

No.D-26018/4/2016-17/General
Govt. of India
Ministry of Textiles
Office of the Development Commissioner (Handicrafts)

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

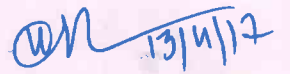
Dated: 13.04.2017

To,
The All concerned agencies

Subject: - Inviting limited tender for engagement of outsourcing Agency for deployment of DEO/Staff on contract basis through E-Procurement - CPP Portal.

Limited Tenders are invited from agency whom have participated earlier against tender notice dated 14.12.2016 and Corrigendum dated 04.01.2017 for deployment of DEO/Staff contract basis in the Office of the Development Commissioner (Handicrafts), New Delhi as per enclosed terms and conditions through E-Procurement Portal i.e. <https://eprocure.gov.in/cppp>

Technical and Financial Bid should be uploaded on or before 24.04.2017 at 12:00 Noon. The EMD should be submitted to this office physically on or before 24.04.2017 till 12:00 Noon. Bid will be opened on the next day 25.04.2017 at 2:30 PM.

 13/4/17

(Ramesh Chand)
Assistant Director (General)

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 should be in two bid system. (Technical and Financial Separately)
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 DEO/Staff 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 DEO/Staff may be called on any Gazetted holiday, if required, in case of exigency.
8. Character and antecedents' verification certificate to be furnished by the agency within 02 months of deployment.
9. The agency will provide Photo Identity Cards to the person to be deputed.
10. The agency will provide suitable substitute well in advance, if any person leaves the job, due to any reason or remain absent from duty even for a period exceeding one week.
11. Proof of registration with concerned department in support of ESI, EPF, Income Tax, Service Tax and / or any other department, should be enclosed with Tender form / quotation.
12. Payment to all the officers / staff to be deployed will be through ECS/A/C payee Cheque.
13. The man power (DEO) should be supplied within 5 days of award of contract or as early as possible even before this.



14. Companies/Firms/Agencies may submit their bids complete in all respects along with Earnest Money Deposit of Rs. 1.25 Lakhs (Rupees One Lakh Twenty Five Thousand only) in the form of Fix Deposit Receipt, Demand draft or Bank guarantee drawn in favour of Accounts Officer (Hqrs.), Office of the D.C. (Handicrafts), New Delhi on or before 24.04.2017 upto 12.Noon physically in the office. The earnest money will be refunded to the unsuccessful bidders on finalization of the contract.
15. The agency will be exempted from EMD who are registered with Central Purchase Organization, NSIC or any Department under Central or State Government for providing manpower.
16. Successful bidder will have to deposit performance security money of Rs.3.00 Lakhs (Rupees Three Lakhs only) in the shape of Fixed Deposit Receipt 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.
17. Performance Security will be forfeited if the Agency fails to perform as per terms and condition of the tender.
18. The Competent Authority reserves the right to accept or reject any or all tenders or amendment in the terms and conditions of contract.



Details of posts and eligibility Qualification/Experience required: -

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Sl. No.	Name of the Post & Qualification	No. of Posts	Consolidated Salary amount as per Delhi Govt. Order Dt. 03.03.2017	EPF @ 13.36%	ESI 4.75%	Agency/ Service Charges	Deduction (if any)	Service Tax @15%	Total amount of (One Employee)	Total amount of (No. of employee as per Column No.3)
1.	Upper Division Clerk/Steno DEO-I Qual: Graduate	14								
2.	Lower Division Clerk/DEO-I Qual: Matriculate but not graduate	14								
3.	MTS/Attendant Qual: Non Matriculate	01								

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