

MINISTRY OF EARTH SCIENCES
GENERAL ADMINISTRATION

Tender No.: MoES/24/12016-GenI

Dated: 09/12/2016

Subject: Quotation for Service Providers for providing Secretarial manpower viz Stenographers 12 Nos, Clerks/Typists/Data Entry Operators 20 Nos and office boys (05) Nos for this Ministry.

Online bids are hereby invited under Two-Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/Firms/Agencies for award of Rate Contract for providing Secretarial manpower viz Stenographers 12 Nos, Clerks/Typists/Data Entry Operators 20 Nos and office boys (05) Nos for this Ministry.

2. The bid will be accepted as e-tender only.

3. The tender document contains the following:
Annexure-I -- "Instructions for Online Bid Submission"
Annexure-II -- "Scope of Work and General Instructions to Bidders"
Annexure-III -- "Proforma for Technical Bid"
Annexure-IV -- "Proforma for Financial Bid"

4. Important Dates for the activities of the Bidders:

- | | | |
|------|--|-----------------------|
| I. | Last date and time for downloading tender document | 06.01.17 at 15:00 hrs |
| II. | Last date and time for online submission of bid & submission of EMD and tender fee in original (in drop box at this Ministry) | 06.01.17 at 15:00 hrs |
| III. | Date & time for opening of Technical Bid | 06.01.17 at 15:30 hrs |

5. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Ministry reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Director (GEN ADMN.)
Tel: 24669509

**GOVERNMENT OF INDIA
MINISTRY OF EARTH SCIENCES (GENERAL SECTION)
PRITHVI BHAWAN, NEW DELHI 110013**

Open Tender No. MoES/24/01/2016-GA

TENDER DOCUMENT

**Quotation for Service Providers for providing Secretarial
manpower for this Ministry.**

Open Tender No.MoES/24/1/2016-GA

Document Control Sheet

1. Open Tender No. MoES/24/1/2016-GA
2. Name of Organization MINISTRY OF EARTH SCIENCES
3. Last date and time for downloading Tender document 06/01/2017 at 15:00 Hrs
4. Last Date and Time online submission of Bid & submission of EMD and **tender fee** in original (**in drop box at this Ministry**) 06/01/2017 at 15:00 Hrs
5. Date and Time of Opening of Technical Bid 06/01/2017 at 15:00 Hrs
6. Address for communication Director (General Admn.)
MINISTRY OF EARTH SCIENCES
PRITHVI BHAWAN
New Delhi – 110013
Tel. # 011- 24669509

Instructions for Online Bid Submission

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

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

REGISTRATION

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

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the requirement documents/ tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to

intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.

3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

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

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.
3. Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable and enter details of the instrument.
4. Bidder should prepare the IMD as per the instructions specified in the tender documents. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in their tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has given as a standard BoQ format with the tender documents, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it only online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender inviting Authority for a tender or the relevant contract person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CCP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 180030702232.

TENDER ACCEPTANCE LETTER

Date:

To,
Director (General Administration)
Ministry of Earth Sciences
Prithvi Bhawan
Lodhi Road, New Delhi-110003

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No.MoES/24/1/2016-Genl.

Name of Tender/Work: **Quotation for Service Providers for providing Secretarial manpower for this Ministry.**

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely www.moes.gov.in or central Public Procurement Portal of Govt. of India i.e eprocure.gov.in as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/ we have read the entire terms and conditions of the tender documents from page No. 1 to 19 (including all documents like annexure(s). schedule(s) etc. which form part of the contract agreement and I/We shall abide by the terms /conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization on the website too has also been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
5. In case any provisions of this tender are found violated then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/ bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

