

By Speed Post

F.No.5 (5)/2007-NMCC.
Government of India
National Manufacturing Competitiveness Council
(Ministry of Commerce & Industry)

Vigyan Bhawan Annexe, New Delhi
Dated the 29th Nov, 2007

Subject: Tender Notice for providing manpower on
outsourcing basis in National Manufacturing
Competitiveness Council - regarding.

Sealed tenders are invited for providing manpower on outsourcing basis for the National Manufacturing Competitiveness Council (NMCC), an Apex Autonomous body set up by the Government of India, from well established reputed firms/registered Service Providers for providing Secretarial Services with appropriate deployment of Skilled who can perform the task of Stenography, Office Clerical Assistance and other General Services like Messengering & Office Assistance. The number shall be determined on assessment of work load by the Service Provider in the Council from time to time.

1. Qualifying Criteria:

Only registered and bonafide service providers having adequate experience of at least two years in the relevant field of supply of these services to Government Ministries/Departments /Government Organizations / PSUs/ Corporate Sector etc. and with a minimum annual turnover of Rs.30,00,000/-(Rupees Thirty lakhs only) during the last two years in this line of services need only apply. While submitting the tender, the intending tenderers shall have to furnish to this Council proof of experience, financial standing, turnover, Service Tax documents for the last two years and documents pertaining to any other Tax as applicable. A service provider having any legal suit/criminal case pending against its proprietor or any of its Directors(in the case of Private Ltd. Company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force shall not be eligible.

2. Quality of Manpower:

The Council has prescribed the Bench Marks such as educational qualification, professional qualification, etc. in respect of the manpower to be engaged on outsourcing basis.

3. Settlement of Disputes:

In the matter of any disputes between the parties regarding the terms and conditions of the provision of manpower, the decision of the Chief, NMCC shall be final and binding.

4. Type of Manpower required and their Qualifications:-

(a) **Stenography:**

(i) Good knowledge of English and proficiency in stenography and computers of at least Graduate level and having thorough knowledge of word processing and software presentation;

(ii) Candidates should have a minimum speed of 80 words /minute in Shorthand with a speed of 40 w.p.m. in English type writing.

(b) **Clerical Assistance:**

(i) Good knowledge of English and computers of at least Graduate Standard having thorough knowledge of word processing and software presentation;

(ii) Typing speed of 40 words per minute in English and the person having working knowledge of Hindi Typewriting also will be preferred.

(c) **Office Attendance:**

(i) Should be able to read & write English & Hindi of 10th Standard.

(ii) Should be able to do the routine tasks such as messengering and good office upkeep including cleaning, photocopying, serving of tea/lunch and related other office jobs of sundry variety normal to an office environment.

(iii) Should have thorough knowledge of Locations of the Govt. Offices in New Delhi/Delhi.

(iv) For Two wheeler, the rates shall be paid on per KM actual running for disbursement of Dak starting from and closing at Vigyan Bhawan Annexe. No extra payment shall be made for coming to or going from Vigyan Bhawan Annexe from/to Residence/ Service Provider's Office, as the case may be.

Candidates having two years experience in the related field would be preferred.

(d) Driving of Light Commercial Vehicles:

- (i) Should have valid Driving LMV Commercial License.
- (ii) Five years driving experience and have thorough knowledge of Roads of Delhi and other NCR Region.
- (iii) Should have reading & writing ability of 10th Standard.

5. Terms & Conditions :

(a) Every personnel recommended by the service provider will have to go through a screening test to be conducted, if required. Any personnel found to be not suitable will be replaced by new personnel immediately.

(b) The service provider shall ensure deployment of suitable people from proper background after investigation by the local police, 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 immediately on receipt of such a request.

(c) The normal working hours for Stenography & Office Assistance personnel shall be from 9.00 A.M. to 5.30 P.M. on all working days. However, depending upon the urgency of works, the personnel may be required to work late (beyond office hours) or on holidays depending on demands of work.

(d) The working hours for the Drivers will be from 8.30 a.m. to 6.30 p.m. on all working days but sometime even beyond 6.30 p.m. subject to the exigencies of the services. The Driver can be called upon for duty even on Saturday/Sunday/Other Gazetted holiday.

(e) The normal working hours of the personnel deployed shall be from 09.00 A.M. to 05.30 P.M. (extendable upto 06.30 p.m. without any extra payment) on all Government of India working days in New Delhi. However, for late sitting (after 06.30 p.m.) or attending the office on Saturday/Sunday/Gazetted Holiday, extra remuneration for the extra hours shall have to be paid by the Service Provider to the employee on pro-rata basis of the salary, which will be calculated @ 30 days in a month. The Service Provider shall pay to the employees first and claim later from the NMCC.

(f) The Service Provider shall ensure that the Rules & Regulations of the Minimum Wages Act and Labour Contract Act are followed strictly. The Service Provider shall attach a Certificate "that the wages have been paid in accordance with the above Acts" with the monthly bill submitted to the Council for payment.

(g). The Service Provider shall ensure that the salary to the persons so employed is made by 7th day of the succeeding month. The payments shall be made in front of an Officer of the NMCC, so appointed by the Council for this purpose. Only after making the payment of salary or Overtime, the Service Provide shall prefer the bill to the NMCC for arranging payment.

