

Dedicated Freight Corridor Corporation of India Ltd.,
(A Government Of India Undertaking)
42-A/23, Civil Lines, Ajmer - 305001
NOTICE FOR INVITING BIDS

Tender No.	TENDER NO : All/AD/House-Keeping/2012/01
Name of Work	Engagement of Manpower Service Provider for outsourcing of house keeping services.
Estimated Cost of Work	Rs. 3085200/-
Completion Period	Two Years
Type of BID	Open Tender
Earnest Money	Rs.65000/-
Date and time of submission of filled tender document	up to 14:00 Hrs of 24th April 2012
Date and time of opening of tender	15:00 Hrs of 24th April 2012
Authority and place for submission of completed tender document	Dedicated Freight Corridor Corporation of India Ltd., Fax No. 0145-2630360, 0145-2625548 E-mail: rkjain@dfcc.co.in
Address for Communication	Office of Chief Project Manager, Dedicated Freight Corridor Corporation of India Ltd., 42A/3, Civil lines , Ajmer , PIN-305001 Fax No. 0145-2630360, 0145-2625548 E-mail: rkjain@dfcc.co.in

Chief Project Manager
Dedicated Freight Corridor Corporation India Limited,

Dedicated Freight Corridor Corporation of India Ltd.

Name of Work: - Engagement of Manpower services Provider for Outsourcing of house keeping services

OPEN TENDER

Tender No- All/AD/House-Keeping/2012/01

BID DOCUMENT

NOT TRANSFERABLE

Dedicated Freight Corridor Corporation India Limited

42-A/23, Civil Lines, Ajmer - 305001

Dedicated Freight Corridor Corporation of India Ltd.

42-A/23, Civil Lines, Ajmer - 305001

Tender No- All/AD/House-Keeping/2012/01

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Dedicated Freight Corridor Corporation of India Ltd.
42-A/23, Civil Lines, Ajmer - 305001

To,
The Chief Project Manager
DFCCIL, 42-A/23, Civil Lines
Ajmer.

Name of Work: - Engagement of Manpower services Provider for Outsourcing of house keeping services

Ref:

- 1- I/We. have read the various conditions of tender attached hereto and hereby agree to abide by the said conditions. I also agree to keep this open tender for acceptance for a period of 90 days from the date fixed for opening the same and in default thereof, I/We will be liable for forfeiture of my/our Earnest Money. I/We offer to do the work as set out in the Bid Document. I/We also agree to abide 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- A sum of **Rs 65000 (Rs. Sixty Five Thousands only)** has been forwarded as Earnest Money. The value of the earnest money shall stand forfeited without prejudice to any other rights or remedies if:
I/We do not execute the contract agreement within 7 days of receipt of notice by the DFCCIL Administration that such documents are ready.
OR
I/We do not commence the work within 10 days after receipt of orders to that effect.
- 3- 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/Bidder

Bidders/Tenderers Address

Signature of Witness

Signature of Bidder

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For & on Behalf of DFCCIL

Dedicated Freight Corridor Corporation of India Ltd.

42-A/23, Civil Lines, Ajmer - 305001

Section 1.

Invitation for Bids (IFB)

Dear Sir,

Chief Project Manager, DFCCIL, Ajmer, for and on behalf of DFCCIL invites, bids in Single envelope one packets Open Tender system, from the tendering firms for engagement of manpower.

Scope of work

Manpower service Provider has to provide services of outsourced persons in various categories (As per annexure I) at DFCCIL 42-A/23, Civil Lines, Ajmer - 305001

1	Qualification criteria for Manpower Service Provider/Agencies
i)	The agencies 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.
ii)	Consortium bidding to fulfill the eligibility criteria of this tender shall not be allowed at any Stage.
iii)	The agency should submit minimum one satisfactory performance reports from Govt./PSUs/Autonomous bodies during the last three years.
iv)	For further details refer para 3.7, 3.8 and 3.9 of section 2 Instruction to Bidders.
v)	Format for submitting bid by the agencies.

S.no.	Particulars	Details			
1	Name of agency(Manpower service provider)				
2	Address with Telephone and fax no.				
3	Status of applicant (individual/proprietorship firm/partnership firm/private limited/society/autonomous bodies(attach documentary evidence)				
4	Types of the services provided(Experience certificates to be enclosed)				
5	Manpower details (permanent and contract)of last three years indicating no. of man month services provided in India year wise	Name of Client	No. of Manpower month (Year wise)		
			2008-2009	2009-2010	2010-2011
6	Annual turnover of last three financial years & current financial year upto Feb2012(audited financial statement to be enclosed withdocumentary evidence)	2008-2009	2009-2010	2010-2011	2011-2012 upto Feb2012
7	EPF Establishment Registration No.(attach documentary evidence)				
8	ESI Establishment registration No.(attach documentary evidence)				
9	PAN No.(attach documentary evidence)				
10	Service Tax Registration no.(attach documentary evidence)				
11	Other registration details under other applicable Labour Laws. (attach documentary evidence)				
12	List of Clients along with their placement turnover in numbers (last three years)				
13	Attach satisfactory performance report from existing clients from Govt./PSU/reputed organization.				
14	Executive Summary about the agency				

