



डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ इण्डिया लि.

Dedicated Freight Corridor Corporation of India Ltd.

(भारत सरकार का उपक्रम)

(A Government of India Enterprise)

13-14, Panorama Complex, 3rd Floor, R.C.Dutt Road, Alkapuri, Vadodara – 390 007

Phone : (0) 0265-2326025, Fax : 0265-2326027

TENDER DOCUMENT

Name of Work :- Empanelment / Engagement of manpower service provider for providing various categories of outsourced staff for Chief Project Manager/ DFCCIL, Vadodara unit.

TENDER. No: DFCC/BRC/ Outsourced Staff /11-12/2

TENDERER

CPM/DFCCIL/BRC



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TENDER. NO. DFCC/BRC/Outsourced Staff/11-12/2

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TENDERER

CPM/DFCCIL/BRC



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TENDER. No: DFCC/BRC/ Outsourced Staff /11-12/2

To

Chief Project Manager
DFCCIL,
Vadodara

Ref : **TENDER. NO. DFCC/BRC/Outsourced Staff/11-12/2**

1. I/We have read the various conditions of Tender attached hereto and hereby agree to offer by the said conditions. I also agree to keep this Tender open for acceptance for a period of 90 days from the date fixed for opening the same. I/We offer to do the work as set out in the Offer Document. I/We also agree to offer by the General Conditions of the Contract and to carry out the work according to the special conditions as laid down by the DFCCIL Administration for the execution of present contract.

2. Until a formal agreement is prepared and executed acceptance of this tender shall constitute a binding contract between us subject to the modifications, as may be mutually agreed to, between us and indicated in the letter of acceptance or my / our offer for the work.

Signature of Tenderer

Tenderer's Address

Signature of witness

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Section – 1

Invitation for offer

CHIEF PROJECT MANAGER, DFCCIL, VADODARA on behalf of Dedicated Freight Corridor Corporation of India Limited invites sealed tenders in the prescribe format for the work of Empanelment / Engagement of manpower service provider for providing various categories of outsourced staff for Chief Project Manager/ DFCCIL Vadodara unit so as to reach office of CPM/DFCCIL, Vadodara, 13-14, 17-18, Third Floor, Panorama Complex, R.C. Dutt Road, Alkapuri, Vadodara – 390 007, on or before 15:00 hrs on 09.04.2012. The approximate requirement of manpower is for a period of two years.

Estimated Cost : Rs.32.88 lacs,
Earnest Money : Rs. 65760/- (Rs. Sixty five thousand seven hundred sixty only)
Time for Completion : Two Year.

Last date and Time of receipt of Application – upto 1400 hrs of 09.04.2012.
Last date and Time of Issue of Tenders – up to 1430 hrs of 09.04.2012.
Last date and Time of receipt of tenders – upto 1500 hrs of 09.04.2012.
Date and time of Opening of Tender – at 1530 hrs of 09.04.2012.

The cost of Tender Documents is Rs. 3000/ (Non Refundable). It should be in the form of demand draft in favour of DFCCIL, Payable at Vadodara. The tender Document can be obtained from Chief Project Manager, DFCCIL, Vadodara office on any working day between 10.00 hrs to 17.00 hrs. The tender document can also be downloaded from company's website www.dfcc.in and www.dfccil.org. Such tender document can be accompanied by paying the tender fee of Rs. 3000/ through a separate Demand Draft drawn on any nationalized / scheduled bank favouring "DFCCIL" payable at Vadodara.