(h). The Council at its sole discretion depending upon the workload may at any point of time extend or curtail the contract or make changes in the requirement of manpower giving 07 days notice.

(i) Earnest money of Rs. 5,000/- (Rupees five thousand only) through a demand draft on any scheduled bank in Delhi/New Delhi drawn in favour of DDO, NMCC, New Delhi must accompany the quotation (Qualifying bid). Quotation received without earnest money will not be considered.

(j) **The commission to be charged by the Service Provider should be clearly indicated and shall not exceed Nine Percent.**

(k) Income Tax: The Income Tax/TDS and other statutory deductions, as applicable will be deducted from the payments made. Tax deduction certificate will be issued to the Service Provider by the NMCC.

(l) Security Deposit: The successful bidder shall have to furnish a Bank Guarantee from a National / International Scheduled Bank for an amount equivalent to 10% of the total value of the contract for one year, which will be forfeited in case the supply of manpower is delayed beyond the stipulated period.

(m) The provision of manpower shall have to be made available on requisition in time as per the exigency of work. In emergent cases such as the person deployed falls sick or is not able to attend the office for the reasons beyond his control continuously for more than a day, the Service Provider shall deploy a suitable substitute. Any undue delay in the matter will be considered as breach of contract and will be dealt with accordingly. In case, manpower is not provided within a period of two days, an amount of Rs.500/- per day per vacancy will be deducted from the amount payable to the Service Provider.

(n) The Council has all the right to reject/accept any/ all the tender(s) without assigning any reasons whatsoever.

(o) Failure by the service provider to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender in the Council. The security deposit will also be forfeited.

6. **Tendering Process:**

The tender is invited on a twin bid basis i.e. Qualifying bid and then the financial bid. The tender form for Qualifying bids and Financial bid prescribed at Annexure -I&II (Attached) complete in all respect may be submitted in separate sealed covers superscribed Qualifying Bid - "Qualifying Bid- Providing manpower on outsourcing basis for the NMCC" and Financial Bid- "Financial Bid- providing manpower on outsourcing basis for the NMCC" and put together in one envelop addressed to:

Additional Chief,

National Manufacturing Competitiveness Council

Room No. 239, Vigyan Bhawan Annexe, New Delhi-110011.

Telefax: 011-2302-2405

Email : nmcc@nic.in

7. The Envelope should be dropped in the letter Box of the NMCC at Reception in Vigyan Bhawan Annexe latest by 1500 hrs on 12th December 2007. Incomplete bid documents will be rejected. The Technical bids will be opened at 1600 hrs on the same day and scrutinized by the Tender Committee to shortlist the eligible bidders. The financial bids of the eligible bidders only will be opened at 1600 hrs on 14th December, 2007. Negotiations, if any, will be held only with the lowest qualified bidder only.

8. Late submission of tenders will not be accepted.

9. The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. No photograph of this tender document would be accepted. The tenderer would fill up the information in the Annexure-I & II enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted should be written in figures as well as in words also. The quoted

prices should also include the impact of all overheads. Annexures will also have to be signed and stamped by the firm through its authorized signatory.

(S. S. Madan)
Deputy Chief
Telefax: 2302-2535
E-mail: ss.madan@nic.in

Copy to NIC, Udyog Bhawan -with the request that the tender notice may be uploaded on the NMCC website www.nmcc.nic.in.

National Manufacturing Competitiveness Council

Technical Bid Documents

S.N.	Particulars	To be filled in by the tenderer
1	Name of the Agency	
2	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed.)	
6	PAN/TAN Number (copy to be	

	enclosed)	
7	Service Tax Registration Number (copy to be enclosed)	
8	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard.)	
9	Length of experience in the field	
10	Experience in dealing with Govt. Departments(Indicate the names of the Departments and years of dealing with those Departments and attach copies of contracts orders placed on the agency.)	
11	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance of the same, is attached.	
12	Whether agency profile is attached?	
13	List of other clients	

National Manufacturing Competitiveness Council

Financial Bid

Financial Bid-“Qualifying Bid- providing of manpower on outsourcing basis for the National Manufacturing Competitiveness Council.

S.No	Specifications	Rate per Personnel /month (in Rupees)
1	Stenography - Provision of personnel for performing all kinds of duties for facilitating office work including taking dictation, thorough knowledge of working on	
2	Office Assistance - Provision of personnel for diary/dispatch of the Dak, Typing, thorough knowledge of working on Computer, operating Computerised Sound System in the Conference Hall, Meeting arrangements etc.	
3	Driving of Light Commercial Vehicle - Provision of personnel for performing the duty to drive the Ambassador/Esteem or any other kind of Medium Vehicle(Staff Car) attached with the Senior Officials.	
4.	Dispatch Riding / Messengering- Provision of personnel for performing the duty to deliver the Dak / to bring the Dak from other Offices in Delhi / New Delhi by Two Wheeler to be provided by the Service Provider on “Per Km basis” and any other related work given to him.	
5	Office Attendance - Provision of personnel for performing all kinds of duties for facilitating office work including routine tasks such as movement of of Dak, Dusting, Photocopying and related other office jobs of sundry variety normal to an office Environment.	

(Signature with stamp)