2- DETAILS OF BID DOCUMENT

2.1	Bidding documents: The Bidders may collect the bid document from the address mentioned below from 28.03.12 to 23.04.12 between 11.00 to 17.00 hrs on all working days .
2.2	Bids must be accompanied by an earnest Money of Rs. 65,000/- by a crossed Demand Draft /Fixed Deposit Receipt / Bankers Cheque issued by any Nationalized / Schedule Bank drawn in favour of Dedicated Freight Corridor Corporation of India Ltd. and shall have to be valid for 30 days beyond the validity of the offer .Bids received without earnest money shall be summarily rejected.
2.3	Submission of bids:
2.3.1	Date and time for submission of bid:- up to 14.00 hrs on 24-04-2012
2.3.2	Venue for submission of bid:- DFCCIL; 42-A/23, Civil Lines, Ajmer - 305001
2.3.3	Time for opening of bid: - 15.00 hrs on 24-04-2012
2.3.4	If the date of opening is declared as holiday then the tender shall be accepted upto 14.00 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.
2.3.5	Address for Communication: Interested Bidders may obtain further information from the address given below. Chief Project Manager, DFCCIL, 42-A/23, Civil Lines, Ajmer - 305001 E mail-rkjain@dfcc.co.in
3-	Tender opening On the date specified in the tender notice, the envelopes of all tenderers will be opened in the presence of bidders/ representative who choose to attend the same to verify its contents as per requirements. The tendered percentage rates shall then be read out.
4-	GENERAL
4.1	Bid document is non-transferable. Bids received from bidders in whose name Bidding Document has been issued shall only be considered.
4.2	No extension in the Bid Due Date shall be considered on account of delay in receipt of Bid Document by post.
4.3	The agencies will be awarded initially work for two year.
4.4	DFCCIL reserves the rights to modify, expand, restrict, scrap, re-float the tender without assigning any reasons.

5-	<p>Validity of the Bid The bidders shall keep their offer open for a minimum period of 90 days from the date of opening of the bid, being extended further if required by mutual agreement from time to time. Any contravention of the above condition shall make the bidder liable for forfeiture of his earnest money deposit. The bidders cannot withdraw their offer within the period of validity / extended validity.</p>
6-	<p>TENDERING PROCEDURE</p>
6.1	<p>Procedure for Submission of Bid This is a Single packet system of open tender. Consultants are requested to submit a proposal in the language as specified in the Data Sheet in one single envelope/packet. Each page of Bid must be signed and sealed by the bidder or its authorized representative in whose name power of attorney is issued. Bids should be submitted in one envelope superscribed as follows: Tender No. Name of work Date & Time of opening of tender Name & Address of tenderer</p>
6.2	<p>Envelope should contain following documents i)Forwarding Letter given in the Bid document. ii)Earnest Money Deposit in the approved form as per para 2.2 above. iii)Power of Attorney of authorized person who signed the tender iv)A certified copy of partnership deed or article of memorandum in case of Pvt. Ltd. Company v)This document duly signed on all pages including the Financial Offer.</p>
7	<p>Time Schedule The Agency will be awarded initially work for two years.</p>
8	<p>Rate:- The contractor / bidder must quote a flat single percentage above or below or at par of the only schedule-I amount for the tender as given in the tender schedule. This percentage shall be applicable on each item of the schedule-I uniformly.</p>

9-	Bidders are required to give unconditional offers. A conditional offer, having financial implication, is liable to be rejected.
10-	Earnest Money is liable to be forfeited in case of the following:
	i) On revocation of tender due to increase in rates by the firm after opening of tenders but before the validity of the tender.
	ii) On refusal to accept the work order after award of contract.
	iii) If the work is not commenced on the stipulated date of start of the work awarded to the Bidder.
	Keeping in view of the above, The Manpower Service Provider may send a bid in the prescribed format.

Thanking you,

Yours faithfully,

CPM/AII
For and on behalf of DFCCIL

Note:- Tender document can be obtained from the office of DFCCIL/Ajmer on all working days between 11.00 to 17.00 hrs by paying Tender Fee of Rs.3000/-(Three Thousand only) by way of DD/Pay Order in favour DFCCIL payable at Ajmer. The Tender document can also be downloaded from company's website www.dfcc.in & www.dfccil.org and the same will be accepted along with the tender fee of Rs.3000/-(Three Thousand Only) through a separate Demand Draft drawn on any nationalized/scheduled bank favouring DFCCIL payable Ajmer .

**SECTION 2:
INSTRUCTIONS TO BIDDERS**

1	INTRODUCTION
	Definitions
a	Client means Dedicated Freight Corridor Corporation of India Limited.
b	Consultant / contractor / Bidder means any entity or person that may provide or provides the Services to the Client under the Contract.
c	Contract means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is the General Conditions (GC), the Special Conditions (SC) and the Appendices.
d	Data Sheet means such part of the Instructions to Consultants used to reflect specific assignment conditions.
e	Day means calendar day.
f	Government means the Government of India.
g	Instructions to Consultants (Section 2 of the RFP) means the document which provides the interested Consultants with all information needed to prepare their Proposals.
h	Personnel means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; Local Personnel means such professionals and support staff who at the time of being so provided had their domicile inside the Government's country.
i	Proposal means the Technical and Financial Proposal.
j	RFP means the Request For Proposal prepared by the Client for the selection of Consultants.
k	Services mean the work to be performed by the Consultant / contractor pursuant to the Contract.
l	Sub-Consultant means any person or entity with whom the Consultant / contractor subcontracts any part of the Services.
m	Terms of Reference (TOR) means the document included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

