

No. C-13015(45)/MFCGA/PFMS/OA & MTS/2015-16/ 1302

GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
CONTROLLER GENERAL OF ACCOUNTS  
PUBLIC FINANCIAL MANAGEMENT SYSTEM

3<sup>rd</sup> Floor, Shivaji Stadium Annexe,  
Connaught Place, New Delhi-110001.

Dated: 05/07/2016

**NOTICE INVITING TENDER (NIT)**

Tender Notice No. No. C-13015(45)/MF.CGA/PFMS/OAs & MTS/2015-16/

Date: - 07-07-2016

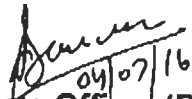
Name of Work:- Providing Office Assistant and MTS.

Approximate Cost:- 70 lakhs

Tender Cost:- Rs.500/-

Contract period:- One Year

Tender document can be downloaded from website <http://eprocure.gov.in> or [cga.nic.in](http://cga.nic.in). Detailed Terms & Conditions are given in the Tender Document. Bids are invited from eligible agencies alongwith Earnest Money Deposit of Rs. 35,000/- (Rupees Thirty Five Thousand only) which should be submitted in the form of Demand Draft/ Banker's Cheque drawn in favour of Pay and Accounts Officer, O/o CGA, New Delhi payable at New Delhi. A Demand Draft/ Banker Cheque Rs.500/- (Rs. Five Hundred only) towards non-refundable tender cost in favour of "Pay and Accounts Officer, O/o CGA, New Delhi" payable at New Delhi is to be submitted at the time of submitting the tender in a separate envelope duly marked "Tender Cost". The bids alongwith Demand Draft/ Banker's Cheque should be submitted at PFMS, O/o CGA, 3<sup>rd</sup> Floor, Shivaji Stadium Annexe, Connaught Place, New Delhi 110001 on or before by 13.00 hours dated 26-07-2016. Tender (Technical bids) will be opened on the same day at 3.30 PM in the presence of authorized representatives with the bid acknowledgement receipt, if any, of the bidders. Tenders would be opened at 4<sup>th</sup> Floor, Shivaji Stadium Annexe, Connaught Place, New Delhi 110001. PFMS reserves the right to accept or reject the Tender without assigning any reason.

  
Sr. Accounts Officer (PFMS)  
Ph:- 23343860 Ext.:-347

No. C-13015(45)/MFCGA/PFMS/OA & MTS/2015-16/  
GOVERNMENT OF INDIA  
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PUBLIC FINANCIAL MANAGEMENT SYSTEM

3<sup>rd</sup> Floor, Shivaji Stadium Annexe,  
Connaught Place, New Delhi-110001.

Dated:

**TENDER NOTICE**

**For providing 'Office Assistants and MTS in the PFMS'**

Sealed Tenders are invited by PFMS, O/o CGA, Department of Expenditure, Ministry of Finance from reputed, experienced and financially sound Manpower Companies / Firms / Agencies under **two bid systems i.e. Part-I: Technical Bid and Part-II: Financial Bid** for providing 'Office Assistants and Multi Tasking Staff' in Public Financial Management System (PFMS), Shivaji Stadium Annexe, Connaught Place, New Delhi. The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, for a period of not more than two years, one year at a time (upto a maximum period of two years) on review of performance, depending upon the requirements and administrative conveniences of PFMS. The quantum of requirement of 'Office Assistants and MTS is as under; which may vary as per the requirements of the Department at a particular point of time:

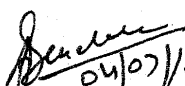
SL. No.	Name	Number
1	Office Assistant	22 (Twenty Two)
2	MTS	23 (Twenty Three)
	<b>Total</b>	<b>45 (Forty Five)</b>

- a) The tender documents can be downloaded from the website [www.cga.nic.in](http://www.cga.nic.in) or [eprocure.gov.in](http://eprocure.gov.in) from 07-07-2016 to 26-07-2016 (upto 1:00 P.M.). No tender document will be accepted after the expiry of stipulated date and time for submission for the purpose under any circumstances what so ever.

A Demand Draft / Banker Cheque Rs.500/- (Rs. Five Hundred only) towards non-refundable tender cost in favour of "Pay and Accounts Officer, O/o CGA, New Delhi" payable at New Delhi is to be submitted at the time of submitting the tender in a separate envelope duly marked "Tender Cost".

