

No. IICA/2-6/2012
Indian Institute of Corporate Affairs
(Ministry of Corporate Affairs)

2nd. Floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi- 110003.
(Tel. 011-24366039 & 011-24368260)

Dated: May, 2014.

Notice Inviting Tender

(For providing manpower to perform duties assigned to Office Assistants, Personal Assistant, Private Secretary, Fire Attendants and Physical Fitness Assistant at the Indian Institute of Corporate Affairs) at Manesar, Distt. Gurgaon (Haryana) and its office at Delhi-visit us at www.iica.in

TENDER NOTICE

1. Sealed tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Companies/ Firms/ Agencies (hereinafter referred to as Agency) for providing manpower to perform duties assigned to Office Assistants, Personal Assistant, Private Secretary, Fire Attendants & Physical Fitness Assistant for the Indian Institute of Corporate Affairs for a period of one year from the date of award of the contract. The “scope of work and general instructions for the tenderers”, technical requirements for the tendering companies and terms and conditions of the Contract are given in Annexure-I.
2. Both the Technical Bid (Annexure-II) and the Financial Bid (Annexure-III) each enclosed in separate cover should be put in one single envelope and Superscribed ‘Quotation for Contract for Providing Services of Office Assistants, Personal Assistant, Private Secretary, Fire Attendants & Physical Fitness Assistant` and addressed to the Chief Administrative Officer, Indian Institute of Corporate Affairs, 2nd. Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003. The bids will be received/ opened as per the following schedule:-

Last date and time for receipt of tender: 30-06-2014: Time: 15.00 Hrs.

Date and time for opening of Technical Bid: 30-06-2014:Time: 15.30 Hrs.

(Date and time for opening of the Financial Bids for technically qualified bidders shall be notified later).

**Place of opening the Tenders: 'B' Wing, 2nd Floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road, New Delhi-110003.**

Validity of Tender : 90 days from the date of Opening of tenders.

3. The interested Agency may furnish the technical bid as in Annexure-II, duly completed in all respects along with Earnest Money Deposit (EMD) of Rs. 1,50,000/-(Rupees one lakh fifty thousand only) and other requisite documents etc. by 30-06-2014 up to 15.00 Hrs. to the Chief Administrative Officer, Indian Institute of Corporate Affairs, 2nd Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003. The tenders shall not be entertained after the last date fixed under any circumstances, whatsoever.
4. The Director General & Chief Executive Officer, IICA reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. His decision in this regard shall be final and binding on all.

Chief Administrative Officer

Copy to:-The Head of Centre, BI & IT, IICA, Manesar. It is requested that the NIT may please be uploaded on the website of IICA immediately.

ANNEXURE-I

I. General instructions for Tenderers and Scope of work:

1. The Indian Institute of Corporate Affairs, a registered society functions under the administrative control of Ministry of Corporate Affairs (MCA) has been established to act as a think tank and a centre of excellence to support the growth of Corporate Sector in India through an integrated and multi-disciplinary approach requires the services of a reputed, well established and financially sound Agency for providing manpower to perform the jobs of Office Assistants, Personal Assistant, Private Secretary, Fire attendants & Physical Fitness Assistant at its office at Manesar, Distt Gurgaon and Delhi.
2. The contract shall commence from the date of entering into agreement and would continue for a period of one year. The period of the contract may be further extended for another year after the successful completion of contract period to the satisfaction of IICA, depending on the requirement of IICA or may be curtailed/ terminated before the contract period for the reason of deficiency in service or poor quality of manpower deployed by the selected Agency or upon appointment of regular manpower by the Institute. The Indian Institute of Corporate Affairs, however reserves the right to terminate the contract at any time after giving one week notice to the selected Agency.
3. The initial requirement is for 56 manpower at Manesar. It will be obligatory on the part of the Selected Agency to make minimum monthly payments to the individuals concerned (subject to the condition that any individual did not remained absent during a particular month) as per details given below:-

	At Manesar	Monthly payment
1 Office Assistants:	42	Rs. 20,000/-
2. Personal Assistants	5	Rs. 22,000/-
3. Private Secretary	6	Rs. 25,000/-
4. Physical Fitness Assistant	1	Rs. 25,000/-
5. Fire Attendant	2	Rs. 14,000/-
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The Competent Authority of IICA shall have the discretion during the period of contract to:-

- (i) Increase or decrease the number of deployment of workers.
- (ii) Change their place of work.
- (iii) Increase or decrease monthly payments in respect of a particular worker or no. of workers.