General Terms & Conditions

1. Ministry of Earth Sciences invites on-line quotations from well established/registered Service Providers for providing Secretarial manpower viz Stenographers 12 Nos, Clerks/Typists/Data Entry Operators 20 Nos. on contract basis and office boys (05) Nos (These are subject to variation depending upon the actual requirement of the Ministry) to be considered for posting at New Delhi/ NCMRW, Noida. The persons to be deployed by the service providers ***must*** be a Graduate from any recognized University ***for Stenos/Clerks/DEO and at least 10th Standard pass for Office Boys.*** For ***Stenos/Clerks/DEO*** they should be well conversant with word processing, Excel etc on Desk Top computers.. In case of persons to be deployed as stenographers, they should have had undergone training as stenographer. The Service Providers should have sufficient experience of providing manpower to various Government Departments, public sector undertakings and Government autonomous organizations.
2. The period of contract will initially be for a period of two years from the date of award of contract subject to review of performance. The contract can further be extended on the same terms and conditions and rates for a period of one year or more, depending upon this Ministry's requirement.
3. The service providers shall provide the required number of manpower within a period of one week from the date of ***awarding of*** the contract and failure to comply with the same or found deficient in service shall invite penalty or forfeiture of the security deposit. ***The decision of the Ministry in this regard will be binding on the service provider.***
4. The tenders should be submitted on-line only. "Technical bid" containing information as prescribed in Proforma P-1, P-2, P-3 & P-4. "Price Bid" is to be submitted in Proforma F-1. ***The bids submitted by the firms would be valid for a period of six months.*** Bidders will not be required to quote separately for all such elements like minimum wage, and all other statutory requirements like PF, ESI or any other taxes as may be applicable. It will be paid as per Delhi Government Minimum wage Act. The EMD in original should be dropped in the tender box as kept in the General Administration Section, Ministry of Earth Sciences "Prithvi Bhavan", Lodhi Road, New Delhi-110003 on or before ***06/01/2017 by 1500 hrs.*** The technical bids will be opened on the same day at ***1530 hrs,*** in the presence of the participating bidders, if they wish to be present. Representatives of the bidders wishing to participate in the bid opening will have to produce authorization letter from their firm before the Committee.
5. Tender form may be purchased directly from Section Officer (Genl), Ministry of Earth Sciences, "Prithvi Bhavan", Lodhi Road, New Delhi-110003 on ***paying of Rs.500/- latest before 06/01/2017 by 1500 hrs*** or it may also be downloaded from the Ministry's website (www.moes.gov.in) or from CPP Portal i.e.. The company/firm downloading the form from the Ministry's website, must submit ***a demand draft of Rs.500/- along with the technical bids as price of the tender form.*** The DD may be drawn in favour of D.D.O., Ministry of Earth Sciences and it should be payable at New Delhi. In case of non-submission of ***tender fee,*** the firm will not be considered for technical evaluation.
6. The financial bids of the bidders, who have been found ***technically qualified,*** will be ***opened at a later date*** and the same will be intimated separately before opening, to the technically qualified bidders.

Director (General Administration)
Ph.No. 24669509

TERMS & CONDITIONS

1. All services shall be performed by persons qualified in performing such services.
2. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect ***shall be*** submitted ***by the service provider*** to the Ministry. The service provider will also ensure that the personnel deployed are medically fit and ***shall*** keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
3. The service provider has to provide the Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed ***within the premises of this Ministry & in case of loss of cards the person concerned will immediately report to their service providers as well as in charge of General Section of this Ministry*** .
4. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work.
5. The Ministry may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and service provider shall forthwith comply with such directions.
6. The service provider shall replace immediately any of its personnel, if they are unacceptable to this Ministry because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct, upon receiving written notice from this Ministry.
7. This Ministry shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service providers.
8. The service provider shall not assign, transfer, pledge or sub contract the performance or services without the prior written consent of this office.

9. That the persons deputed shall not be below the age of 18 years or should not be more than 50 years old and they shall not interfere with the duties of the employees of the Ministry.
10. The service provider's person shall not claim from Ministry of Earth Sciences any benefit /compensation/absorption/regularization of services with this Ministry under the provision of Industrial Disputes Act, 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
11. The firm/agency should be registered **for deployment of manpower services.**
12. The person deployed shall not claim any Master & Servant relationship with this Ministry.
13. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
14. The service provider shall engage the suitable person as required by this Ministry from time to time. The said person engaged by the service provider shall be employee of the service provider and it shall be the duty of the service provider to pay their salary every month in time. The contractor should not stop the payment of salary on account of delays in payment to the Contractor from this Ministry.
15. There shall be an increase in the minimum wages of the personnel provided by the service provider consequent upon any increase on such account affected by NCT of Delhi. However, service charge finalized through Tender shall remain fixed throughout the currency of the contract.
16. The transportation, food, medical and other statutory requirement under the various Acts/ Govt. Regulations in respect of each personnel of the service provider will be the responsibility of the service provider. This shall include payment of PF, ESI, Service Tax etc. However, payments in respect of PF, ESI etc. or any such other statutory requirements to the successful contractor shall be made by MoES subject to furnishing of proof of such payments to the concerned authorities indicating the PF No.. ESI No./ESI card etc of the outsourced persons and details of service tax by the service provider every month without fail and before submitting bills for the subsequent months. The bills should be for reimbursement of the actual amount to the service rendered by the contractor.
17. The period of contract will initially be for a period of two years from the date of award of contract subject to review of performance every three months and will be extendable at the discretion of the Ministry after expiry of contract
18. Working hours will be of 8 ½ hours between 9.00 a.m. and 5.30 p.m.