- b) The Earnest Money Deposit (EMD) of Rs. 35,000/- (Rs. Thirty Five Thousand only) in the form of Account Payee Demand Draft/Bankers' Cheque drawn in favour of **Pay & Accounts Officer, O/o CGA, New Delhi** has to be submitted with Tender document to the Sr. Accounts officer (Admn.), PFMS between 07-07-2016 to 26-07-2016 upto 1.00 P.M. Late receipt of EMD after closure of bidding time will make the bidder disqualified and that bid will not be considered. If the bid is received without EMD, it would not be considered and would be rejected summarily.

- c) The **Technical Bids** will be opened on 26-07-2016 at 3.30 PM in the O/o PFMS. The tenderers or their authorized representatives who wish to be present may remain present at the time of opening of Technical Bid in the PFMS, Shivaji Stadium Annexe, Connaught Place New Delhi. At the first instance, the Technical Bids will be evaluated by the Tender Evaluation Committee (TEC) constituted for the purpose by the Department. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date & place to be notified later.
- d) The successful tenderer will have to deposit Performance Security Deposit (**PSD**) equal to 10% of the value of the contract in the form of Bank Guarantee/ Fixed Deposit Receipt (FDR)/ Banker's Cheque/ Account Payee Demand Draft made in the name of the Agency and hypothecated to the **PAO, Office of CGA, Ministry of Finance, Lok Nayak Bhawan, New Delhi** covering the entire period of the contract. The Performance Security Deposit should remain valid for a period of sixty days beyond the stipulated date for completion of the contract. In case, the contract is further extended beyond the initial period, the Performance Security Deposit will have to be accordingly renewed by the successful tenderer.
- e) The competent authority in the PFMS reserves the right to accept / reject the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.
- f) The conditional bids shall not be considered and will be out rightly rejected in very first instance.
- g) The pre-bid meeting will be held on 15-07-2016 between 3.00 to 4.00 PM in the Conference Room, 4th Floor, Shivaji Stadium Annexe, Connaught Place, New Delhi-110001. The prospective bidders are requested to attend the aforesaid meeting for clarifications etc.

  
04/07/16  
Sr. Accounts Officer (Admn.)  
Tel. No. 23343860  
Ext.-347

**GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
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3<sup>rd</sup> Floor, Shivaji Stadium Annexe,  
Connaught Place, New Delhi-110001.

For providing Office Assistants and MTS in PFMS for a period of one year by reputed Firm /Agency / Company / Contractor (dates are provisional).

Date of Publication in Newspaper	06-07-2016
Date of issue of tender document	07-07-2016
Last date & time for submission of Tender Document & DD/ Banker's Cheque	26-07-2016 (till 1:00 PM)
Pre- bid meeting	15-07-2016 (3:00 to 4:00 PM)
Date & time for opening of tender document	
(i) Technical bids	On 26-07-2016 (date) at 3.30 PM
(ii) Financial bids of eligible tenderers	To be notified later.
Estimated Cost	Rs. 70,00,000/- (Rupees Seventy Lakh)

## SCHEDULE "A"

### A. The general terms and conditions for the contract are as under:-

- i. The firm/contractor will be responsible for the conduct and behavior of the persons deployed by them in the O/o PFMS.

The brief description of minimum educational qualification / experience and duties of both the categories of Posts is given as under:

No.	Category of Post / Qualification / Experience	Brief description of duties
1.	Office Assistant  <b><u>Educational Qualification</u></b>  Graduate in any discipline from a recognized University  <b><u>Experience</u></b>  The persons should be proficient in MS Word, Excel and Power Point Applications	<ol style="list-style-type: none"><li>1. To type and assist his/her Senior Officers/ Section In-charge in maintaining files etc.</li><li>2. To attend all clerical work and maintain the records of office.</li><li>3. Diary, Dispatch &amp; maintaining Guard Files.</li><li>4. To attend EPBX telephone calls etc.</li><li>5. Preparation of bills</li><li>6. And any other work as assigned by officers.</li></ol>
2.	MTS  <b><u>Educational Qualification</u></b>  10 <sup>th</sup> Pass  <b><u>Experience</u></b>  The persons should be able to read and write in Hindi and English and should possess a sound health	<ol style="list-style-type: none"><li>1. Cleaning/ Dusting of office premises/ articles</li><li>2. Dak work</li><li>3. Serving Tea/Coffee/Snacks to the officers and in the meetings/workshop/conferences etc.</li><li>4. And any other work as assigned by officers.</li></ol>