1.1	The Consultants/ contractor should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment and on the local conditions, consultants are encouraged to pay a visit to the project site before submitting the Proposal.
1.2	The Client will provide the inputs specified in the Datasheet and make available relevant project and data reports at no cost to Consultant.
1.3	Consultants shall bear all costs associated with the preparation and submission of their proposals including negotiations if required. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.
1.4	The Client requires that Consultants provide professional, objective and impartial advice and at all times hold the Client s interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
1.5	A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Client.
1.6	It is the DFCC s policy that the Consultants under contracts observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the DFCC:
a-	Defines, for the purpose of this paragraph, the terms set forth below as follows:
i	corrupt practice means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;
ii	fraudulent practice means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
iii	collusive practices means a scheme or arrangement between two or more consultants with or without the knowledge of the Client, designed to establish prices at artificial, non competitive levels;
iv	coercive practices means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.
b-	will reject a proposal for award if it determines that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question;

c-	will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and
1.7	Consultants, their Sub-Consultants, and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices. Furthermore, the Consultants shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract.
2.0	Security deposit: - The security deposit will be equal to 5% of the value of the contract. The earnest money of the successful bidder will be converted into initial security deposit. Balance Security deposit shall be deducted at the rate of 5% from each of the running bill of the Bidder till the realization of full amount of security deposit as per contract
3.0	Preparation of proposal
3.1	A firm shall submit only one offer against the bid. In case, a firm submits more than one bid, such a firm will be disqualified.
3.2	The proposal should include a covering letter signed by person(s) with full authorization to make legally binding contractual (including financial) commitments on behalf of the firm. The letter should specify all association arrangement and certify that each associated firm performs its designated tasks under the assignment if the lead firm is awarded the contract.
3.3	Consultants/ contractor are requested to submit a proposal in ENGLISH language in one part in one single envelope/packet.
3.4	In preparing the Proposal, Consultants are expected to examine all terms and conditions included in the document. Failure to provide all requested information will be at own risk of the Consultant and will result in rejection of the proposal submitted by the Consultant.
3.5	While preparing the Proposal, Consultants must give particular attention to the following:
i)	Bid Security (i.e. Earnest Money): - Bids must be accompanied by a Bid Security of requisite amount as detailed in IFB in the form of crossed Demand Draft / Fixed Deposit Receipt /

	Banker s Cheque issued by any Nationalized / Scheduled Bank payable at Ajmer in favour of Dedicated Freight Corridor Corporation of India Ltd., and shall be valid for a period as specified in IFB. Bids received without valid earnest money shall be summarily rejected.
ii	Bidding firm shall have to give an affidavit that in last three years to be reckoned from date of invitation of tender there has not been any work cancelled against them for poor performance. If any stage till the stage of finalization it comes to the knowledge of tender committee nominated by DFCCIL for the purpose than after verification from concerned department offer of bidder will summarily be rejected even if that firm is lowest. In that case next higher bidder will be considered.
3.6	Non submission of any requisite paper will deprive bidder from eligibility. Generally there will be no clarification sought from bidding firms. However DFCCIL reserves the right to seek clarification if felt necessary. Firms are requested to submit all the documents in connection with eligibility.
3.7	ELIGIBILITY CRITERIA FOR MANPOWER SERVICE PROVIDER: -
	(i) The tenderer should have COMPLETED AT LEAST ONE similar single work for a minimum value of 35% of advertised tender value of work in the last three financial years (i.e. current FY year upto Feb2012 and three previous financial years. (date of start of work may not fall in this period.)
	ii) Firm should submit requisite paper from agency which had deployed firm and certificate of satisfactory completion of work. Failing to produce such paper will summarily call for disqualification for the bidder.
	iii) Important : Bidding firm shall have to give an affidavit that in last three years to be reckoned from date of invitation of tender there has not been any work cancelled against them for poor performance. If any stage till the stage of finalization it comes to the knowledge of tender committee nominated by DFCCIL for the purpose than after verification from concerned department offer of bidder will summarily be rejected even if that firm is lowest. In that case next higher bidder will be considered.
	iv) Failure to fulfil any of the criteria as indicated in 3.7 and 3.8 will call for summarily rejection of bid.
	v) The agencies 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.

	vi) Consortium bidding to fulfil the eligibility criteria of this tender shall not be allowed at any stage.
	vii) The agency should submit minimum one satisfactory performance reports from Govt./PSUs/Autonomous bodies during the last three years.
	viii) The Agency should have a minimum turnover of Rs. 150 % of advertised value of work in the preceding three years as Manpower placement agency/Service provider. Audited financial statement for last three years should be submitted along with the bid document. (FY2008-2009, FY 2009-2010, FY 2010-11, upto Feb 2012 in FY 2011-12)
3.8	The Proposal without complete information shall be declared non responsive and rejected.
3.9	Proposal :-should essentially contain
a	An affidavit having declaration that no work on account of Firm s failure has been cancelled by any organization during last three years from the date to be reckoned from date of opening of tender.
b	Completion papers of any single work of 35% value of advertised value of work duly certified by concerned department.
c	Requisite papers showing payment certificate from the tenderer duly issued by the Officer of concerned Government. It should be a minimum of 150% of advertised tender value of work
d	Forwarding Letter given in the Bid document.
f	Power of Attorney of authorized person who signed the tender document.
g	A certified copy of partnership deed or article of memorandum in case of Pvt. Ltd. Company.
h	This document duly signed on all pages.
i	Earnest Money Deposit
j	Information as mentioned in para 1(v) of section 1.
3.10	In preparing the Proposal, consultants are expected to take into account the requirements and conditions of the RFP documents. The Financial Proposal should follow Standard Forms (section 5).
3.11	No taxes in any other form shall be reimbursable.
4-	SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS
4.1	The original proposal shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the person or persons who sign(s) the Proposals.
4.2	An authorized representative of the firm shall initials all pages of the Proposal. The representative s authorization <i>original/notarized</i> is confirmed by a written Power of Attorney accompanying the Proposal.

