

No.5(10)/2009-NMCC  
GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE AND INDUSTRY  
DEPARTMENT OF INDUSTRIAL POLICY AND PROMOTION  
NATIONAL MANUFACTURING COMPETITIVENESS COUNCIL

Vigyan Bhawan Annexe, New Delhi  
Dated 10<sup>th</sup> November, 2009

To

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Subject: Calling for sealed quotations for outsourcing of manpower for NMCC – regarding

Sir,

I am directed to invite rate quotations from reputed companies/contractors engaged in supply of manpower for the posts of Personal Assistants/Stenographers, Office Assistants/Typists, Peon/Messenger/Despatch Rider/Drivers from private agencies purely on outsourcing basis for a period of one year subject to the following conditions:

1. The duty of the personnel so deployed will be ordinarily from 9.00 a.m. to 6.00 p.m. on all Central Government working days in Delhi. In case of need, they have to work for extra hours/days for which separate remuneration will be paid.
2. The Council is housed in Vigyan Bhawan Annexe and the personnel so deployed have to report for duty in time.
3. The responsibility of statutory/compulsory deductions like EPF/Income Tax etc. will be of the Firm /Supplier and wages to the personnel is covered under the Minimum Wages Act, 1948 of the Govt. of NCT of Delhi as amended from time to time.
4. The selected company/contractor may submit the pre-receipted bills(in triplicate) to the Council on monthly basis after completion of the month for payment
5. The liability of service tax or any other tax will be borne by the Company/Contractor
6. The company/contractor shall provide a list of personnel to be deployed as per requirement of the Council. The Company/contractor will also provide to the Council, a list of all personnel so deployed with permanent and present address along with their photographs. The character verification of the personnel through local police should be furnished at the time of deployment.
7. The Council shall have the right to terminate the contract at any stage, without assigning any reason whatsoever. In case of any dispute the decision of the Competent Authority of the Council will be final and binding.
8. Statutory obligations: The Contractor is required to obtain and deposit certificate/licence issued by designated office of the Ministry of Labour to employ manpower for this purpose under Section 13 of Contract Labour(Regulation and Abolition), Act 1970.
9. The Company/contractor shall ensure that the manpower engaged by them is pre-verified for character and antecedents before deploying them for duty in the Council's office
10. The Company/Contractor shall be responsible for all acts of commission and omission on the part of the manpower engaged for the purpose. The Council shall not be responsible

- in any manner, whatsoever, in matters of injury/death/health etc. of the Company/Contractor's employees performing duties under the contract
11. Company/Contractor will be responsible for any damages done to the property of the Council by the personnel so employed.
  12. The Company/Contractor shall be obliged and solely responsible to comply with all statutory requirements in respect of the manpower engaged by them and the Council shall not be a party to any dispute arising out of such deployment by the contractor.
  13. The qualifications/experience of the personnel will be same as applicable for similar posts which are meant for recruitment in the Government of India. The Council has the right to change/replace the personnel at any point of time, if performance and conduct is found not up to the mark.
  14. The Company/Firm/Supplier should have minimum of three years experience of providing manpower in government organizations or PSUs and also have a substantial turnover relating to supply of manpower to government for last three consecutive financial years.
  15. The company/contractor will supply a panel of suitable candidates to enable a proper choice to be made and depending on the qualifications/credentials/ experience, the selection would be made by the Competent Authority in NMCC.

The sealed rate quotations along with their complete profile, experience certificate from the Government organization or PSUs for providing manpower and copies of balance sheet to substantiate their claim in government to supply the above said manpower may be submitted to this Council latest by 7<sup>th</sup> December 2009 by 3.00 p.m. to the Addl. Chief, National Manufacturing Competitiveness Council, Room No.239, Vigyan Bhawan Annexe, New Delhi-110 011. The quotations will be opened on the same day in the same room at 4.00 p.m.. Representatives of the firms who wish to be present at the time of opening of tender are welcome. The Council will not be bound to accept the lowest quotation and reserves the right to accept or reject any or all quotations without assigning any reason whatsoever. Preference will be given to those who are already supplying quality manpower to Government organizations.

(P.C.BHATT)  
ADDL.CHIEF