**CHIEF PROJECT MANAGER,
DEDICATED FREIGHT CORRIDOR CORPORATION OF INDIA,
13-14, 17-18, THIRD FLOOR, PANORAMA COMPLEX,
R.C. DUTT ROAD, ALKAPURI, VADODARA – 390 007.**

TENDER. No: DFCC/BRC/ Outsourced Staff /11-12/2

- 1.1 **Earnest Money Deposit (EMD)** : The response to this tender should be accompanied with EMD (refundable) in the shape of DD / Bankers cheque / FDR for an amount of Rs.65,760/-(Rs. Sixty five thousand seven hundred sixty only) on any Nationalised / Scheduled Bank and should be in favour of DFCCIL payable at Vadodara. EMD shall be returned after finalization of tender. Tenders unaccompanied by EMD shall be summarily rejected.
- 1.2 If the date of opening of tender is declared as holiday then the Tender shall be issued upto 14:30 hrs of next working day, accepted up to 15.00 hrs of the next working day and the same will be opened at 15.30 hrs on the same day i.e., next working day.
- 1.3 **Address for Communication:** Interested tenderers may obtain further information from the address given below:
- Chief Project Manager, Dedicated Freight Corridor Corporation of India Ltd.,
13-14, 17-18 Panorama Complex, 3rd Fl., R C Dutt Road, Alkapuri, Vadodara-390007
Phone No.(O) 0265-2326025, Fax No.0265-2326027
- 1.4 **GENERAL :**
- 1.4.1 Offer document is non-transferable.
- 1.4.2 No extension in the Offer Due Date shall be considered on account of delay in receipt of Offer Document by post or any other reasons.
- 1.5 Selection of successful Bidder (Manpower Service Provider Agency) - The successful bidder would be selected on the basis of least commission quoted by the bidder on the gross pay payable to the outsourced persons as indicated in **Annexure-I**.
- 1.6 **Validity of the Offer -**
- The tenderers shall keep their offer open for a minimum period of **90 days** from the date of opening of the offer, being extended further if required by mutual agreement from time to time. Any contravention of the above condition shall make the offerer liable for forfeiture of his earnest money deposit. The offerers cannot withdraw their offer within the period of validity / extended validity.
- 1.7 DFCCIL reserves the right to modify, expand, restrict, scrap and refloat the tender without assigning any reasons.

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2.0 TENDER PROCEDURE:

2.1 Procedure for Submission of Offer –

2.2 Each page of the Tender document must be signed by the tenderer or its authorized representative in whose name power of attorney is issued. Offers should be submitted in a sealed envelope with following description on the envelope :

Tender No. , Name of work,
Date & Time of opening of Tender &
Name & Address of Tenderer.

2.1.1 Envelope should contain following documents:

- i) The duly signed completed filled up tender documents
- ii) Duly signed forwarding Letter given in the Offer document placed at page No.3.
- iii) Power of Attorney of authorized person who signed the Tender
- iv) Financial offer by the tenderer in Annexure-I.
- v) Earnest Money Deposit (EMD) in required form.
- vi) Cost of tender document fee if tender is downloaded from web site.

2.3 Tender opening :-

The Offers of all the tenderers shall be opened on the specified time and date in the presence of tenderers / representative of tenderers who choose to attend the same. The quoted percentage rates shall then be read out.

3.0 Time Schedule :

The completion period will be two years.

4.0 Rate:-

The contractor / tenderer must quote a flat single percentage above or below or at par as his commission on the Gross pay as given in the Schedule attached as Annexure-I. This percentage shall be applicable on each item of the schedule uniformly. The Bidder should also fill Annexure-III pertaining to bidder's general information as part of tender document.

5.0 Tenderers are requested to give unconditional offers. A conditional offer, having financial implication, is liable to be rejected.

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Section 2

Instructions to tenderers

1. Cost of Offering:-

The tenderer shall bear all costs associated with the preparation and submission of his Offer. DFCCIL shall not be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2. Language of Offer:-

The Offer, as well as all correspondence and documents relating to the offer exchanged by the tenderer and the DFCCIL, shall be written in English.

3. Currencies of Offer and Payment:-

The tenderer shall quote the unit rates and the prices entirely in the Indian Rupees.

4. Period of Validity of Offers: -

Offers shall be valid for a minimum period of 90 days from the date of opening of the Tender. A offer valid for a shorter period shall be rejected by DFCCIL as non responsive.

5. Format and Signing of Offer: -

Offer document shall be signed by a person duly authorised to sign on behalf of the tenderer. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the offer.