including half an hour lunch break normally from 1.00 p.m. to 1.30 p.m. Actual amount per hour would be calculated for the personnel deployed on duty for any extra duty based on rates finalized which will be payable to the concerned personnel by the service provider.

19. The personnel may be required to work beyond office hours at times. They will be paid extra as per the rates approved by the office based on per hour rate calculated by dividing per month rate by 160 (20 working days x8).
20. Payment Terms :
 - 20.1 The service provider will pay –
 - a. Graduate Stenographers/DEOs Minimum wages as per Delhi Govt. Minimum wage act (as per the rate applicable and change from time to time)
 - b. MTS/Office Boy etc. Minimum wages (non-graduate) as per Delhi Govt. Minimum wage act (as per the rate applicable and change from time to time)
 - c. PF, ESI & Service Tax will be deposited by the service provider as per Government norms as amended from time to time.
 - 20.2 The service provider will submit the bill in triplicate in the 1st week of following month for reimbursement of payment made to the manpower towards their wages, employer contribution towards the PF, applicable service charges & applicable taxes.
 - 20.3 The payment will be made after necessary deduction in terms of non-permissible absent of the manpower.
 - 20.4 MoES will deduct applicable TDS and other statutory levies, if any, from the monthly bills.
21. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of this Ministry.
22. The service provider shall provide a substitute well in advanced if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
23. If for any reason the personnel deployed by the service provider proceeds on leave, he/she should properly intimate the Controlling Officer and the Concerned Administration before such absence or in case Medical emergency on the first day of taking such leave either officially or telephonically clearly indicating the number of days he/she will be absent. The service provider shall provide a substitute in case the absence exceeds 5 days or even earlier, if situation so warrants, which shall be conveyed to them by the Concerned Administration. Failure to do so shall invite a penalty of Rs. 5000/- per day.

24. Payments to the service provider would be strictly on certification by the officer with whom he is attached that his services were satisfactory and attendance as per the records.
25. The service provider shall be contactable at all times and message sent by E-mail/Fax/Special Messenger/Phone from Ministry to the service provider shall be acknowledged immediately on receipt on the same day. The contractor will ensure every day that the minimum manpower has been provided.
26. An Earnest Money deposit of **Rs.2.0 lakhs (rupees two lakh only)** in the form of demand draft/pay order/FDR/Bank Guarantee from a Commercial Bank drawn in favour of Drawing and Disbursing Officer (DDO), Ministry of Earth Sciences, New Delhi, may be submitted along with the technical bid, failing which their bids will not be considered valid. The EMD of unsuccessful bidders will be returned after award of contract and the EMD of successful bidders will be **returned only after receiving of performance security deposit i.e. 5% of annual contract charges.**
27. Proforma for Technical Bid (Form I, III and IV) and Price Bid (Form IV) are enclosed.
28. The successful bidder must furnish a performance security deposit equivalent **to 5% of annual contract charges** which will be forfeited in case of any default on the part of Contractor. The Performance Security Deposit shall be in the form of DD/Fixed Deposit Receipt or Bank Guarantee from a Commercial Bank drawn in favour of DDO, Ministry of Earth Sciences, and payable at Delhi. The Performance Security shall be valid for a period of 60 days after the contractual obligations are over.
29. The successful bidder will be required to enter into contract agreement with the Ministry.
30. Ministry of Earth Sciences reserves the right to cancel the contract at any stage without assigning any reason.
31. On the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their dues.
32. All disputes and differences arising out or in any way touching or concerning the contract shall be referred to the sole arbitration of any person nominated by the Secretary, MoES. There will be no objection to any such appointment that the arbitrator so appointed is a Government servant or that he had to deal with matters to which this indenture relates or that in the course of his duties as such Government servant, he has expressed views on all or any of the matters in dispute or differences. The award of the arbitrator so appointed shall be final and binding on the parties to the agreement. In case if any dispute is to be referred to the courts, the jurisdiction of the same shall be at Delhi.

33. Eligibility Conditions

The service provider should have three years experience of providing secretarial manpower to various Government Departments(Central or State Government), Public Sector Undertaking and Government autonomous organizations as stated below. Performance certificates **(last three years)** issued by their clients should be **attached (Self attested by the service providers).**

Experience in having successfully completed similar works during the last three years as per the following:

- (a) Three similar completed works costing not less than Rs. 30 lakh in each work;
- (b) Two similar completed works costing not less than Rs.45 Lakh in each work;
- (c) One similar completed work costing not less than Rs. 60 lakh

Note: similar works mean providing manpower in a Central Government/ State Government deptt./Offices or in PSUs/Autonomous Body.

The average annual turnover of the firm/agency during last three years should not be less than Rs.50 lakhs (rupees fifty lakhs) each year from providing such manpower.

- I. The firm/agency should be registered with Service Tax department.
- II. The firm/agency should have PAN No.
- III. The firm/agency must have Provident Fund Account No.
- IV. The firm/agency must be registered for deployment of manpower services.
- V. The firm/agency must have ESI No.
- VI. The firm/agency must mark serial page number of their technical documents and put their authorized signature on each page
- VII. The firm should have an office in Delhi or in the adjoining Municipalities like Gurgaon, Faridabad or NOIDA..
- VIII. It should be in this business for at least three (03) years.
- IX. The agency should not be blacklisted by any Department/Ministry of the Government of India or any PSU or any other organization.

Selection Criteria

The Technical Bids of the firms will be opened first and these will be examined with reference to the Minimum Eligibility Conditions. The financial Bids of only those Tenderers will be opened who qualifies the Technical Bid Criteria. Before opening of Financial Bids, the technically qualified Tenderers will be informed of the date & time for opening of their Financial Bids. **The Bidder who qualifies the Minimum Eligibility Criteria and quotes lowest service charge rate**

shall be awarded the Tender. In case more than one Tenderer quotes the lowest service charge rates, the Tender will be awarded to the firm which has more experience in the relevant field and have required infrastructure. **The decision of the Tender Committee shall be final in this regard.**

It may be noted that if any firm quotes 'NIL' charges/consideration as their Service Charge, the bid shall be treated as unresponsive and will not be considered. Further, the Admn./Service charges should be reasonable and these should not be notional.

Important

1. The firm which is awarded this Tender shall be required to pay at least the Minimum Wages (as per Minimum Wages prescribed by the Government of NCT of Delhi) to the personnel deployed in this Ministry. No deductions (as firm's charges), whatsoever, shall be made from the wages to be paid to these persons. Further, PF and ESI facilities are to be provided to these persons as per Government Rules & Instructions.

2.1 Graduate Stenographers/DEOs will be paid Minimum wages as per Delhi Govt. Minimum wage act (as per the rate applicable and change from time to time) – **Bidders need not quote the same in the Financial Bid Format.**

2.2. MTS/Office Boy etc. will be paid Minimum wages (non-graduate) as per Delhi Govt. Minimum wage act (as per the rate applicable and change from time to time) – **Bidders need not quote the same in the Financial Bid Format.**

2.3 PF, ESI & Service Tax will be as per Government norms as amended from time to time. – **Bidders need not quote the same in the Financial Bid Format.**

2.4. Only Service charge is to be quoted in the Financial Bid format.

2.5 No cutting or over writing will be allowed in the Financial Bid. Any financial bid with overwriting or cutting will be disqualified.