4.3	Bidders shall submit one Original proposal only. The envelope must be clearly marked DO NOT OPEN, EXCEPT IN THE PRESENCE OF DFCC's REPRESENTATIVES
4.4	The sealed envelope shall clearly mark Tender no., Name of work, Date & time of opening of tender, Name & address of tenderer.
4.5	Bid must be submitted in a hard bound form with all pages numbered serially, along with an index of submission. Spiral bound form, loose form, etc. will be not accepted. All figures quoted should be covered with a transparent adhesive tape. In the event, any of the instructions mentioned herein have not been adhered to, DFCC may reject the proposal. All figures quoted in the Bid should be covered with a transparent adhesive tape.
4.6	Your completed proposal must be delivered at the Submission address mentioned in the document on or before the time and date stated in the section1. Any proposal received after the closing time for submission of the proposals shall be returned unopened.
5-	PROPOSAL EVALUATION
5.1	Bid will be assessed based on the information submitted by bidder. However, DFCC reserves the right to seek clarification from the bidders, if the evaluation committee considers it necessary for proper assessment of the proposal.
	Firms having found meeting all the eligibility criteria shall only be considered for financial offer. Lowest bidder shall be considered for award among those firms which have qualified eligibility criteria.
5.2	Lowest eligible bidder shall be awarded the work.
6-	Engagement of Personnel Persons provided should possess requirement of job and have good behaviour and unblemished record and character.
7.0	Negotiations
7.1	The aim of negotiations is to reach agreement on all points, an initial a draft contract by the conclusion of negotiations.
7.2	Negotiations will be held at the date and address indicated subsequently through net/telephone. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.
8-	Award of Contract
8.1	The DFCC will issue a letter of award to the successful Bidder after the negotiations have been completed and all terms and conditions have been settled between client and the successful Bidder.
8.2	Within 7 days from the date of issue of the letter of award, the successful Bidder will be required to (i) execute the Contract Agreement for Services as per General Conditions of Contract for Services (section 3) and Special Conditions of Contract (section 4) .

8.3	The successful Bidder with whom the contract is signed shall commence the assignment within 7 days from the date of issue of acceptance letter.
9-	Confidentiality
9.1	Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process.
	Section 3 GENERAL CONDITIONS OF CONTRACT
	<p>GENERAL CONDITIONS OF CONTRACT will form an integral part of the Bid and contract, which is enclosed along with the tender documents.</p> <p>In case of any deviation between conditions of contract and any other special condition & specifications of contract of this tender document, the special condition & specifications of contract of this tender document shall prevail. The tenders must give a certificate along with their offer that they have thoroughly read, understood and accepted the conditions/special conditions & specifications of contract as well as other conditions of tender etc.</p>
1-	DEFINITIONS Unless excluded by or repugnant to the context:
a	The expression employer /DFCCIL as used in the tender papers shall mean the Dedicated Freight corridor Corporation of India Ltd.
b	The expression Corporation as used in the tender paper means Dedicated Fright corridor Corporation of India Ltd.
c	The expression Department as used in the tender papers shall mean Dedicated Fright corridor Corporation of India Ltd.
d	The Contract shall mean The agreement entered into between the owner and the contractor as recorded in the contract form signed by the parties include all attachment the notice of tender, the sealed quotation and the tender documents including the tender and acceptance thereof together with the documents referred to therein, and the accepted conditions with annexure mentioned therein including any special conditions, specifications, price schedule / bill of quantities and schedule of rates. All these documents taken together shall be deemed to form one contract and shall be complementary to one another. Contracts deed of contract together with its entire accompaniment and those later incorporated in it by internal consent.
e	The Contractor/ Bidder / consultant shall mean the individual or firm or company whether incorporated or not, undertaking the work and shall include legal representative of such an individual or persons comprising such firms or company as the case may be and permitted, assigns of such individual or firm or company.
f	The Contract sum / Contract price shall mean the sum for which the tender is accepted
g	The Contract time means period specified in the tender document for entire execution of contracted works from the date of notification of award.
h	A Day shall mean a day of 24 hours from midnight to midnight irrespective of the number of hours worked in that day.
i	A month shall mean a calendar month.
j	A week shall mean seven consecutive days without regard to the number of hours worked in any day in that week.

2-	SECURITY DEPOSIT The security deposit shall be returned to the agency without any interest when the agency ceases to be under any obligations under the work i.e. after completion of defect liability period i.e. after 120 days of the satisfactory completion of the work.
3-	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 qualification/skills/experience and the tentative number of outsourced person required is enclosed in Section-4.
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 rights 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 service 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 hired Staff and 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 requirement 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 person in various categories as agreed with DFCCIL (Schedule-I , 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 of 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.
4-	Payment Terms
a	The lump sum amount payable to 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 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.
5-	Obligation of the Manpower Service Provider
a	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 person engaged /employed by them including that of PF, 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 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.
d	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 the persons employed by them should be efficient, skilled, honest and conversant with the nature of the work as required.
e	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 condition thereof strictly, and shall keep such license duly validated and/or renewed from time to time throughout the currency of this contract.
f	The engagement of outsourced staff 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 circumstances provided herein above. The Manpower Service Provider will have to provide suitable replacement acceptable to DFCCIL within 15 days time.
g	The services of the outsourced person engaged are liable to be transferred anywhere from one department to another without any extra remuneration depending on exigencies of the work.
h	The outsourced person shall all the 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.
i	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.
j	Working Hours of hired staff – The working hours for the hired staff shall be for 8 hours a day for 6 days a week. The timings for the same would be as specified by the office. 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 (generally Sunday) every week along with National Holidays. Working hours should be regulated so that there is no requirement of overtime. However, administration reserves right to call the personnel on National / Gazetted holiday / Sunday. A compensatory off will be provided to the individual in the succeeding weeks in lieu of the same or proportionate additional payment will be made for attending office on Sundays / National holidays, if compensatory off is not provided. One day leave is admissible to the staff so deployed in a month. On completion of every six months of continuous working in DFCCIL , five days paid privilege leave will be admissible which shall lapse on every year and cannot be encashed. The facilities including leave etc. are required under various legal provisions shall be so adjusted by the outsourcing agency that CTC does not increase.
k	All house-keeping staff should maintain Mobile phone. A deduction of Rs.250/- per month will be made if a staff fails to maintain a Mobile phone.