**Minimum Age:** 18 years and above for both categories of Posts.

- ii. The Firm /Agency / Company / Contractor should have an experience of at least three years in providing the services of the Office Assistants and MTS, in the Ministries/ Departments of Government of India or State Government/Statutory Bodies/PSUs. Past experience and SATISFACTORY performance of similar work

done for the Ministries/ Departments of Government of India or State Government/Statutory Bodies/PSUs for the last three years i.e. from 2013-14 to 2015-16. ( A list of such organizations which have been or are being served and a certificate of satisfactory performance from the concerned Ministries/ Departments of Government of India or State Government/Statutory Bodies/PSUs may be provided). The Firm /Agency / Company / Contractor must have a total Annual Financial Turnover during the last 3 years, ending 31<sup>st</sup> March, 2015, not less than Rs. 1.0 crore (Rs. One crore only) each year.

- iii. The Firm /Agency / Company / Contractor shall furnish a list of the workers deployed along with their full names, father's/husband's name, date of birth, full residential addresses (present & permanent), contact Tel. No. etc. The successful Firm /Agency / Company / Contractor shall be responsible to get the character and antecedents of the persons verified by the Police before deploying them in the PFMS. The authenticated copies of the police verification certificate/documents of the persons, who are to be deployed in PFMS, shall be submitted by the successful firm / agency / company / contractor to this Office. PFMS RESERVES THE RIGHT TO CONDUCT THE TEST, AS MAY BE DEEMED FIT TO ADJUDGE THE SUITABILITY OF THE PERSONS PROVIDED BY THE CONTRACTOR. PFMS also reserves the right to get the persons' character and antecedents verified by the police, if deemed necessary.
- iv. The firm / agency / company / contractor will also ensure that the persons deployed in this Department are medically fit and will keep record of their medical fitness. The company shall withdraw such persons, who are not found suitable by PFMS for any reasons, immediately on receipt of such request from PFMS. The copies of medical fitness certificate of the persons, who are to be deployed in PFMS, shall be submitted by the successful bidder to PFMS.
- v. There shall be no representation of any kind, implied or otherwise, of any automatic absorption, regularization, continued engagement or concession or preference in employment or employment security for the persons engaged by the service provider/contractor for any engagement, service or employment in any capacity, in any office or establishment of the Government. A copy of each of the agreement entered into by the firm with the persons, deployed in PFMS is required to be submitted to Sr. Accounts Officer (Admn.), PFMS within a fortnight of deployment.
- vi. The contract does not amount to employment with the Government nor confer any right on the contractor/firm or the workers engaged by the contractor/firm, nor any representation by the Government as to the possibility or preference in employment at any time in future in respect of security and other personnel of the contractor/firm in any office/establishment of the Government.
- vii. The firm/contractor shall appoint a coordinator, who would be responsible for immediate interaction with the PFMS and the firm/contractor, so that optimal services are available without disruption.

- viii. The Office Assistants / MTS deployed shall be required to report for duty at 9.00 A.M. / 8.30 A. M. on the working days to the AAO (Admn.) AND DURING HIS ABSENCE TO Sr. AO (Admn.) and to work until 5.30 P.M / 6.00 P. M. respectively or more as per instructions of Sr. AO (Admn.) or AAO (Admn.)
- ix. The persons engaged will observe office discipline and decorum and shall not misbehave with any official.
- x. If, at any point of time, any person abstains himself/herself, a substitute shall be provided immediately.
- xi. In case, any person is absent on a particular day and substitute is not provided, daily rate/pro rate shall be deducted from the bill for the month. In case, the Agency is asked to provide a substitute and it fails in doing so within 3 (three) days, then a penalty equal to 10% of the daily wages of the worker will be imposed on the agency, besides deduction of daily wages.
- xii. The firm/contractor shall be directly responsible for settlement of any dispute or grievance of the 'persons' relating to his/her deployment in the PFMS and any other matters that may arise in this regard and this Department, in no way, be responsible for settlement of such issues/dispute.
- xiii. The payments due to the persons deployed in PFMS by the vendor shall be credited by him in the persons' bank account. No cash disbursement of wages is accepted.
- xiv. Any liability regarding payments of wages to the 'persons' arising due to non-compliance with any of provisions of the Labour Laws or due to any human loss/injury during the course of work will be the sole and personal responsibility of the firm/ agency/ contractor.
- xv. The successful firm/agency/ contractor shall submit, a notarized affidavit on a stamp paper of appropriate value to the effect that the firm undertake to pay Minimum Rate of Wages or the Wages claimed from the Department whichever is higher with allowances, if any, to the persons engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates, as and when it is revised as well as all the statutory dues w.r.t. ESI, EPF etc. to this Department. The contractor will submit the copies of the EPF statement/pass Book, ESI Card and Service Tax Challans along with monthly bill, without which the payment to the contracting firm will not be released.
- xvi. The successful bidder will submit an undertaking in form of duly executed affidavit to the following effects