6. Deadline for Submission of Offers: -

Offers must be received by DFCCIL at the address mentioned earlier and no later than the date and time indicated in the Offer document.

7. Late Offers:-

DFCCIL shall not consider any offer that arrives after the deadline for submission of offers. Any offer received by DFCCIL after the deadline for submission of offers shall be declared late & rejected.

8. Signing of Contract:-

The successful tenderer, whose Tender has been accepted by the competent authority of DFCCIL, will be informed by the employer through a letter of acceptance. In response, the successful tenderer should sign the contract agreement within Seven days from the date of issue of acceptance letter.

9. Corrupt Practices:-

The Employer requires that tenderer, suppliers, and contractors observe the highest standard of ethics during the execution of such contracts.

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Section 3

Special Conditions of Contract

Sealed tender is invited for hiring of outsourced staff on commission basis for a period of two years.

1. Introduction:

Dedicated Freight Corridor Corporation of India Ltd. (DFCCIL) is a Public Sector Undertaking under the administrative control of Government of India (Ministry of Railways) for construction, maintenance and operation of the Dedicated Rail Freight Corridors. At present, the company is undertaking construction of Eastern & Western Corridors and has its Corporate Office at New Delhi and one of the Field Units is at Vadodara (Gujarat).

2. Scope of Work:

Manpower Service Provider has to provide services of outsourced persons in various categories (as per Annexure-II) at 13-14, 17-18, 3rd Floor, Panorama Complex, Alkapuri, ,Vadodara-390 007 or any other office of DFCCIL in the jurisdiction of this office as may be required by DFCCIL.

3. Pre-qualification criteria for Manpower Service Provider / agencies :

(a) The agency should have EPF code, ESI registration no., PAN, Service tax registration and registration under all the applicable labour laws and should submit copy of the same.

(b) Consortium bidding to fulfil the eligibility criteria of this tender shall not be allowed at any stage.

4. DFCCIL reserves the right to modify, expand, restrict, scrap and re-float the Tender without assigning any reasons.

5. Terms and Conditions:-

a) The Manpower Service Provider shall, if and when so requested by DFCCIL, will provide the placement services at the premises, or any other office of DFCCIL, as may be required by DFCCIL, at the agreed rates. The essential qualifications/skills/experience and the tentative number of outsourced persons required is enclosed in **Annexure-I & II**.

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- b) It shall be the responsibility of the Manpower Service Provider to verify the qualification and experience indicated by the hired staff in their profiles. Candidates will be examined for performing the defined functions by DFCCIL and DFCCIL reserves the right to verify and check the credentials and qualification of the hired staff. If during the course of engagement of any hired staff, it comes to notice that he/she has misrepresented the fact about his/her qualification/experience, the Manpower Service Provider will have to terminate the services of such staff immediately and shall provide suitable replacement within 15 days' time.
- c) If the performance of the hired staff is unsatisfactory, DFCCIL shall give a notice of 15 days to the Manpower service provider to take necessary action to improve the performance of the hired staff and if the performance does not improve even after 15 days of such communication, the Manpower Service Provider, shall provide a replacement acceptable to DFCCIL within 15 days time.
- d) The Manpower Service Provider shall be liable for and pay salaries and also undertake to comply with all statutory liabilities like PF, compensation etc. including payment/contribution towards all statutory dues connected and/or related to the employment of the deputed sent to DFCCIL and shall keep the DFCCIL indemnified at all times against all claims, liabilities, losses and consequences in relation thereto and comply with all statutory requirements and subject to deduction of any tax or other amounts as required by law or as provided herein.
- e) The Manpower Service Provider shall make actual disbursement of salary to the outsourced persons in various categories as agreed with DFCCIL (Annexure-I) and in no circumstances the actual disbursement shall be less than the agreed amount without prior written approval of DFCCIL.
- f) The engagement of Manpower Service Provider shall be subject to providing the agreed services to the satisfaction of DFCCIL. In case the services of the Manpower Service Provider are not found satisfactory, the same can be terminated by DFCCIL on giving a notice of one month.
- g) The Manpower Service Provider shall not terminate the services of hired staff unilaterally. In case any hired staff is proposed to be replaced/terminated by the Manpower Service Provider, such action should be taken only with approval of DFCCIL.