4. The minimum Qualifications and experience shall be as under:-
- (i) **Office Assistants: Graduate in any discipline. Having some experience of working in the relevant fields would be desirable and working knowledge of computers;**
 - (ii) **Personal Assistants: Graduate in any discipline with minimum experience of one year in shorthand and minimum typing speed of 80 w.p.m. and working knowledge of Computers;**
 - (iii) **Private Secretary: Graduate in any discipline and experience as Personal Assistant for a minimum period of 10 years and working knowledge of Computers;**
 - (iv) **Physical Fitness Assistant: Graduate/ Diploma in any discipline with minimum experience of one year.**
 - (v) **Fire Attendant: Diploma in Fire fighting course. Graduation in any discipline will be an added qualification. Preferably one year of experience of fire fighting in any Govt./ PSU/PSE/ Banks or private Institutions of repute.**
5. The persons deployed by the agency should not be less than 20 years of age.
6. The Agency should have minimum of 5 years of experience of working in Govt./ Semi-Govt. Offices/ Institutions of repute.
7. Annual gross turnover of the Agency should not be less than Rs. 5 Crores. The Agencies with sound financial track record, without any overdraft from banks/ financial Institutions etc. may only apply.
8. **Scope of Work:**

Besides their regular work relating to office management, Administration, HR, Accounts, IT Deptt., Front Office, Library, Fire fighting and Physical fitness Assistant etc. in the concerned Divisions/ Sections/ Units. They will be required to assist their immediate superiors in disposal of day to day work assigned to them. The following items of work also fall within their scope of duties:

1. Physical Maintenance & upkeep of records.
 2. Photocopying, sending of FAX, E-mail etc.
 3. Assisting in other clerical and non-clerical work in the Sections/ Unit concerned for smooth functioning.
 4. Typing of letters, notes and briefs etc.
 5. Maintenance of Accounts records manually and on computers etc.
 6. Attending Telephone calls.
 7. Assisting in routine office work like diary, dispatch etc.
 8. Any other work assigned to them.
9. The interested Agency may submit the tender documents Complete in all respect along with Earnest Money Deposit (EMD) of Rs.1,50,000/- (Rupees One lakh Fifty thousand only) in favour of Indian Institute of Corporate Affairs

in the form of Demand draft/ Pay Order from any of the Commercial Bank and other requisite documents by 30-06-2014 up to 15.00 Hrs to the Chief Administrative Officer, Indian Institute of Corporate Affairs, 2nd Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.

10. The tenders are invited under two bid system i.e. Technical Bid and Financial Bid. The interested Agencies are advised to submit two separate sealed envelopes super-scribing as under:-

1 Technical Bid for providing Services of Office Assistants, Personal Assistant, Private Secretary, Fire Attendants & Physical Fitness Assistant.

2 Financial Bid for Providing Services of Office Assistants, Personal Assistant, Private Secretary, Fire Attendants & Physical Fitness Assistant.

Both the above sealed bids addressed to the Chief Administrative Officer, Indian Institute of Corporate Affairs, New Delhi are to be put in a bigger cover which should also be sealed and duly super scribed as Tender Document for providing services of Office Assistants, Personal Assistants, Private secretary, Fire Attendants & Physical Fitness Assistant. The technical bids shall be opened at the first instance and evaluated by the Evaluation Committee. At the second stage, financial bids of only the technically qualified bidders will be opened at some later date and time to be announced to the bidders on 30.06.2014 at 3.30 PM. The bidders may be present at the time of opening of the financial bids if they so desire.

11. The Earnest Money Deposit (EMD) of Rs.1,50,000/- (Rupees One lakh Fifty Thousand only), refundable (without interest), should be necessarily accompany with the Technical Bid in the form of Demand Draft/ Pay Order from any of the Commercial Bank in favour of the Indian Institute of Corporate Affairs valid for a period of 90 days. Offer not accompanied by earnest money of the requisite amount or without proper validity will be summarily rejected.
12. The successful Agency will be required to deposit Security Deposit for a sum of Rs.15,00,000/- within 15 days of the receipt of the formal order for award of contract. The security will be furnished in the form of the Accounts Payee Demand Draft or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of Agency, but hypothecated to the Indian Institute of Corporate Affairs. The security should remain valid for a period of 60 days beyond the validity of the contract. The Deposit will be adjusted against any loss caused to IICA due to theft/ negligence/ deficiency in services on the part of manpower supplies by the Agency or on account of non-fulfilment of any obligations on the part of the agency.
13. The tendering Agency is required to enclose photocopies of the following documents (duly attested, along with Technical Bid, failing which their Bids, shall be summarily/ out rightly rejected and will not be considered any further.

- (a) Copy of Registration Certificate of the Agency.
 - (b) Copy of PAN/ GIR Card.
 - (c) Copy of Service Tax Registration certificate
 - (d) Copies of IT returns filed for the last 3 financial years i.e. 2010-2011, 2011-2012, 2012-13.
 - (e) Copies of Bank Statements for the Last 3 Years.
 - (f) Copies of Balance Sheet, Profit & Loss Account etc. for the last 3 years
 - (g) Copies of Work experience of similar jobs during the last 5 years.
14. Conditional bids shall not be considered and will be out rightly rejected at the very first instance. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly Signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any in the Technical Bid Application must be initiated by the persons authorized to sign the tender bids.
- 15 The envelope containing Technical Bid will be opened first on the Scheduled date and time (At 15.30 Hrs on 30-06-2014) in the presence of the representatives of the Agency, if any, who wish to be present on the spot at that time. Technical Bids shall be evaluated by the competent authority. Financial Bids of technically qualified, eligible Agencies meeting all the requisite criteria only shall be opened on a date and place to be notified later in presence of short listed Agencies or their authorized representatives.
- 16 The competent authority of Indian Institute of Corporate Affairs reserves the right to reject any or all bids without assigning any reason.
- 17 The Agencies shall submit the technical and financial bids only in the format enclosed as Annexures-II & III.

II. **TECHNICAL REQUIREMENTS FOR THE TENDERING AGENCY.**

1. The tendering Service Provider Agency should fulfill the following technical specifications:
 - (a) The Registered Office or one of the Branch Office's of the Agency should be located either in Delhi or New Delhi or in any of the Satellite Towns of Delhi or at Manesar (Haryana);
 - (b) The Agency should be registered with the appropriate registration authority.
 - (c) The Agency should have at least 5 Year experience in providing manpower to Institutes of repute, Public Sector Companies/ Banks and Government Departments etc.;
 - (d) The Agency should have its own Bank Account;
 - (e) The Agency should be registered with Income Tax and Service Tax Departments;

- (f) The antecedents and character of each persons of the Agency should have been got verified from the local police authorities and copies of the same are submitted to this Institution before deployment;
- (g) A certificate of Medical Officer that the person concerned is fit for Job/ service is submitted to this Institute, before their deployment.
- (h) The Agency should have all the requisite clearances/ certificates from the Labour Department of Government of NCT, Delhi or D.C. Gurgaon (Haryana).
- (i) Annual gross turnover of the Agency should not be less than Rs. 5 Crores. The Agencies with sound financial track record, without any overdraft from Banks, Financial Institutions etc. may only apply.

III. TERMS AND CONDITIONS

GENERAL

1. The contract shall commence from the date of signing the contract with the Service Provider and shall continue for a period of one year, unless it is curtailed or terminated by Indian Institute of Corporate Affairs owing to deficiency of service, sub-standard quality of personnel deployed, breach of contract, reduction or cessation of the requirements of work.
2. The contract shall automatically expire after one year from commencement of the contract, unless extended further by the mutual consent of Agency and Indian Institute of Corporate Affairs.
3. The contract may be extended on the same terms and conditions or with some additions/ deletions/ modifications for a further period of one year.
4. The Agency shall not be allowed to transfer, assign or sub-contract its rights and liabilities under this contract to any other Agency without the prior written consent of Indian Institute of Corporate Affairs.
5. The Agency will be bound by the details furnished by him to the Indian Institute of Corporate Affairs, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him is found to be false at any stage, it would be deemed to be a breach of terms of contract making the Agency liable for legal action, besides termination of contract.
6. Financial bids of only those Agencies who are technically qualified shall be evaluated.
7. The Indian Institute of Corporate Affairs reserves the right to terminate the contract by giving a seven day notice to the Agency.
8. The Agency shall ensure that the manpower deployed conforms to the technical specifications of age and qualifications and experience etc.
9. The manpower deployed by the Agency shall be required to work during normal working hours of the Indian Institute of Corporate Affairs i.e. from Monday to Friday (5 working days in a week) from 09.30 Hrs. to 18.00 Hrs with a lunch break of ½ hour. However in exigencies of work, they may be required to attend work on Saturdays, Sundays and other holidays or extra duty hours.