**PROFORMA
(Company document)****[Required for technical bid]**

The following documents shall be placed in the Technical Bid for providing Secretarial manpower for this Ministry of Earth Sciences

(Without these information Technical Bid will not be evaluated and the same will be rejected straightway)

Items	Page No (Please mention the Page number positively)
Duly completed tender form.	Page no:
Earnest Money Deposit (Demand Draft/Pay order/Bank Guarantee/ FDR of <u>Rs.2.0 lakhs (Rupees Two lakh Only)</u> in favour of DDO, MoES.	Scan Copy at Page No
Notice Inviting Tender.	Page No.
Terms and Conditions of the Tender duly signed by the tenderer	Page No.
Registration No. of the Firm (attach attested copy of Certificate).	Attested copy (Scaned) at page No.
PAN Card of Firm/Company (attach attested copy of PAN Card).	Attested copy (Scaned) at page No
Provident Fund Account No. of Firm/Company (attach attested copy of certificate).	Attested copy (Scaned) at page No
ESI No. of Firm/Company (attach attested copy of certificate).	Attested copy (Scaned) at page No
VAT/Sales tax registration certificate	Attested copy (Scaned) at page No
CA certificate on the Turn Over of the firm the details of the turnover for the financial year 2013-14 and 2014-15 & 2015-16 should be furnished.	Attested copy (Scaned) at page No
Experince as per eligibility criteria (Attested copy)	Attested copy (Scaned) at page No
Performance certificate (attested copies) issued by the clients to the tender, during last three years 2013-2014, 2014-15 & 2015-16	Attested copy (Scaned) at page No
Income tax return for the last three years 2013-2014, 2014-15 & 2015-16	Attested copy (Scaned) at page No

Signature of the Tenderer

With seal of the Firm/Company

**PROFORMA
(Company detail)**

[Required for technical bid]

To,
The
Ministry of Earth Sciences
Prithvi Bhawan
Lodi Road,
New Delhi-110003

Subject; Providing Secretarial Manpower on contract Basis.

Sir,

The undersigned have read and examined in detail the tender document in respect of providing Secretarial manpower on contract basis and do hereby express our interest to provide such services.

Corresponding Details ;

1	Name of the Company	
2	Address of the Company	
3	Name of the Contract person to whom all references shall be made regarding this tender	
4	Designation and address of the person to whom all references shall be made regarding this tender	
5	Telephone (with STD code)	
6	E-mail of the contract person	
7	Fax No. (with STD code)	
8	Earnest Money detail	Demand Draft No & date: Bank Name: Drawn in favour of:

It is certified that the person, who shall be provided for Secretarial Work\duties are competent and have the necessary qualification for taking up this assignment.

Thanking you,

Yours faithfully,

(Signature of the Authorized Person)

Date:
Place:
Business Address :

Name:
Designation:
Seal:

PROFORMA
(Minimum Eligibility)
[Required for technical bid]

The details in respect of the company are as given under:

1	Name of the company	
2	Year of Registration/Incorporation	
3	Number of Employees as on March 31, 2014	
4	Annual Turnover from providing manpower during last 3 years	2012-13 2013-14 2014-15
5	<p>Experience in having successfully completed similar works during the last three years as per the following:</p> <p>(d) Three similar completed works costing not less than Rs. 30 lakh in each work;</p> <p>(e) Two similar completed works costing not less than Rs.45 Lakh in each work;</p> <p>(f) One similar completed work costing not less than Rs. 60 lakh</p> <p>Note: similar works mean providing manpower in a Central Government/ State Government deptt./Offices or in PSUs.</p>	Write the applicable one for your firm.

Yours faithfully,

Signature of the Authorized Person)

Name:

Date; Designation:

Place: Seal:

Business Address:

Proforma for DECLARATION
[Required for technical bid]

Declaration Letter on Official Letter head stating the following;

- (i) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of Services as required under this tender.

- (ii) We are not black-listed by any Central/ State Government/ Public Sector Undertaking in India.

Yours
faithfully
,

(Signature of the
Authorized Person)

Name:

Designation:

Seal:

Date;

Place:

Business Address:

Tender Inviting Authority: Ministry of Earth Sciences

Name of Work: Providing Secretarial Manpower Viz. Stenographers 12 Nos., Clerks/Typists/Data Entry Operator 20 Nos. and Office Boys 05 Nos. for the Ministry of Earth Sciences

Contract No: MoES/24/01/16-GenI

Bidder Name :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Service Charge Per Manpower/Per Month In Figures To be entered by the Bidder in INR	TOTAL AMOUNT	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1	Graduate Steno/DEO	32.00	Nos			
2	Non-Graduate MTS/Office Boy	5.00	Nos			
Total in Figures						
Quoted Rate in Words						