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6. Payment Terms

- a) The lump sum amount payable by DFCCIL to the Manpower Service Provider shall include the remuneration payable to the outsourced person(Annexure-I), besides the commission payable to the Manpower Service Provider and applicable Service Tax.
- b) The Manpower Service Provider shall provide documentary evidence to the satisfaction of DFCCIL for submission of statutory payments towards PF, ESI, etc. in the account of outsourced employees with the appropriate authorities.
- c) The consideration aforesaid will be paid by DFCCIL to the Manpower Service Provider, against monthly invoices raised at the end of each month, by the Manpower Service Provider in duplicate within 15 days.

7. Obligations of the Manpower Service Provider

- a) The Manpower Service Provider will, for the purpose, aforesaid continuously monitor the Services being rendered by it to ensure that these are up to the standards required by DFCCIL.
- b) The Manpower Service Provider would comply with the statutory requirements; rules and regulations applicable to outsourced persons engaged by the client and shall obtain all necessary registrations, licenses, approvals and sanctions under the laws applicable.
- c) The Manpower Service Provider shall adhere to and comply with all the laws that may be applicable to them and will extend all the benefits/privileges as applicable to persons engaged/employed by them including that of Provident Fund, ESI, Workmen's Compensation Act, Bonus, Gratuity, Minimum Wages Act and Leave, etc. In case of any breach of any law, rules, notifications applicable to the employees of the Manpower Service Provider, the Manpower Service Provider alone shall be responsible and liable for any act(s) of omission and/or commission committed by any employee, agent, representative, attorney, and person(s) engaged/employed by them for discharging the obligations under this Contract. The Manpower Service Provider shall deposit all the mandatory contributions/dues with the appropriate authorities and shall provide the documentary evidence to DFCCIL regarding such compliance.

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- d) The Manpower Service Provider shall decide the modus operandi as to engage men by them rendering proper and efficient services and to conform to the prescribed standards. The Manpower Service Provider shall submit a copy of the appointment letters issued by it to the outsourced person(s) placed at the office of the DFCCIL for discharging defined activities/ functions.
- e) No relationship of employer and employee shall be entertained between the DFCCIL and the persons engaged by the Manpower Service Provider. The Manpower Service Provider shall ensure that all persons employed by them shall be efficient, skilled, honest and conversant with the nature of work as required.
- f) The Manpower Service Provider shall submit the Experience Certificate of the outsourced persons for the last two years and also verify and certify satisfactory character and antecedent records of them.
- g) The Manpower Service Provider alone shall have the right to take disciplinary action against any person(s) engaged/employed by them; while no right whatsoever shall vest in any such person(s) to raise any dispute and/or claim whatsoever against the DFCCIL. The DFCCIL shall, under no circumstances be deemed or treated as the employer in respect of any person(s) engaged/employed by the Manpower Service Provider for any purpose whatsoever nor would the DFCCIL be liable for any claim(s) whatsoever of any person(s) of the Manpower Service Provider and Manpower Service Provider shall keep DFCCIL totally and completely indemnified against any such claim(s).
- h) The Manpower Service Provider shall obtain appropriate license under the Contract Labour (Regulation and Abolition) Act, 1970 and the Rules as amended up to date and shall comply with all terms and conditions thereof strictly, and shall keep such license duly validated and/or renewed from time to time throughout the currency of this Contract.
- i) The Manpower Service Provider shall maintain all registers required under various Acts, which may be inspected by the DFCCIL as well as the appropriate authorities at any time.
- j) The attendance rolls for the personnel deployed by the Manpower Service Provider at the premises of DFCCIL shall be provided by the Manpower Service Provider and it shall be monitored by the Manpower Service Provider. These attendance rolls shall be signed by the proprietor of the Manpower Service Provider or his authorized representative daily who shall get it verified by the designated officer of DFCCIL.