l	Any damage, deterioration, loss caused to DFCCIL property due to negligence, carelessness on the part of the workmen employed by the contractor, shall be made good by the contractor at his own cost. If he fails to do this, DFCCIL shall be within their rights to affect necessary recoveries from the Contractor's bill or through other means as per the law.
m	<p>DFCCIL Administration shall not be responsible for any injury or loss of life or sickness of the workmen or of any individual involved in the contract (deployed by the agency/service provider/contractor) during the course of their duties or out of their duty hours. Any statutory liabilities which may arise shall be to the agency / contractor(s) / service provider's account. The agency Contractor(s)/service provider's account.</p> <p>The agency / service provider / contractor shall take out and keep in force a policy and policies of insurance against all liabilities and recognized risks in respect of accidents to persons employed by the contractor for the purpose of carrying out the works of this contract.</p> <p>The agency / service provider /contractor should note this provision especially in respect of staff deployed by him and should take necessary insurance cover and safe guards against the recognized risks for his worker/staff. Any compensation to the staff because of accidents in their duties will be payable by the contractor to his workers/dependents.</p>
6-	<p>Obligation of DFCCIL</p> <p>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 provision of the law for the time being in force, ensure full and timely payments for the services as provided in this contract.</p>
7-	<p>Force Majeure</p> <p>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.</p>
8-	<p>Indemnity</p> <p>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 will full or not, and whether within or outside the premises including but not limited to any and all claims by the hired staff.</p>
9-	<p>Security for ensuring timely payment of remuneration/fee payable to outsourced persons.</p>
10-	<p>The Manpower Service Provider will ensure that before raising the bill on DFCCIL for the services rendered by outsourced persons is paid on or before the 3rd day of the following month and a proof of payment shall be annexed to the monthly bill.</p>
	<p>Other terms and termination</p>
a	<p>Contract shall be deemed to have commenced as on from date of issuance of letter of intent and shall be in force for an initial period of two years extendable further with written mutual consent on existing terms and conditions or new terms and condition to be decided at the time of such extension.</p>
b	<p>Notwithstanding anything contained herein DFCCIL may, without any cause, terminate this contract by giving to the other 30 days written notice.</p>
c	<p>Expiry or earlier termination of this contract will not prejudice any rights of the parties that may have accrued prior thereto.</p>

11-	<p>Scope of Services</p> <p>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 Manpower Service Provider shall never under any circumstances whatsoever, be entitled to claim themselves to be the employee of DFCCIL.</p>
12-	<p>INCOME TAX</p> <p>Income Tax as per rates applicable/amended under the Income Tax Act of work shall be deducted at source unless the contractor is exempted by Income Tax Authorities.</p>
13-	<p>SERVICE TAX</p> <p>Service Tax as applicable on gross value of each running account bill shall be paid by DFCCIL as per prevailing law.</p>
14-	<p>PERMITS, FEES, TAXES & ROYALTIES</p> <p>Unless otherwise provided in the contract documents, the contractor shall secure and pay for all permits, Government fees and licenses necessary for the execution and completion of the works. The contractor shall pay all duties including excise duty, sales tax, works contract tax, local taxes, income tax and other taxes Govt except service tax. The service tax will be paid extra if payable under law on submission of the documentary evidence. The DFCCIL authorities will not take any responsibility of refund of such taxes/fees. Any violation, in the legal provisions of taxes, duties, permits and fees, carried out by the Contractor and detected subsequently shall be the sole responsibility of the Contractor and his legal heirs.</p>
15-	<p>STATUTORY INCREASE IN DUTIES, TAXES ETC</p> <p>All the taxes and duties levied by the State and Central Govt. and by Local Bodies at the prevailing rates applicable on the date of receipt of tender shall be fully borne by the Contractor and shall not be reimbursed to him on any account. The tender shall be inclusive of all taxes levies, octroi etc. Further DFCCIL shall not honour any claim arising out of any increase in any of the prevailing statutory duties, taxes, levies, octroi, etc. At the time of quoting/bidding contractor should bear the above fact in mind.</p>
16-	<p>SETTLEMENT OF DISPUTES</p> <p>All disputes or differences of any kind whatsoever that may arise in connection with or arising out of the contract or subject matter thereof, whether during the currency of contract or after their completion, whether before or after determination of contract shall be settled as under:</p>
16.1	<p>Mutual Settlement</p> <p>All such disputes or differences shall in the first place be referred by the Manpower Service Provider to the Employer in writing for resolving the same through mutual discussions, negotiations, deliberation etc. associating representatives from both the sides and concerted efforts shall be made for reaching amicable settlement of disputes or differences.</p>
16.2	<p>Conciliation/Arbitration</p>
16.2.1	<p>It is a term of this contract that Conciliation / Arbitration of disputes to settle shall not be commenced unless an attempt has first been made by the parties such disputes through mutual settlement.</p>
16.2.2	<p>If the Manpower Service Provider is not satisfied with the settlement by the Employer on any matter in question, disputes or differences, the Manpower Service Provider may refer to the Managing Director of the Employer in writing to settle such disputes or differences through Conciliation or Arbitration provided that the demand for Conciliation or Arbitration shall specify the matters, which are in question or subject of the disputes or differences as also the amount of claim, item wise. Only such dispute(s), or difference(s) in respect of which the demand has been made, the Employer shall be referred to Conciliator or Arbitrator as the case may be and other matters shall not be included in the reference.</p>
16.2.3	<p>Managing Director of the Employer may himself act as Sole Conciliator / Sole Arbitrator or may at his option</p>