- (a) That the contractor will deposit EPF contribution of the Employer and Employee in the EPF Account of the persons every month.
- (b) That if the contractor does not provide copies of depositing Employer and Employees share in the EPF Account of the employee, he will not be entitled for these payments.
- (c) That the contractor will comply with the instruction relating to payment of EPF in respect of those employees who are not in excluded category as per instruction issued by the Government on the subject.
- (d) That the Bidders have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned.

The affidavit duly notarized containing all the above points should be attached with bid documents.

- xvii. The employer's share of EPF will not be paid to the contractor for those persons, who are in the excluded category of EPF contribution as per latest guidelines issued by Ministry of Labour & employment in this regard. The employer's share of EPF will be paid to the Contractor on production of documentary evidence of depositing the share in the individual employee's EPF account opened for the employee in his/her name. The Contractor /Agency has to intimate in writing Account No. of EPF & ESI of each person deployed and amount of EPF/ ESI deposited against his account as an evidence of deposit.
- xviii. The firm/contractor shall undertake to provide the services for the entire duration regularly failing which the performance Security Deposits and such other amount that may be due from PFMS to the firm shall stand forfeited.
- xix. If, at any point of time, the services being provided by the firm/contractor are found to be unsatisfactory in any manner, PFMS WILL HAVE FULL AUTHORITY TO DISCONTINUE THE SERVICES OF THE FIRM/CONTRACTOR BY GIVING A NOTICE OF 15 DAYS. The decision of PFMS in this regard shall be final and binding on the contractor.
- xx. The working hours of the Office Assistants shall be from 9.00 A.M., to 5.30 P.M. and for MTS from 8.30 A.M. to 6.00 P. M. on the basis of 5 days working in a week. The persons shall have to sign the Attendance both at the time of arrival and departure.
- xxi. In emergent situations the services of the persons may be required on Saturdays/Sundays/Holidays also. The payment will be released as per notification of Govt. of NCT, Delhi.
- xxii. If, any persons arrives late or leaves early, a deduction of the daily rate shall be made on half-day basis.



- xxiii. At present, total 45 persons are required in various categories, as detailed below, which may increase / decrease depending on the requirement:

Sl. No.	Name	Number
1.	Office Assistant	22 (Twenty)
2.	MTS	23 (Twenty three)
	Total	45 (Forty Five)

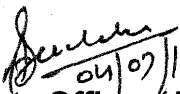
- xxiv. The deployment will be for a period of one year extendable which may vary depending upon performance of the service provider and the requirement of the Department at a particular point of time on the same rates, terms and conditions.
- xxv. If, at any point of time, the services of any person provided by the firm/contractor are found to be unsatisfactory or not of the expected level in any manner, the firm/contractor shall change the worker immediately.
- xxvi. The persons shall not be entitled for any financial benefits that are admissible to regular employees of PFMS. However, the contractor is required to pay wages to the persons engaged strictly as per the Minimum Wages Act modified from time to time including EPF, ESI and other social security schemes of the Government of NCT of Delhi and Ministry of Labour & employment. The weekly rest etc. should also be allowed to persons as per statutory provisions. The wages of the persons will be dynamic. This is required to be quoted by all bidders at the time of submitting bids, which would be increased as and when increased by the Government authorities. All the statutory requirements such as obtaining valid Labour Licence on the basis of contract letter and compliance of all the provisions of social security legislations in general and provisions of the Contract labour (Regulation & Abolition) Act, 1970 and the Contract Labour (R & A) Rules, 1971 in particular are required to be complied with by the contractor. The contractor should quote their Service Charge for providing services of persons for this Department over and above the statutory payments to be made to each worker, so deployed. Except the Administrative Service Charges, quoted by the service provider, no other amount is to be retained by the service provider out of the minimum wages, EPF, ESI etc. as mandated by the statutory provisions on the subject. The proof of depositing the service tax with the appropriate authorities have to be submitted to this Department alongwith the bill of next month.
- xxvii. The administrative Service Charges per worker quoted by the firm in the financial bid shall be commensurate with the administrative and supervisory effort required for executing the contract.
- xxviii. The rates of wages and the consequential revision in the statutory contribution of person's wages will be revised by this Department from the date of statutory revision in minimum wages of the persons and in case of revision in the rate of contribution on person's wages (i.e. EPF, ESI etc.) by the Delhi government/Central Government, whatsoever may be the case. However, there