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- k) Upon a written/oral request being made by DFCCIL in that regard the Manpower Service provider will, within 24 hours of receipt of such request, discontinue the Manpower Service Provider Services found to be unsatisfactory or otherwise objected to by DFCCIL for any reason and shall promptly take action with a view to continue rendering satisfactory services. On receipt of this request, DFCCIL will not be obliged to pay the amount in respect of the discontinued Services.
- l) Notwithstanding anything herein contained, the Manpower Service Provider will be liable to adequately compensate DFCCIL for any loss or damage occasioned by any act, omission or lapse on the part of the Manpower Service Provider or of any persons deployed by it pursuant to the Contract.
- m) The Manpower Service Provider is aware that Services similar to those covered by this Contract are being or may hereafter be rendered in the premises by other entities also and will not, at any time, object to or interfere in any manner with the rendering of such Services by any such other entities.
- n) The Manpower Service Provider must also be able to arrange for the replacement of the existing outsourced person, as per the instructions of DFCCIL.
- o) The engagement of outsourced person shall be purely on temporary and on contract basis. The Manpower Service Provider shall at all times make it absolutely clear to the staff hired through them in DFCCIL that such deputed do not have any claim whatsoever for any regular employment in DFCCIL. Any staff hired for DFCCIL can be removed any time by giving notice to the Manpower Service Provider and the staff in the circumstances provided herein above. The Manpower Service Provider will have to provide suitable replacement acceptable to DFCCIL within 15 day's time.
- p) The services of the outsourced person engaged are liable to be transferred anywhere in same city from one department to another, and one branch to another without any extra remuneration depending on the exigencies of the work.
- q) The outsourced person shall at all time maintain absolute integrity and devotion to duty and conduct himself/herself in a manner conducive to the best interests, credits and prestige of DFCCIL.

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- r) The Manpower Service Provider shall ensure that complete confidentiality is maintained by it and all its outsourced persons; with regard to all information relating to DFCCIL, its premises, clients business, assets, affairs and employees and that neither the Manpower Service Provider nor its persons will any time divulge or make known to any third parties any trust, accounts, matters or transactions whatsoever pertaining to DFCCIL and its associate entities which may in any way come to their knowledge or attention.
- s) The Manpower Service Provider shall indemnify and keep DFCCIL indemnified and harmless from and against all disputes, claims, fines, penalties, litigations criminal as well as civil that may be initiated against the DFCCIL on account of and/or arising out of the failure of the Manpower Service Provider to adhere to any statutory requirement, or to follow such rules regulations, guidelines or procedures as may be required under any statute or directive.
- t) It is mandatory that Manpower Service Provider provides adequate insurance cover to the outsourced persons for death, disability, sickness etc. DFCCIL shall not be liable to pay or bear any premium/compensation at any stage in respect of Insurance made by Manpower Service Provider to cover the risk(death, disability, sickness) etc. Manpower Service Provider shall submit the copies of such policies and their renewal receipts as well as documentary evidence of payment of premiums to DFCCIL and shall at all times keep the requisite policies running.
- u) For any employee leaving the service agency will have to give a notice of at least one month. DFCC may at its discretion agree for a notice of smaller duration in special circumstances. A no dues certificate shall be taken by the manpower service provider from DFCCIL before the date of relieving failing which any dues shall be recovered from the agency.

8. Working hours of hired staff:-

The month will be taken as 20th of the month to 19th of the next month.

The working hours for the hired staff shall be for 8 hours a day for 6 days a week. The timing for the same generally be from 9.30 a.m. to 6.15 p.m. from Monday to Saturday. However, these timings may be changed without any overall impact on the period of duty as per convenience or requirement of operation. The personnel would get a day off every week along with National holidays. Working hours should be so regulated so that there is no requirement of OT.