	<p>appoint another person as Sole Conciliator or Sole Arbitrator, as the case may be. In case, Managing Director of the Employer decides to appoint a Sole Conciliator / Sole Arbitrator, then a panel of at least three names will be sent to the Manpower Service Provider. Such persons may be working / retired employees of the DFCCIL who had not been connected with the work. The Manpower Service Provider shall suggest minimum two names out of this panel for appointment of Sole Conciliator / Sole Arbitrator. Managing Director of the Employer will appoint Sole Conciliator / Sole Arbitrator out of the names agreed by the Manpower Service Provider.</p>
16.2.4	<p>In case, the Manpower Service Provider opts for settlement of disputes through Conciliation at first stage and if the efforts to resolve all or any of the disputes thorough Conciliation fails, the Manpower Service Provider may refer to the Managing Director of the Employer for settlement of such disputes or differences through Arbitration. The appointment of Sole Arbitrator shall be done by the Managing Director of the Employer as per the procedure described above. No disputes or differences shall be referred to Arbitration after expiry of 60 days from the date of notification of failure of Conciliation.</p>
16.2.5	<p>The Conciliation and / or Arbitration proceedings shall be governed by the provisions of the Indian Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the conciliation and arbitration proceedings under this clause.</p>
16.2.6	<p>The language of proceedings, documents or communications shall be in English and the award shall be made in English in writing.</p>
16.2.7	<p>The conciliation / arbitration proceedings shall be held at a place decided by Conciliator / Arbitrator.</p>
16.2.8	<p>The fees and other charges of the Conciliator / Arbitrator shall be as per the scales fixed by the Employer and shall be shared equally between the Employer and the Manpower Service Provider.</p>
16.3	<p>Settlement through Court It is a term of this contract that the Manpower Service Provider shall not approach any Court of Law for settlement of such disputes or differences unless an attempt has first been made by the parties to settle such disputes or differences.</p>
16.4	<p>Exception For settlement of disputes with central PSUs, the procedure as per existing orders of Permanent Machinery for Arbitration (PMA), Bureau of Public Enterprises, Govt. of India shall be followed.</p>
16.5	<p>Jurisdiction of Courts Jurisdiction of courts for dispute resolution shall be Ajmer / Jaipur only.</p>
16.6	<p>General Conditions of Contract of Railway (North Western Railway) will be applicable in this contract.</p>

SECTION 4
SPECIAL CONDITIONS OF CONTRACT AND SPECIFICATIONS

Name of work: - Tender for engagement of Manpower Services Provider for Outsourcing of Certain support services

1-	INTRODUCTION:- Dedicated Freight Corporation of India (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 Field Units at various cities.
2-	Detailed Scope of Work The scope of work under this tender includes Manpower service Provider has to provide services of outsourced persons in various categories (As per annexure I) at 42-A/23, Civil Lines, Ajmer - 305001 . The Details of scope of work is as follows-
A	Steno Cum PA
2.1	All sorts of dictation/typing work usually carried out by using the Computer with knowledge of MS Office/Excel or any other suitable software in English/ Hindi, maintenance of files of documents and other relevant works as and when required by the different sections of DFCCIL.He shall work as steno cum typist for various officers in the office
2.2	Movement and maintenance of files, papers, drawings, within the office, outside DFCCIL Office including Railway and other offices at Ajmer and other places.
2.3	Purchase of petty items from the market and keeping accountal of the same.
2.4	Operation of various office equipments like photocopier, fax, telephone, printer, EPABX etc.
2.5	Dispatch and receipt of files, letters etc. to and from various Railway offices including various state/central govt. offices/PSU. Chasing timely submission of attendance of the field staff.
2.6	Any other work assigned by CPM in connection with smooth functioning of the office.
B	Office Assistant/Computer Operator Office in charge (Admin)
2.7	All sorts of typing work usually carried out by using the Computer with knowledge of MS Office/Excel or any other suitable software in English/ Hindi, maintenance of files of documents and other relevant works as and when required by the different sections of DFCCIL.
2.8	Movement and maintenance of files, papers, drawings, within the office, outside DFCCIL Office including Railway and other offices at Ajmer and other places.
2.9	Purchase of petty items from the market and keeping accountal of the same.
2.10	Operation of various office equipments like photocopier, fax, telephone, printer, EPABX etc.
2.11	Dispatch and receipt of files, letters etc. to and from various Railway offices including various state/central govt. offices/PSU.
2.12	The Office Manager will be responsible for day to day functioning of office including punctuality, controlling Office Attendant Keeping record of various consumable items received in the office and agencies engaged for providing other services like Courier, maintenance of equipments, general upkeep of the office, preparation of vouchers, upkeep of office records and expenditures etc.

2.13	Any other work assigned by CPM in connection with smooth functioning of the office.
C	Office Assistant/Computer Operator Office in charge (Technical)
2.14	He shall be in charge for upkeep of all technical records, registers, booklets and other relevant records..
2.15	He shall update all details "Works in progress" and PCDO for timely onward submission to Corporate Office.
2.16	He shall maintain liaison with Ajmer Division to bring all requisite technical documents, details etc. and taking copies of various plans.
2.17	He shall keep all plans, Booklets submitted by various agencies in safe custody and shall put up as and when demanded.
2.18	Any other work assigned by CPM in connection with smooth functioning of the office.
D	Office Assistant/Computer Operator Office in charge (Legal)
2.19	The Office Manager will be responsible for day to day functioning of office including keeping record of legal cases, drafting replies, assisting advocate in preparation of replies and attending court / arbitrator
2.20	Outstation movement for carrying important letters, files, drawings etc. with or without accompanying DFCCIL officials.
2.21	Receipt & Dispatch of letters through Courier Service Provider and keeping record thereof.
2.22	Any other work assigned by CPM in connection with smooth functioning of the office.
E	Office Assistant/Computer Operator
2.23	All sorts of typing work usually carried out by using the computer with knowledge of MS Office /Excel or any other suitable Software in English/Hindi.
2.24	Movement and maintenance of files, papers, drawings, within office & outside DFCCIL Office including Railway and other offices at Ajmer.
2.25	Operation of various office equipments like photo copier,Fax,telephones, printer, EPABX etc.
2.26	Any other work assigned by CPM in connection with smooth functioning of the office.
F	Auto CAD Operator
2.27	Preparation of drawings/sketches in AUTO CAD.
2.28	Movement and maintenance of drawings handed over to him.
2.29	Dispatch and receipt of drawings to and from various Railway offices including various State/Central Govt. Offices.
2.30	Record keeping of all the drawings and related documents.
2.31	Any other work assigned by CPM in connection with smooth functioning of the office.
G	Peon / Fieldman /office attendant
2.32	Cleaning of rooms, dusting of furniture and equipments in the entire office building. Mopping of the floor of all rooms, corridors passages balconies etc with moist mopping cloth of every day.
2.33	Attending to office door bells
2.34	Cleaning of all rooms, corridors area including front open area outside of main gate and disposal of rubbish collected everyday by cleaning the area as specified above. Required consumable such as phenyl, brooms, mops, dusters etc shall be provided by DFCCIL as per requirement.
2.35	Preparation and serving of tea, coffee, snacks etc in office, (raw material shall be provided by DFCCIL), cleaning of utensils used in the pantry etc.
2.36	Arranging and serving the business lunch/dinner/high tea etc. in the office premises during official meetings. Cost

	of the lunch/dinner/tea/snacks shall be borne by DFCCIL.
2.37	Accompanying the DFCCIL officials at work site and assisting them in field related works as and when directed.
	To assist in field for various works like joint measurement survey, structure survey, tree survey, property survey, and any other measurement etc as per the instruction of the officers.
2.38	Outstation movement for carrying important letters, files, drawings etc with or without accompanying DFCCIL officials.
2.39	Delivering the dak/letters/papers and documents to various Government/non governmental offices in Ajmer. For local movement, Bicycle will be provided by DFCCIL.
2.40	Any other work assigned by DFCCIL in connection with smooth functioning of the office.
3-	QUANTITY VARIATION Rates quoted in the schedule of items shall be valid for a variation of the quantity up to maximum of (+-) 25% for each item. In case of variation in quantities beyond + 25%, the rates for the additional quantities beyond +25% variations shall be negotiated/decided on mutually acceptable terms, provided the rate so arrived does not exceed the originally accepted rate as per agreement.
4.0	Rates
4.1	The rates quoted and accepted by DFCCIL shall be firm and final during the currency of contract.
4.2	All statutory taxes (Except Service Tax) and liabilities levied/leviable by the Central & State Government or any other governing authority/agency from time to time shall be borne by the contractor and the rate shall be inclusive of all such liabilities.
4.3	Services Tax , as admissible shall be paid extra on submission of proof of depositing the same to concerned Govt Authority
4.4	The quoted rates are inclusive of statutory contribution towards the EPF (Employer and Employee s contribution) and ESI. The same shall be deposited by the contractor in favour of persons deployed. (Minimum) statutory PF & ESI contribution will be re-imbursed on actual basis on production of documentary evidence.
4.5	Contractor shall ensure contribution of required statutory amount towards EPF(Employer & Employees contribution) and ESI for each person deployed and depositing the same in their respective account with appropriate authority and submit the proof thereof. In case, Contractor fails to produce the proof of the same on demand, DFCCIL Administration reserves the right to withhold the further payment till such proof is produced by the contractor. (Minimum) statutory PF & ESI contribution will be reimbursed on actual basis on production of documentary evidence
4.6	(A) Retired Railway officials having at least one year experience of working in DFCCIL, an additional amount of Rs650/- per month will be paid.
4.7	(B) Retired Railway gazetted officer (Civil /Electrical/S&T Engineer only) having at least one year experience of working in DFCCIL , an additional amount of Rs. 3500/- per month will be paid towards technical experience.
4.8	(C) for out station movements, the actual fare of the bus / train (sleeper class) shall be reimbursed and in addition to bus / train fare actual auto Rickshaw charges at the rate of Rs. 5/- per Km shall be paid for local/out station movement in connection with out station journey. For Sr no 1 to 4, TA/DA will be admissible as applicable to Executive in DFCC. Daily allowance may be drawn for broken period of a "Day" i.e. 30% for absence from HQ of less than 6 Hrs, 70% for absence from HQ of 6 hours and more but less than 12 hours and 100% for absence of 12 hours & above. A daily allowance of Rs. 175/- shall be paid per person for Peons/ fieldman/office attendant. If there is night stay at out station, Rs. 350/- , Rs 250/- & Rs 175/- shall be paid for Peon / fieldman/office attendant respectively for X, Y, & Z city / area.
4.9	Additional amount for uniform / winter coat for each Peon/fieldman for 2 Nos. of uniform & 1number winter coat per year shall be paid extra @ Rs. 750/- per uniform or winter coat.
4.10	Outsource manpower who works in second year also, shall be entitled for additional payment @5% over rates indicated in schedule-I (annexure-1). Administrative charges as agreed by DFCCIL shall be applicable only over items & fixed rates of schedule-1 of Annexure-1. It is to be noted that items of additional payments e.g. TA, DA, Uniforms charges, additional amount for second year etc. shall not be included for administrative charges.
5-	PAYMENT SCHEDULE