will be no increase in the Administrative Service Charges quoted by the firm/contractor.

- xxix. Complementary service by any firm is not acceptable. If any firm quote the Administrative Service Charges as zero/nil, it shall be treated as an invalid quote and shall result in summarily dismissal of the financial bid even though the firm otherwise technically qualifies.
- xxx. The firm should be registered with ESI, EPF, Service Tax, Work Contract Tax, Labour Licence & PAN with the concerned authorities and comply with all relevant Laws and Rules made there under. Payment shall be conditional on fulfilment of the provisions of these Acts and the rules framed thereunder.
- xxxi. The contractor must have the valid Labour licence for at least 50 workers from the competent Licencing Officer under the provisions of the Contract labour (Regulation & Abolition) Act, 1970 and the Contract Labour (Regulation & Abolition) Central Rules, 1971.
- xxxii. The payment of wages to the persons have to be made by the contractor in accordance with the provision of Section 21 of the Contract Labour (Regulation & Abolition) Act, 1970. The provisions of the said section are given as:
  - xxxiii. **Section 21. Responsibility for payment of wages:**
    - (1) A contractor shall be responsible for payment of wages to each person employed by him as contract labour and such wages shall be paid before the expiry of such period as may be prescribed.
    - (2) It shall be the duty of the contractor to ensure the disbursement of wages in the presence of the authorized representative of the principal employer.
- xxxiv. In case the contractor fails to make payment of wages within the prescribed period or makes short payment, then the principal employer shall be liable to make payment of wages in full or the unpaid balance due, as the case may be, to the contract labour employed by the contractor and recover the amount so paid from the contractor either by deduction from any amount payable to the contractor under any contract or as a debt payable by the contractor.
- xxxv. The firm/contractor will make payment of wages to the persons provided by 7<sup>th</sup> of every month by duly crediting in their bank accounts.
- xxxvi. In case of failure to make payment of wages to the workers within the prescribed period or making short payment by the firm/contractor, the Performance Security Deposit amount deposited by the firm/contractor with the Department will be forfeited. The firm will also be blacklisted.

xxxvii. The contract can be renewed at the same rate, terms and conditions at the appropriate time depending upon the requirement of the Department and performance of the contracting firm during the contract period.

xxxviii. PFMS reserves the right to accept / reject any or all offers without assigning any reason thereof.

  
01/07/16  
**Sr. Accounts Officer (Admn.)**  
**Tel. No. 23343860**  
**Ext.-347**

## **SCHEDULE "B"**

### **B. Technical Bid Qualification Criteria**

The Tendering Agency /Firm must fulfil the following technical specifications in order to be eligible for clearing the technical evaluation of the bid:

- a) The Office of Agency/ Firm/ Contractor should be located either in Delhi/New Delhi. The proof of address is to be attached with bid documents.
- b) In case of partnership firms, a copy of the partnership agreement, or General Power of Attorney (GPA) should be furnished and affirmed by all the partners admitting execution of the partnership agreement or the GPA. The self attested copy of the certificate of registration of firm should also be furnished along with the bid documents.
- c) The firm should have an experience of at least three years in providing the services of the Office Assistants and MTS, in the Ministries/ Departments of Government of India or State Government/Statutory Bodies/PSUs. Self-attested copies of their work orders may be attached. Past experience and SATISFACTORY performance of similar work done for the Ministries/ Departments of Government of India or State Government/Statutory Bodies/PSUs for the last three years. ( A list of such organizations being served and a certificate of satisfactory performance from the concerned Ministries/ Departments of Government of India or State Government/Statutory Bodies/PSUs may be provided). The said documents duly self-attested are to be attached with bid documents.
- d) The bidder should have a minimum annual turnover of Rs. 1 Crore (Rupees One Crore) during the last three financial years i.e. 2013-14 to 2015-16. A copy of turnover statement duly certified by the Chartered Accountant is to be furnished with the bid documents.
- e) Copies of the IT returns of last three financial years, i.e. 2012-13, 2013-14 and 2014-15 should be furnished with bid documents.
- f) The Firms/ Agencies/ Contractors should have their bank accounts in the names of Firms/ Agencies/ Contractors. The self-attested copies of the Passbook/ Bank Statement of the Bank shall be attached with bid documents.
- g) The interested Firms/ Agencies/ Contractors should be registered with the appropriate authority and also be registered with ESI, EPF and