Proportionate additional payment will be made for attending office on Sundays, if required by DFCCIL.

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10. Facilities to the outsourcing staff:-

I. Casual Leave:-

One day's leave shall be permissible to the hired personnel in month. If a personnel remains absent beyond the period of one day in a month/national holidays/declared holidays, pay may be deducted on pro rata basis, if a substitute is not provided for that period of absence. The facilities including leave etc. as required under various legal provisions shall be so adjusted by the outsourcing agency so that the Gross pay does not increase. Un – availed Casual Leave will lapse on 31st December of every year and cannot be encashed. The sanctioning of the leave will be decided by DFCCIL.

ii. T.A. entitlement: -

For local movement within Vadodara area nothing will be paid. However, for out station movements, the actual fare of the bus/train (sleeper class) shall be reimbursed and additional auto rickshaw charges @ Rs.4.00 per km shall be paid. For out station stay beyond 8 hours (from start to end of the journey) a daily allowance of Rs. 170/- for Delhi and Mumbai and Rs. 90/- for other cities shall be paid per person.

11. Obligation of DFCCIL

DFCCIL will, subject to compliance of this Contract and all statutory requirements and the provision of services to its satisfaction by the Manpower service Provider and subject to deduction of tax at source under the Income Tax Act, 1961 or any other provisions of law for the time being in force, ensure full and timely payments for the Services as provided in this Contract.

12. Force Majeure

The obligations of DFCCIL and the Manpower Service Provider shall remain suspended if and to the extent that they are unable to carry out such obligations owing to force majeure. In the event of such inability continuing for more than a week, the other party shall have the right to terminate this Contract without further obligation.

13. Indemnity

The Manpower Service Provider shall indemnify and hold harmless to DFCCIL and its Directors, officers and employees from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this Contract or arising from any breach or non-compliance whatsoever by the Manpower Service Provider or any of the persons deployed by it pursuant hereto of or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether willful or not, and whether within or outside the premises including but not limited to any and all claims by the hired staff.

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14. Security for ensuring timely payment of remuneration/fee payable to Outsourced Persons.

The Manpower Service Provider will ensure that before raising the bill on DFCCIL for the services rendered by outsourced Person, the fee payable to outsourced person is paid on or before the 27th day of the month and a proof of payment shall be annexed to the monthly bill. Alternatively, the Manpower Service Provider can claim the fee payable before its actual payment to temporary/resource person, provided the agency furnishes a Bank Guarantee in favour of DFCCIL issued by any Nationalized bank equivalent to 50% of the average monthly billing on DFCCIL for the services rendered by temporary/resources persons or for an amount of Rs. 50,000/- (Rupees fifty thousand only), whichever is higher.

15. Other terms and termination

- a) Contract shall be deemed to have commenced as on and from the date of issuance of letter of intent and shall be in force for an initial period of Two year on existing terms and conditions.
- b) Notwithstanding anything contained herein DFCCIL may, without any cause, terminate this Contract by giving to the other 30 days written notice.
- c) Expiry or earlier termination of this Contract will not prejudice any rights of the parties that may have accrued prior thereto.
- d) If more or less numbers of staff are required in certain periods, a notice of 15 days shall be given by DFCCIL. Pro-rata payment will be made if duration is less than a month. The maximum overall saving due to such variation in requirement can be up to 100%.

16. Scope of service

In performing the terms and conditions of the Contract, the Manpower Service Provider shall at all Times act as an Independent Manpower Service Provider. The contract does not in any way create a relationship of principal and agent between DFCCIL and the Manpower Service Provider. The Manpower Service Provider shall not act or attempt or represent itself as an agent of DFCCIL. It is clearly understood and accepted by both parties that this Contract between the parties evidenced by it is on a Principal to Principal basis and nothing herein contained shall be construed or understood as constituting either party hereto, the agent or representative of the other, under any circumstances. The employees of the Manpower Service Provider shall never under any circumstances whatsoever, be entitled to claim themselves to be the employees of the DFCCIL.

