

No. D-26016/31/2017-Gen
Govt. of India
Ministry of Textiles
Office of the Development Commissioner (Handicrafts)

West Block No.7, R.K. Puram,
New Delhi - 110066

Dated: 03.03.2017

Tender Notice

Office of the DC (Handicrafts) invites bid from reputed and experienced outsourcing agencies in the field of providing Officers/Officials for deployment of 06 Professional (Retired Officers/Officials) of Central/State Government on Contract Basis for a period of one year through E-Procurement/CPP Portal.

The tender documents are available at official website www.handicrafts.nic.in. Interested bidders may submit their bids duly filled on or before 18.03.2017 upto 12:00 noon. The same shall be opened on 20.03.2017 at 2:30 PM.



Assistant Director (Gen. Sec.)

Tender ID - 2017 - DCHC - 182503 - 1

Office of the Development Commissioner (Handicrafts)

Ministry of Textiles, Govt. of India

West Block No. 7, R.K. Puram, Sector - 1, New Delhi - 110066

Fax : 011-26163085; E-mail.: - dchejs@nic.in

Website:-[http//handicrafts.nic.in](http://handicrafts.nic.in)

REQUIREMENT OF PROFESSIONAL

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The Office of the Development Commissioner (Handicrafts), West Block No. 7, R.K. Puram, New Delhi invites tenders through **E-procurement/CPP portal** from agencies of repute in the field of providing Officers/Officials for deployment on contract basis for **06** Professional for a period of one year from amongst the retired government Officers/Officials of the Central/State Government having experience in the field of:-

1. Establishment & Administration,
2. Vigilance,
3. Legal matters/Court cases,
4. Budget,
5. Parliament and
6. Marketing.

Name of the Post	-	Professional
No. of Professional to be engaged	-	06
Place of Work	-	Office of the DC (H), West Block No. 7, R.K. Puram, New Delhi.
Eligibility Conditions	-	Retired Government Officer's of the Central/State Government Having at least 05 to 06 years experience in the respective fields.
Education Qualification	-	Bachelor Degree in any Discipline from a recognized university.
Duration of Contract	-	One Year
Language	-	Fluency in English & Hindi (written & spoken)
Remuneration	-	Rs. 30,000/- per month (Consolidated). No other allowance admissible.

The details of remuneration plus other charges and detailed terms & conditions prescribed are attached herewith as per **Annexure 'A' and 'B'** respectively.

Terms & Conditions

1. The agency should be registered with service tax department and department of labour as commercial establishment under Delhi shop and establishment act 1954 , copy of the same must be uploaded.
2. The bids / quotation complete in all respect with full details / documents be submitted through e- procurement / CPP Portal on or before 18.3.2017 upto 12. Noon.. The same will be opened in the presence of Committee members on 20.3.2017 at 2.30 PM.
3. Validity of this contract will be initially for 12 month (extendable / curtailed) at the discretion of Competent Authority, depending on work load.
4. The man power supplied by the agency shall have no right / claim, whatsoever, for any benefit/ compensation / appointment in this office as on date, or in future, on the basis of their contractual work done in this office.
5. Working hours shall be from 9:30 AM to 6:00 PM on all working days.
6. The agency will be responsible for contractual payment in respect of manpower provided in this office. The agency shall submit proper bill (in triplicate) by 5th of the succeeding month along with supporting document and details of PAN NO., and service Tax No. duly printed on the bill.
7. The Professional may be called on any Gazetted holiday, if required, in case of exigency. They may avail in compensatory leave.
8. The man power should be supplied within 5 days of award of contract or as early as possible even before this.
9. The agency of repute in the filed of providing officers / officials for deployment on contact basis & interested Manpower Companies/Firms/Agencies may submit their bids complete in all respects along with Earnest Money Deposit of Rs. 65,000/- (Sixty five thousand) in the form of Bank draft, Bank guarantee drawn in favour of Accounts Officer (Hqrs.), Office of the D.C.(Handicrafts),New Delhi on or before 18.3.2017 upto 12.Noon physically in the office. The earnest money will be refunded to the unsuccessful bidders on finalization of the contact.
10. The agency will be exempted from EMD who are registered with Central Purchase Organisation, NSIC or any Department under Central or State Government.
11. Successful bidder will have to deposit performance security money of Rs.1,75,000/- (One lakh seventy five thousand) in the shape of Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank guarantee from any of the commercial banks in an acceptable form for the period of contract. EMD of the successful bidder will be returned after depositing the performance security.
12. Performance Security will be forfeited if the Agency fails to perform as per terms and condition of the tender.
13. The competent authority reserves the right to accept or reject any or all tenders.

Annexure - B

Details of remuneration plus other charges to be furnished by the agency

Sl. No.	Name and Address of the Agency	Details of Remuneration to be paid	Service Tax	Charge of Agency
1.		Rs. 30,000/- (Consolidated) No other allowance admissible		