**Service Tax. Self-attested copies of all the above registrations shall be attached with the bid documents.**

- h) The Firms/ Agencies/ Contractors must be registered under Contract Labour Act and must have the valid Labour license for at least 50 workers from the competent Licensing Officer under the provisions of the Contract labour (Regulation & Abolition) Act, 1970 and the Contract Labour (Regulation & Abolition) Central Rules, 1971. Self-attested copies of these registrations should be attached with bid documents.**
- i) Self-attested copy of the PAN card of the bidding Firms/ Agencies/ Contractors shall be attached with the bid document.**
- j) The Firms/ Agencies/ Contractors should not have been blacklisted by any Ministry/Department of the Government of India. The tendering Firms/ Agencies/ Contractors shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned. The affidavit should be attached with bid documents.**
- k) The firm / agency / company / contractor must undertake to provide clearance from police authorities in respect of the persons deployed. The Undertaking should be attached with bid documents.**
- l) The tendering Firms/ Agencies/ Contractors shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that the firm undertake to pay Minimum Rates of Wages to the persons engaged as per applicable orders of govt. of NCT, Delhi and to enhance the rates, as and when it is revised as well as all the statutory dues w.r.t. ESI, EPF etc. The affidavit should be attached with bid documents.-**
- m) A copy of the tender document duly signed and stamped by the bidder on **all pages** thereby conveying his/her acceptance of all the terms and conditions mentioned therein, should be submitted with the technical bid documents.**
- n) If it is found that the information/ certificates furnished by the participating firm is Incorrect/Wrong or Bogus, the firm shall be blacklisted, its bids will be ignored and EMD/ Performance security will be forfeited.**

**SCHEDULE "C"**

**C. PROFOMRA FOR TECHNICAL BID**

**APPLICATION FOR PROVIDING THE SERVICES OF 'OFFICE ASSISTANT AND MTS TO PFMS, O/O CGA, MINISTRY OF FINANCE.**

Sl. No.	Criteria		Document attached Yes / No.	Page No.
1.	Name of Agency			
2.	Tender Cost Details:-			
	(i) Bank Draft/ Banker's Cheque No. & Date			
	(ii) Name of the Bank			
	(iii) E-mail ID			
3.	Nature of the Agency  (i.e. sole Proprietor or Partnership firm or a Company {Refer to Point (b) of Schedule B})			
4.	Full Address of Reg. Office Telephone No. FAX No. E-mail Address. (Refer to point (a) of schedule B)			
5.	Full address of Operating/Branch Office in Delhi (i) Telephone no. (ii) FAX No. (iii)E-mail Address			
6.	Banker of Agency with full address (Attach Self-attested copies of Bank Statements/ Passbook of account maintained. (Refer to point (f) of Schedule B).			
7.	Registration No. of the Agency / Firm / Company / Contractor. (Self-attested copy of registration be attached) (Refer to point (g) of Schedule B).			
8.	PAN of the Firm. (Self-attested copy of registration be attached) (Refer to point (i) of Schedule B).			
9.	Statutory requirement :- a) Whether the Firm/ Agency/ Company / Contractor is registered with 1: Labour Department of State Government / UT Administration. 2. ESI act 1948. 3. Employees Provident Fund and miscellaneous Provision Act 1952. 4. Service Tax (Self-attested copies of registration be attached) (Refer to point (g & h) of Schedule B).			

