

No. 20/43/2015-DGAD/(I)
Government of India
Ministry Of Commerce and Industry
Directorate General Of Anti Dumping & Allied Duties

4th Floor, Jeevan Tara building
Sansad Marg, New Delhi
Dated:-18th April, 2017

e-TENDER NOTICE

For providing **15 Data Entry Operators (Graduate and above)** for a period of one year by reputed service provider.

Critical Date Sheet

Published Date & Time	18 April, 2017 (05:00 PM)
Bid Document Download start Date & Time	18 April, 2017 (05:00 PM)
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Bid Submission Start Date & Time	18 April, 2017 (05:00 PM)
Bid Submission End Date & Time	2 May, 2017 (01:00 PM)
Bid Document Download End Date & Time	2 May, 2017 (01:00 PM)
Bid Opening Date & Time	3 May, 2017 (02:00 PM)



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4th Floor, Jeevan Tara building
New Delhi

Dated:-18th April, 2017

e-TENDER NOTICE

**For providing 15 Data Entry Operators (Graduate and above) for DGAD office,
4th Floor, Jeevan Tara Building, Sansad Marg, New Delhi.**

E-Tenders are invited by the Directorate General of Anti-dumping & Allied Duties (DGAD), Department of Commerce under two bid systems i.e. Part-I: Technical Bid and Part II: Financial Bid from reputed, experienced and financially sound service providers for providing 15 Data Entry Operator (skilled). The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, for a period of not more than one year at a time (upto a maximum period of two years) on review of performance, depending upon the requirements and administrative convenience of the DGAD.

(a) The tender documents can be downloaded from the website of <http://eprocure.gov.in/eprocure/app>.

(b) The interested service providers may submit the **tenders online** at <http://eprocure.gov.in/eprocure/app> in two bid systems i.e. (i) Technical Bid and (ii) Financial Bid in the prescribed proforma. Tenders are to be submitted **only** online through the e-Procurement portal <http://eprocure.gov.in/eprocure/app> as per the instructions contained in **Annexure-II**. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded alongwith the Tender Documents. Tenders sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

(c) The Earnest Money Deposit (EMD) of Rs. 75,000/- only (Rupees Seventy Five Thousand Only) in the form of Account Payee Demand Draft drawn in favour of **Under Secretary (Cash), Department of Commerce, Udyog Bhawan, New Delhi** has to be submitted to the Under Secretary (Admn.), DGAD, Deptt. of Commerce, 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi 110001 upto Bid submission closing date & time. Late receipt of EMD viz., after closure of online bid submission date & time, will make the bidder disqualified and that bid will not be considered. If the bid is received without

EMD, it would not be considered and would be rejected summarily. The earnest money shall be refunded to the unsuccessful Tenderers after finalization of the contract. The EMD shall be refunded to the successful bidder on receipt of performance security deposit.

(d) The **Technical Bids** will be opened online on **03/05/2017 at 02:00 PM** by a Committee of 3 Officers in the Directorate General of Anti-dumping & Allied Duties, 4th Floor, Jeevan Tara Building, New Delhi. The bidder who choose to attend the online opening of e-tender or their authorized representative (one person only) having valid authorization letter (**Annexure-VII**) may present in the office located at 4th Floor Jeevan Tara Building, Parliament Street, New Delhi on the scheduled date & time of tender opening. Initially the Technical Bids will be evaluated by the Tender Evaluation Committee (TEC) constituted for the purpose by the Directorate. Only the bidders who qualify in Technical Bid evaluation will be eligible for Financial Bid evaluation at later stage and the financial bids of only technically qualified bidders will be opened. The Tender Evaluation Committee (TEC), after evaluation of the Technical and Financial Bids, will give its specific recommendation (s) regarding the lowest responsive bid, which is to be selected alongwith a comparative statement duly signed by the members of the TEC.

(e) The successful tenderer will have to deposit Performance Security Deposit (PSD) of **5% of cost of tender quoted/approved** within one month of award of tender in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the Under Secretary (Cash), Department of Commerce, UdyogBhavan, New Delhi covering the entire period of the contract. The PSD should remain valid for a period of ninety days beyond the stipulated date for completion of the contract for initial one year. In case, the contract is further extended beyond the initial period, the PSD will have to be accordingly renewed by the successful tenderer.

(f) The competent authority in the Directorate General of Anti-dumping & Allied Duties (DGAD) reserves the right to:-


- (i) 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.
- (ii) Accept or reject any or all the Technical and Financial Bids without assigning any reasons.
- (iii) Relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the overall interest of DGAD.

(g) The tenderer will have to submit an analysis of rates if called upon to do so by DGAD. DGAD may call for original documents for verification of the copies of the documents submitted by a tenderer, if found necessary by DGAD.



(h) If the tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favourable for acceptance of his tender fraudulently, then DGAD reserves the right to reject such tender at any stage of execution without any financial liability.

(i) For any clarification regarding any terms and conditions of the tender, bidders may contact to the Section Officer (AD-I), DGAD, 4thFloor, Jeevan Tara Building, Parliament Street, New Delhi-110001 (Ph. No. 011-2334 9435).



(P.K.Verma)

Under Secretary to the Government of India

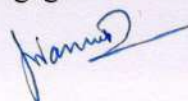
Tel No. 23349439

To

- (i) Central Public Procurement Portal, Govt. of India
- (ii) NIC, DoC for uploading on official website of DOC.
- (iii) Nodal Officer, DGAD website for uploading.

The general terms and conditions for the contract are as under:-

- (i) The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, for a period of not more than one year at a time (upto a maximum period of two years) on review of performance, depending upon the requirements and administrative convenience of the DGAD.
- (ii) The firm/contractor will be responsible for the conduct and behaviour of the persons deployed by them in the Directorate General of Anti-dumping & Allied Duties.
- (iii) The firm/contractor shall furnish a list of the workers deployed along with their full names, father's/husband's name, date of birth, full residential addresses (present & permanent), contact Tel. No. etc. The Firm/Contractor shall be responsible to get the character and antecedents of the persons verified by the Police before deploying them in the Directorate General of Anti-dumping & Allied Duties. The authenticated copies of the police verification certificate/document of the persons, who are deployed in this Directorate, shall be submitted by the firm to this Directorate. This directorate reserves the right to conduct the test, as may be deemed fit to adjudge the suitability of the persons provided by the contractor. This Directorate also reserves the right to get the persons' character and antecedents verified by the police, if deemed necessary.
- (iv) The firm will also ensure that the persons deployed in this Directorate are medically fit and will keep record of their medical fitness. The company shall withdraw such persons, who are not found suitable by the Directorate for any reasons, immediately on receipt of such request from the Directorate. The copies of medical fitness certificate of the persons, who are to be deployed in this Directorate, shall be submitted by the successful bidder to this Directorate.
- (v) The contract does not amount to employment with the Government nor confer any right on the contractor/firm or the workers engaged by the contractor/firm, nor any representation by the Government as to the possibility or preference in employment at any time in future in respect of personnel of the contractor/firm in any office/establishment of the Government. There shall be no representation of any kind, implied or otherwise, of any automatic absorption, regularization, continued engagement or concession or preference in



employment or employment security for the persons engaged by the service provider/contractor for any engagement, service or employment in any capacity, in any office or establishment of the Government. A copy of each of the agreement entered into by the firm with the persons, deployed in the Directorate is required to be submitted to Under Secretary (Admin.), Directorate General of Anti-dumping & Allied Duties within a fortnight of deployment.

(vi) The firm/contractor shall appoint a coordinator, who would be responsible for immediate interaction with the Directorate and the firm/contractor, so that optimal services are available without disruption.

(vii) The general office timing of DGAD is 09:30 AM to 06:00 PM. The persons shall have to mark the attendance both at the time of arrival and departure.

(viii) The persons engaged will observe office discipline and decorum and shall not misbehave with any official.

(ix) If, at any point of time, any person absents himself/herself, a substitute shall be provided immediately.

(x) In case, any person is absent on a particular day and substitute is not provided, daily rate/pro-rata wages shall be deducted from the bill for the month. In case, the Agency is asked to provide a substitute and fails in doing so within 3 (three) days, then a penalty equal to 10% of the daily wages of the worker will be imposed on the agency, besides deduction of daily wages.

(xi) The firm/contractor shall be directly responsible for settlement of any dispute or grievance of the 'persons' relating to his/her deployment in the Directorate General of Anti-dumping & Allied Duties and any other matter that may arise in this regard and this Directorate, in no way, be responsible for settlement of such issues/dispute.

(xii) Any liability regarding payments of wages to the 'persons' arising due to non-compliance with any of provisions of the Labour laws or due to any human loss/injury during the course of work will be the sole and personal responsibility of the contractor. The successful firm/contractor shall submit, a notarized affidavit on a stamp paper of appropriate



value to the effect that the firm undertake to pay Minimum Rates of Wages to the persons engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates, as and when it is revised as well as all the statutory dues w.r.t ESI, EPF etc. to this Directorate. The contractor will submit the copies of the EPF statement/Pass Book, ESI Card and Service Tax Challans along with monthly bill, without which the payment to the contracting firm will not be released.

(xiii) The successful bidder will submit an undertaking in form for duly executed affidavit to deposit EPF contribution of the Employer and Employee in the EPF Account of the persons every month.

(xiv) The successful bidder will also submit an undertaking in form of duly executed affidavit to the effect that if the contractor does not provide copies of depositing Employer and Employees share in the EPF Account of the employee, he will not be entitled for these payments.

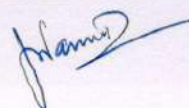
(xv) The successful bidder will also submit an undertaking in the form of duly executed affidavit to comply with all the extant applicable instructions issued by the Government in respect of EPF and ESI.

(xvi) The firm/contractor shall undertake to provide the services for the entire duration regularly failing which the Performance Security Deposits and such other amount that may be due from his Directorate to the firm shall stand forfeited.

(xvii) If, at any point of time, the services being provided by the firm/contractor are found to be unsatisfactory in any manner, the Directorate General of Anti-dumping & Allied Duties will have full authority to discontinue the services of the firm/contractor by giving notice of 15 days. The decision of the Directorate in this regard shall be final and binding on the contractor.

(xviii) In emergent situations the services of the persons may be required on Saturdays/Sundays/Holidays also.

(xix) If any extra services are provided viz. additional workers, additional hours of duty, duty on holidays, the contractor may claim the dues in terms of minimum wages prescribed.



(xx) If, any persons arrives late or leaves early, a deduction shall be made on half-day/pro-rata basis.

(xxi) The deployment will be for a maximum period of one year, which may vary depending upon performance of the service provider and the requirement of the Directorate at a particular point of time.

(xxii) If, at any point of time, the services of any person by the firm/contractor are found to be unsatisfactory or not of the expected level in any manner, the firm/contractor shall change the worker immediately.

(xxiii) The persons shall not be entitled for any financial benefits that are admissible to regular employee of the Directorate General of Anti-dumping & Allied Duties. However, the contractor is required to pay wages to the persons engaged strictly as per the Minimum Wages modified from time to time including EPF, ESI and other social security schemes of the Government of NCT of Delhi and Ministry of Labour & Employment. The weekly rest etc. should also be allowed to persons as per statutory provisions. All the statutory requirement such as obtaining valid Labour License on the basis of contract letter and compliance of all the provisions of social security legislations in general and provisions of the Contract Labour (Regulation & Abolition) Act, 1970 and the Contract Labour (R&A) Rules,1971 in particular are required to be complied with by the contractor. The contractor should quote their Service Charge for providing services of persons for this Directorate over and above the statutory payments to be made to each worker, so deployed. Except the Administration Service Charges, quoted by the service provider, no other amount is to be retained by the service provider out of the minimum wages, EPF, ESI etc. as mandated by the statutory provisions on the subject. The proof of depositing the service tax with the appropriate authorities, have to be submitted to this Directorate periodically.

(xxiv) The Administrative/ Service Charges per worker quoted by the firm in the financial bid shall be commensurate with the administration and supervisory effort required for executing the contract.

(xxv) The rates of wages and the consequential revision in the statutory contribution on person's wages will be revised by this Directorate from the date of statutory revision in



minimum wages of the person and in case of revision in the rate of contribution on person's wages (i.e EPF, ESI etc.) by the Delhi Government/Central Government, whatsoever may be the case. However, there will be no increase in the Administration Service Charge quoted by the firm/contractor.

(xxvi) Complementary service by any firm is not acceptable. If any firm quote the Administrative/ Service Charges as zero/nil, it shall be treated as a invalid quote and shall result in summarily dismissal of the financial bid even though the firm otherwise technically qualifies. The unrealistic or negligible Administrative/Service Charges mentioned just to qualify in Financial Bid against the true purpose of the condition of 'Nil' Service Charges, can also be rejected and the decision of the Directorate in this regard shall be final and binding for the bidders.

(xxvii) The firm should be registered with ESI, PF, Service Tax, Labour Licence & PAN with the concerned authorities.

(xxviii) The contractor must be registered under Contract Labour Act and must have the valid licence from the competent Licencing Officer under the provisions of the Contract Labour (Regulation & Abolition) Act, 1970 and the Contract Labour (Regulation & Abolition) Central Rules, 1971.

(xxix) The payment of wages to the persons have to be made by the contractor in accordance with the provision of Section 21 of the Contract Labour (Regulation & Abolition) Act, 1970. The provisions of the said section are given as:

Section 21. Responsibility for payment of wages: (1) A Contractor shall be responsible for payment of wages to each person employed by him as contract labour and such wages shall be paid before the expiry of such period as may be prescribed.

(2) Every principal employer shall nominate a representative duly authorized by him to be present at the time of disbursement of wages by the contractor and it shall be the duty of such representative to certify the amounts paid as wages in such manner as may be prescribed.

(3) It shall be the duty of the contractor to ensure the disbursement of wages in the presence of the authorized representative of the principal employer.

(4) In case the contractor fails to make payment of wages within the prescribed period or makes short payment, then the principal employer shall be liable to make payment of wages in full or the unpaid balance due, as the case may be, to the contract labour employed



by the contractor and recover the amount so paid from the contractor either by deduction from any amount payable to the contractor under any contract or as a debt payable to the contractor.

(xxx) The firm/contractor will electronically make payment of wages directly in the bank accounts of the persons deployed by 7th of every month and proof thereof will be submitted to this office by 15th of every month.

(xxxi) In case of failure to make payment of wages to the workers within the prescribed period or making short payment by the firm/contractor, the Performance Security Deposit amount deposited by the firm/contractor with the Directorate will be forfeited. The firm will also be blacklisted.

(xxxii) The Contract can be renewed at the appropriate time depending upon the requirement of the Directorate and performance of the contracting firm during the contract period.

(xxxiii) Directorate General of Anti-dumping & Allied Duties reserves the right to reject any or all offers without assigning any reason thereof.

A handwritten signature in blue ink, appearing to be 'J. Ramo', with a long horizontal stroke extending to the right.

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.



- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.



- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message



&a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.



TECHNICAL BID QUALIFICATION CRITERIA

The Tendering Agency/Firm must fulfil the following technical specification in order to be eligible for clearing the technical evaluation of the bid.

- (a) The office of the service providers should be located either in Delhi/New Delhi. The **proof of address** is to be scanned and uploaded with bid documents.
- (b) In case of partnership firms, **a copy of the partnership agreement**, or General Power of Attorney (GPA) duly attested by a Notary Public, should be furnished on stamped paper duly sworn in and affirmed by all the partners admitting execution of the partnership agreement or the GPA. The attested copy of the certificate of registration of firm should also be furnished along with the tender. The said documents are to be scanned and uploaded with bid documents.
- (c) The firm should have an **experience** of at least three years in providing the services of Data Entry Operators in the Ministries/Departments/PSUs of the Government of India. A complete list of clients served during the last 3 years (year-wise) shall be provided along with the value of contracts executed. The said documents are to be scanned and uploaded with bid documents.
- (d) Copies of **Income Tax Returns** for the last two years, i.e. 2014-15 and 2015-16 should also be submitted. The said documents are to be scanned and uploaded with bid documents.
- (e) The service providers should have their own **Bank Account**. The certified copy of the account maintained for the last two year issued by the Bank shall be scanned and uploaded with bid documents.
- (f) The interested firms/bidders should also be **registered** with ESI, PF, Service tax, Labour and Income Tax Authorities. Certified copies of the registration shall be scanned and uploaded with the bid document.
- (g) Self attested copy of the **PAN Card** of the bidding firms shall be scanned and uploaded with the bid document.



(h) The firms/bidders **should not have been blacklisted** by any Ministry/Department of the Government of India. The tendering firms/bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealing with the Government Ministries/Department have not been banned. The affidavit should be scanned and uploaded with bid documents.

(i) The organization must **undertake** to provide clearance from police authorities in respect of the workers. The undertaking should be scanned and uploaded with bid documents.

(j) The firm/bidder must **undertake to pay Minimum Rates of Wages** to the workers engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates, as and when it is revised. The tendering firms/bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that the firm undertake to pay Minimum Rates of Wages to the persons engaged as per applicable orders of Govt. of NCT, Delhi and to enhance to rates, as and when it is revised as well as all the statutory dues w.r.t. ESI, EPF etc. The affidavit should be scanned and uploaded with bid documents.