5.1	Payments will be made monthly by DFCCIL, as per the accepted rates, terms and condition on submission of monthly bills by the Agency.
5.2	On Account Payment
5.2.1	The Manpower Services Provider shall be entitled to be paid from time to time normally once in a calendar month, by way of On account bills.
5.2.2	The Manpower Services Provider shall submit the on-account bills, by the date stipulated by the DFCCIL, supported with pay sheets.
5.2.3	After preliminary scrutiny and certification by DFCCIL payment of the certified amount shall be made as soon as possible by DFCCIL. The amount certified shall account for all deductions, including statutory deductions, recoveries for advances and any amounts due from the Manpower Services Provider.
5.2.4	(Minimum) statutory PF & ESI contribution will be reimbursed on actual basis on production of documentary evidence.
5.2.5	Payment should be made through RTGS/cheque only. The service provider should submit payment receipt of staff for last month (copy of cheque or draft) along with monthly bill without which bill will not be entertained
5.2.6	In case, the agency/service provider/contractor(s) fails/ fail to provide the proper service(s) during the currency of contract, necessary deduction from the bills shall be made as under. Against item mentioned in the schedule, one and a half time deduction shall be made per day on pro-rata basis in the event of any service not having been rendered.
5.2.7	Payment will be made as per actual manpower deployed in any particular months and no claims shall be admissible due to either reduction or increase in total quantity of any particular item either in a particular month or in total contract period
6-	Essential qualification for hired staff (minimum)
A	Steno Cum PA
A-1	Retired Govt. employee/staff having more that 10 years working experience on similar capacity or railway employee retired from similar capacity. He should be in good health & well conversant for typing on computers.
A-2	Knowledge of typing (English & Hindi) and Shorthand (with minimum typing speed of 40 w.p.m. and English shorthand speed 80 w.p.m.) + thorough knowledge of MS office.
B	Office Assistant/Computer Operator/ Office in charge / Office Manager
B-1	Graduation in respective field of working + Retired Govt. employee/staff having more than 10 years working experience on similar capacity/railway employee retired from similar capacity + He should be in good health & well conversant for working on computers.
B-2	Knowledge of typing in Hindi & English + thorough knowledge of MS Office.
C	Auto CAD Operator:- Diploma in Draft man (Civil) or equivalent + Certificate in Auto CAD Operating + 10 years working experience (Minimum two years working experience in Govt./PSUs)
D	Office Assistant/Computer Operator:- Graduation + Proficiency in Software application/programming/Net working/equivalent to BCA + 3 years experience (Minimum 2 Year working experience in Govt. /PSUs).
E	Peon / Fieldman /office attendant: Minimum Xth Class passed + 2 years working experience on similar capacity

SECTION -5

FINANCIAL OFFER

SCHEDULE OF QUANTITIES & RATES (Schedule -I)**Annexure -1**

S.no	Post	No of manpower	Unit	Rate Rs. (per man month)	Quantity (manmonth)	Amount Rs
1	Steno cum Sr PA	1	Man month	12500	24	3,00,000
2	Sr. Office Assistant cum Computer Operator (Office Manager Technical, Administration & Legal)	3	Man month	12500	72	9,00,000
3	Office Assistant cum Computer Operator	2	Man month	11000	48	5,28,000
4	Auto CAD	1	Man month	15750	24	3,78,000
5	Office Attendants / Fieldman	8	Man month	5100	192	9,79,200
	TOTAL				360	30,85,200

The Bidder shall indicate his administrative charges in %age Above on overall cost (Rs.3085200/- as per schedule-I of Annexure-1) both in Figures and Words in para below:

In Figures _____ Above (in percentage)

In Words _____ Above (in percentage)

NOTE -

- 1- The Bidder/tenderer is required to quote the overall single percentage rate above/at par/or below.
- 2- The Bider/tenderer quoting the rates for individual items will be disqualified.
- 3- The Bidder/tenderer is required to quote the rate in both words and figures.
- 4- In case of discrepancy, rate quoted in words shall prevail.
- 5- Salary mentioned in ANNEXURE-1 is minimum salary to be paid to manpower of different categories.

(Seal & Signature of Bidder)

Signature of Bidder

ANNEXURE - II

BIDDER S GENERAL INFORMATION

- 1.1 Bidder s Name: _____
- 1.2 Number of years in operation _____
- 1.3 Registered Address _____

- 1.4 Operation address if different from above _____

- 1.5 Telephone Number _____ (Country)
Code) (Area Code) (Telephone Number)
- 1.6 E-mail address & Web Site _____
- 1.7 Telefax Number _____ (Country)
Code) (Area Code) (Telephone Number)
- 1.8 ISO Certification, if any {If yes, please furnish details}
- 1.9 PF / EPF Registration No.:
- 1.10 Service Tax No.:
- 1.11 Pan No.:
- 1.12 Bank A/C No with Bank code for electronic clearance of the payment.:

(Seal & Signature of Bidder)