10.	Annual turnover of the last three financial years from 2012-13 to 2014-15 duly certified by Chartered Accountant and Self-attested copies of I.T Returns of the Agency for <b>financial years 2013-14 to 2015-16.</b>  (Refer to point (d & e) of Schedule B)			
11.	Self-attested copy of valid labour license from the appropriate authority covering at least 50 workers.  (Refer to point (h) of Schedule B)			
12.	<b>Documents supporting the experience of the firm (for last 3 years)</b>  (Refer to point (c) of Schedule B)			
13.	Self-attested copies of work orders and satisfactory performance certificates from the organization to whom the service was provided.  (Refer to point (c) of Schedule B)			
14.	<b>Affidavit by the firms to pay Minimum Rates of wages to the workers engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates, as and when it is revised.</b>  (Refer to point (l) of Schedule B)			
15.	<b>Undertaking by the firm to provide Clearance from police authorities in respect of the workers.</b>  (Refer to point (k) of Schedule B)			
16	<b>A notarized affidavit</b> by the firm that it is not blacklisted etc.  (Refer to point [xvi (d)] of Schedule A & point (j) Schedule B)			
17.	<b>EMD Details:-</b>			
	(i) Bank Draft/ Banker Cheque No. & Date			
	(ii) Name of the Bank			
	(iii) Amount of Draft			

Signature of Authorized Signatory

Date:

Name

Place:

Seal firm/company:

**D. FINANCIAL BID**

- (i) Complementary service by any firm is not acceptable. If any Firm/ Agency/ Contractor quotes the administration Service Charges as **ZERO / NIL**, it shall not be treated as a valid quote and shall result in summarily dismissal of the financial bid even though the firm is otherwise technically qualified.
- (ii) The Administrative Service Charges per worker per month quoted by the Firm/ Agency/ Contractor in the financial bid shall be commensurate with the administrative and supervisory efforts required for executing the contact.
- (iii) The bidder shall quote monthly wage rate per Office Assistant and MTS, which should not be less than the minimum wages prescribed by the Govt. of NCT of Delhi under Minimum Wages Act, 1948.
- (iv) This Department shall make payment only on the minimum wages prescribed by the Govt. of NCT of Delhi under Minimum wages Act, 1948 and the statutory contribution towards EPF and ESI on worker's wages to the Firm/ Agency/ Contractor even if higher wages than the minimum wages prescribed by the Govt. of NCT Delhi under Minimum Wages Act, 1948 are quoted by the bidders.
- (v) The financial bid will be evaluated and L1 will be decided on the basis of total value quoted (Inclusive of all components of cost involved therein) by the Firm/ Agency/ Contractor.



**E PROFORMA FOR FINANCIAL BID**

To,

The Sr. Accounts Officer (Admn),  
PFMS, Office of Controller General of Accounts,  
Ministry of Finance, 3<sup>rd</sup> floor, Shivaji Stadium,  
New Delhi.

Sub: Quotation for award of contract for providing 'Office Assistant and MTS'- reg.

S.No.	Item Head	Charges per month (in Rs.)	
		Office Assistant	MTS
1.	Rate of wages per person per month. (Monthly wage rate must not be less than the minimum wages prescribed by the Govt. of NCT of Delhi under Minimum Wages Act, 1948.		
2.	Statutory contributions on person's wages (per person per month)-		
	i) EPF + Admn. Charges, if applicable		
	ii) ESI		
3.	Firm's Administrative Service charges per person per month		
4.	Total per person per month.		

I/we accept all the terms and conditions of your office tender document.

**Note 1:** The Contractor after award of work will provide Bank Account Nos. of the persons engaged, Bank's name, address of Branch, IFSC code for directly transfer of their wages in their accounts every month. The Contractor/ Agency shall provide the details of Account Nos. of EPF and ESI and the amounts deposited there against of the persons deployed in evidence of the contributions deposited every months with the concerned organizations. Administrative charges and other statutory charges will be paid in the accounts of Firm / Agency / Company / Contractor directly.

**Note 2:** If any element/ component of statutory Levies/ Taxes etc. left to be mentioned by omissions or otherwise, the same will not be considered after opening of Financial Bid and no payment to this effect will be made if claimed in future bills.

Yours faithfully,

**Declaration**

I .....S/o  
.....Proprietor/Director of the  
Firm/Company, mentioned above, is competent to sign this declaration and executes this tender.

2. I have carefully read and understood all the terms and condition, as mentioned in the tender documents, and undertake to abide by them. I acknowledge the same by signing every page of the Tender Document.

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/document would lead to rejection of my/our tender besides liabilities for prosecution under appropriate law.

**Full Name & Signature of Authorized signatory**

**(Seal of Firm / Company)**

Place:

Date: