Building, Mausam Bhawan, Lodi Road, New Delhi-110003

Copy to: NIC, MoES for advertising in the website of MoES.

Requirement & procedure-

1. **Period of Contract** is one year w.e.f. 01.09.2010 or the date of award of contract till the posting of regular staff, whichever is earlier. The contract may be extended upto one year further on satisfactory services & approval of competent authority.
2. Requirement of staff on contract basis in the O/o CA, MoES is as follows-

S. No.	Job	Nos.	Age	Skills/qualifications
i.	Accountants/Data Entry Operators	8	21yrs	At least B.Com with 65%, & Computer proficiency.
ii.	Steno	2	21yrs	At least B.Com with 65%, & Computer proficiency.
iii.	Office Boys	5	18yrs	At least 10 th pass. Computer knowledge will be added qualification.

- a. Computer proficiency will be acceptable only if copy of at least one year certificate course from recognized institute is enclosed.
 - b. **Experience** of at least **02 years** of working in Government Offices is must for all categories.
 - c. Candidates will be **interviewed** and judged on the basis of merit of qualification & performance in the **test** in related fields.
 - d. Retd. Govt. employees/Sr. Accountants/Accountants (age not exceeding 65 years) will be preferred.
 - e. The firm shall provide attested copies of documents i.e. date of birth, residence, qualification, experience etc while forwarding the names of probable candidates.
 - f. The firms shall provide a candidate's panel of three times that of the requirement and this office shall select from that panel. This process shall be considered complete once required number of persons identified for assignments.
 - g. The firm in like manner will keep ready a panel of candidates made in like manner for future replacements if in case any arise.
3. Following documents in **first envelope** along with the **price bids in second sealed envelope** as directed in para 3 below are to be provided by the responding firms failing which the bid shall not be considered valid – **technical bid & point criteria- Qualifying score will be 70 points.**
 - I. Company profile including- certified by Competent Authorities
 - i. Previous experience of manpower supply (**at least 03 years 50 persons- 35 points**)
 - ii. Manpower supply to Govt. organization (**worth Rs 25 Lakhs annually- 30 points**), &
 - iii. List of clients (**at least 03 offices- 35 points**).
 - II. Acceptance of terms & conditions which are non-negotiable.
 - III. Demand Draft for **Earnest Money Deposit (EMD)** worth **Rs.25, 000/-** (Rs Twenty Five Thousand only) in the form of Demand Draft drawn in favour of **PAO (Sectt.), O/o Controller of Accounts, Mausam Bhawan, New Delhi.**
 - IV. The agency should submit the following data together with copy of documentary evidence in support of the bid- Registration No., EPF Code No., ESIC Code No., Labour License No., PAN, and Service Tax Registration No.

In absence of above documents, the bid shall be summarily cancelled.

4. The **second sealed envelope** super scribed '**Financial Bid**' should contain only rates which is to be quoted on monthly basis for normal duty per persons in each category.
5. The **service charges** along with **EPF, ESI & bonus** etc. and **taxes** to be quoted clearly and separately.

Terms & Conditions

- A. The service provider's person shall not claim any benefit/compensation/ absorption/ regularization of service with office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
- B. The person deployed shall not claim any Master-Servant relationship against this office.
- C. The persons supplied by the agency should not have any Police records/criminal cases against them. The agency should make adequate enquiries and certify about the character and antecedents of the persons whom they are recommending. The O/o Controller of Accounts may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or his/her/their misconduct and service provider shall forthwith comply with such requirements.
- D. The service provider has to provide the Photo Identity Cards to the persons employed by him/her during the office hours. These cards are to be constantly displayed & their loss should be reported immediately.
- E. The service provider shall provide substitute immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
- F. Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging equipment or vehicles of the personnel of the service providers.
- G. The deployed personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions should promote goodwill and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- H. The service provider shall not assign, transfer, pledge or subcontract the performance of services without the prior written consent of this office.
- I. The persons deployed shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangement, administrative/organizational matters as all are of confidential/secret nature.
- J. The service provider shall ensure deployment of suitable people from proper background after collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reasons whatsoever immediately on receipt of such request.
- K. The character and antecedents of such personnel of the service provider will be got verified by the service provider before their deployment and a certification to this effect submitted to this office. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
- L. The service provider shall engage the necessary person as required by our office from time to time. The person engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary & other dues every month

incident upon this contract. Also compliance of statutory obligations such as Minimum Wages Act, 1948 shall be the responsibility of the firm solely.

- M. The personnel may be called on Saturday, Sunday and other gazzetted holidays, if required. Cost of additional deployment on such occasions will be paid at **pro-rata basis**. **Absence** shall also be treated in a like manner.
- N. The transportation, food, medical and other requirements i.e. statutory or whatsoever in respect of each personnel of the service provider shall not be borne by this office.
- O. Working hours would be normally 8 ½ hours per day between **9.30 AM to 6.00 PM** including half an hour lunch break at 1:30 PM.
- P. In case of any theft or loss of property due to negligence or carelessness of your personnel, firm will be fully responsible and it will have to make good of the losses so incurred to this office otherwise the same will be deducted from the security deposit cost to be deposited by you.
- Q. The service provider will submit the bill in triplicate in the first week of the following month for payment.
- R. The service provider may be required to provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.
- S. The service provider shall provide substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- T. Payments to the service provider would be strictly on certification by the officer with whom he is attached with that his services were satisfactory and attendance.
- U. The service provider shall be contactable at all times and messages sent by e-mail/fax/special messenger from the office to the service provider shall be acknowledged immediately on receipt on the same day.
- V. The successful bidder should furnish a **Security Deposit** equivalent to **10% of contract amount**.

W. Penalty Clause

- (i) Delay in providing personnel & continuous absence of any person without the permission of this office shall be penalized & deduction from the payment @ 2 days wage for every day absent subject to Minimum Wages Act will be made.
 - (ii) The Security Deposit will be forfeited in case the supply of manpower is delayed beyond the stipulated period indicated point 1 (requirement & Procedure) of this document or frequent absence from duty/misconduct on the part of manpower supplied by the agency.
- X. The decision of CA, MoES shall be final in case of any dispute.