(k) If it is found that the information/certificates furnished by the participating firm is incorrect/wrong or bogus, the firm shall be blacklisted, its bids will be ignored and EMD/Performance security will be forfeited.



PROFORMA FOR TECHNICAL BID**Application for providing the services of one supervisor and 10 labours to the DGAD**

<u>Criteria</u>	
1.	Name of Agency:
2.	Nature of the Agency: (i.e Sole Proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization) (copy of Partnership deed, if any)
3.	Full Address of Reg. Office Telephone No. FAX No. E-mail Address: (enclose copy of address proof)
4.	Full address of Operating/Branch Office in Delhi: (i) Telephone No: (ii) FAX NO: (iii) E-mail Address: (enclose copy of address proof)
5.	Banker of Agency with full address (Attach Bankers certificate of account maintenance for the last two years)
6.	Registration No. of the Agency/Firm (copy of supporting document)
7.	PAN of the firm. (self-attested copy of PAN)
8.	(a) Registration No. with Labour Department of State Government/UT Administration. (b) ESI registration No. (c) Employees' provident fund registration no. (d) Service Tax Registration No. [All the relevant documents(duly attested) are to be scanned and uploaded with technical bid]
9.	I.T Returns of the Agency for <u>financial years 2014-15 and 2015-16.</u>
10.	Documents supporting the experience of the firm (for last 3 years) 2014 onwards
11.	Certificate of satisfactory performance from the organization to whom the service was provided.



12.	Affidavit by the firms to pay Minimum Rates of Wages to the workers engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates, as and when it is revised.	
13.	Undertaking by the firm to provide clearance from police authorities in respect of the workers.	
14.	Affidavit by the firm that it is not blacklisted etc.	
15.	EMD Details Amount DD No./Date Name of Issuing Bank etc.	
16.	Tender Acceptance Letter (To be given on company/firm letter head in prescribed proforma Annexure-V)	

Signature of Authorized signatory

Name:

Seal firm/company:

Date:

Place:

NOTE: All the supporting documents should be scanned in PDF format and uploaded with Bid documents.



TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



FINANCIAL BID

The financial bids will be opened only in respect of those firms, which qualify in the technical bid evaluation. The Financial Bids will be evaluated as per the rates quoted by the bidders in the given format (BoQ_XXXX.xls) on website as described in the "Instructions for online bid submission" (**Annexure-II**).

- i. The rates should be filled in carefully after considering all the aspects of work as described in the "Terms & conditions governing the Contract" given in **Annexure-I**. No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the tenderer had not understood the work envisaged by this tender document.
- ii. The Administrative/ Service Charges per worker per month quoted by the firm in the financial bid shall be commensurate with the administrative and supervisory efforts required for executing the contract.
- iii. If any firm quote the Administrative/ Service Charges as zero/nil, it shall be treated as a invalid quote and shall result in summarily dismissal of the financial bid even though the firm otherwise technically qualifies. The unrealistic or negligible Administrative/Service Charges mentioned just to qualify in Financial Bid against the true purpose of the condition of 'Nil' Service Charges, can also be rejected and the decision of the Directorate in this regard shall be final and binding for the bidders.
- iv. The bidder shall quote monthly wages rate per DEO not less than the minimum wages prescribed by the Govt. of NCT of Delhi under Minimum Wages Act, 1948 as amended from time to time.
- v. The experience and performance of the bidder for providing services of DEO in the Central Government Ministries/Department/PSUs shall be considered, if necessary, at the time of evaluation of financial bid.
- vi. Financial bids will be evaluated and L1 will be decided on the basis of total monthly cost including wages for 15 DEOs and Administrative/Service charges of the firm.

PROFORMA FOR FINANCIAL BID

In the given MS-Excel file (BoQ_XXXX.xls) on website.



LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening of e-Tender for providing 15 Data Entry Operators on contract basis in DGAD.

A person is hereby authorised to attend the bid opening for the tender mentioned above on behalf of (Bidder) as per details given below.

Name of representative

Specimen Signature

.....

Signatures of bidder or
Person authorised to sign the bid
documents on behalf of the bidder
with seal of the Firm/Agency

Note: Only one representative will be permitted to attend bid opening. Permission to attend the bid opening may be refused in case authorization as prescribed above is not received.