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17. Arbitration

In the event of any dispute arising amongst the Parties, the Parties agree to use their best efforts to attempt to resolve all disputes in prompt, equitable and good faith. In the event the Parties are unable to do so, then such dispute shall be finally resolved by arbitration as per Arbitration and Conciliation Act, 1996. The arbitration shall be conducted in English language and the venue of the arbitration shall be in Vadodara and the procedure of such Arbitration shall be as per the Arbitration and Conciliation Act, 1996. Keeping in view of the above, the Manpower Service Provider may send the bid in the prescribed format.

**CPM/VADODARA
DFCCIL**

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SECTION 4

Annexure-I

Pay structure to be offered to the staff to be outsourced through Manpower Service Provider :-

Salary components	Executive Assistant/ Office Assistant	Auto CAD Operator	Attendant/ Field Man
Gross pay	9750/-	12000/-	As per minimum wages act
Agency's Commission /Service charge on Gross pay			
Applicable Service Tax (currently 10.3%)			
Tentative numbers of staff required by DFCCIL	07	01	09
Privilege Leave	On completion of every 04 months of continuous employment in DFCCIL, five (05) days paid privilege leave will be admissible which shall lapse on 31st December of every year and cannot be encashed. (The sanctioning of the leave will be decided by DFCCIL)		

Note:

- (1) Service Tax will be paid only on submission of documentary proof.
- (2) The Man power Service Provider on award of work shall submit the breakup of monthly CTC in various components including statutory provisions. The Manpower service provider shall submit proof of payments to employees and statutory authorities on a quarterly/yearly basis. In case of default in payment of statutory provisions by the Manpower service Provider, DFCCIL shall deposit the amount of statutory provisions and shall be entitled to deduct the same from any amount outstanding or payable to Manpower Service Provider or the manpower Service Provider shall reimburse the same to DFCCIL. Any savings in CTC made by the Manpower Service Provider, for any reason whatsoever shall accrue to DFCCIL.

TENDER. No: DFCC/BRC/ Outsourced Staff /11-12/2

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Annexure-II

Eligibility condition for various categories of outsourced staff

Post	Essential Qualification.
Executive Assistant	a) Graduation OR three years Diploma in Office Management. b) Dictation (10 minutes @ 80 words per minute) c) Transcription(50 minutes – English - on computer) d) MS-Office(Word, Excel and PowerPoint) e) Minimum two years relevant experience.
Office Assistant	a) Graduation OR three years Diploma in Office Management. b) MS-Office(Word, Excel and PowerPoint) c) Minimum two years relevant experience.
Auto CAD Operator	a) Graduation b) Certificate in Auto CAD operation. c) Minimum two years relevant experience.
Attendant/Field Man	a) 8 th Standard Pass

NOTE: Besides the categories mentioned above, DFCCIL may ask the Manpower Service Provider to provide other categories of staff also on hiring basis. The essential qualifications/pay structure for such categories shall be decided by mutual agreement and the services will be provided at the agreed commission.

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BIDDERS GENERA INFORMATION

S.No.	Particulars	Details
1-1	Bidders Name	
1-2	Numbers of years in Operation	
1-3	Registered Address	
1-4	Operation Address if different from above	
1-5	Telephone Number	(code) (Area Code) (Telephone No.)
1-6	Email Address & Web site	
1-7	Telefax Number	(code) (Area Code) (Telephone No.)
1-8	ISO Certification, if any { If yes, please furnish details}	
1-9	PF/EPF Registration/Code No. (Attach documentary evidence)	
1-10	Service Tax No. (Attach documentary evidence)	
1-11	PAN No. (Attach documentary evidence)	
1-12	Bank A/C No. with Bank Code for electronic clearance of the Payment	
1-13	ESI Establishment Registration No. (Attach documentary evidence)	
1-14	Other registration details under other applicable labour laws (attach documentary evidence)	

(Seal & Signature of Bidder)

TENDERER

CPM/DFCCIL/BRC

** END OF DOCUMENT **