10. The Agency shall furnish the following documents in respect of the individual personnel, who will be deployed by it in the Indian Institute of Corporate Affairs, before commencement of work:

- (a) List of personnel shortlisted by the agency for deployment in Indian Institute of Corporate Affairs containing full details i.e. names, father name, date of birth, marital status, address, Telephone Numbers, E-mail address etc.
- (b) The Original as well as attested copies of certificates of date of birth from the School/ Board/ Municipality etc. (The Original Certificates shall be returned after verification).
- (c) Bio data with photographs of the persons.
- (d) Certificate of verification of antecedents and character of persons by local police authorities.
- (e) A Certificate of Medical Officer that the person concerned is fit for Job/ service.
- (f) Copies of Aadhaar Cards and residence proofs. Those who have not received the Aadhaar Cards, so far will be required to submit the same within 120 days of their deployment.
- (e) Original as well as photocopies of certificates of educational qualifications and experience certificates from Govt./ PSU`s/ PSE`s/ Banks/ Autonomous bodies, Institutions of repute etc. (The Original Certificates shall be returned after verification).
- (f) A sample of Identity Card to be provided to its personnel by the successful Agency.

11. The persons engaged by the Agency should not have any adverse Police records/ criminal case pending against them. The Agency would be responsible to make adequate enquiries about the character and antecedents of the persons, before their engagement for the purpose. The character and antecedents of each worker will be got verified by the service provider, before their deployment through the local police. Proofs in respect of each person offered for the job shall be obtained, viz

- (j) bank account details.
- (ii) previous work experience
- (iii) Aadhaar Cards & proof of residence
- (iv) recent photograph
- (v) A certification that the said persons does not have any adverse Police Record/ Criminal Case pending against him/ her.
- (vi) The Agency will also ensure that the personnel deployed are medically fit.

The Agency shall withdraw such persons, who are not found suitable by the Institute for any reasons immediately on receipt of such a request from this Institute.

12. The Agency shall engage necessary persons as required by Indian Institute of Corporate Affairs from time to time. The persons engaged by the Agency shall be the employees of the Agency and it shall be the duty of the Agency to pay their salary/ wages in time i.e. before 7th day of every following calendar month. There shall be no master & servant relationship between the employees of the Agency and the Indian Institute of Corporate Affairs and further that the engaged persons of the Agency shall have no claim for absorption or regularisation in the service of IICA under the labour/ industrial laws.
13. Undertaking from the persons to this effect shall be required to be submitted by the Agency to Indian Institute of Corporate Affairs, before their deployment.
14. The Agency's personnel shall not divulge or disclose to any persons of any details of office, operation process technical know-how, security arrangements, administrative/ organizational matters as the same are confidential/ secret in nature.
15. The Agency's personnel's behaviour should be polite, cordial, positive and efficient while handling the assigned work and their action should promote goodwill and enhance the image of the Indian Institute of Corporate Affairs. The Agency shall be responsible for any act of indiscipline on the part of the personnel deployed by it.
16. The personnel deputed shall not interfere with the work and duties of the employees of the Indian Institute of Corporate Affairs.
17. The Agency will have to remove from the office, any rejected person or persons, who is found incompetent or for his/ her/ their misconduct and shall forthwith replenish such requirements. The Agency shall replace immediately any of its personnel, if they are unacceptable to the Indian Institute of Corporate Affairs, because of security risks, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving notice from this office.
18. The Agency shall ensure proper conduct of its persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan chewing, smoking, loitering without work etc.
19. The transportation, food, medical and other statutory requirements in respect of each personnel of the Agency shall be borne by it.
20. It shall be the duty of the Agency to ensure the disbursement of wages in the presence of the authorized representative of the Indian Institute of Corporate Affairs before the due date.
21. It is obligatory on the Agency to ensure that wages paid should not be less than the minimum rates fixed by the Government of Delhi and or at Manesar by D.C.Gurgaon (Haryana) from time to time.
22. The Agency will submit the bill in duplicate in respect of a particular month in the first week of the next month. The payment will be released at the earliest after deduction of taxes deductible at source as per Income Tax Act or any other tax applicable under the law in force.
23. In case, the person employed by the successful Agency commits any act of omission or commission that amounts to misconduct/ indiscipline/ incompetence and security risks, the successful Agency will be liable to take appropriate disciplinary action against such persons, including their removal from the work, if

required by the Indian Institute of Corporate Affairs within 2 days of being brought to their notice.

24. The Agency shall provide identity cards to the persons deployed in the Indian Institute of Corporate Affairs carrying the photographs of the personnel and personnel information such as name, Date of birth, age and identification marks etc.
25. In the event of absence from work or leaving the job due to personal reasons by any person (s) deployed, the delay by the agency in providing a substitute/ replacement beyond 2 working days shall attract liquidated damages of Rs.100/- per day (per such case) on the Agency, besides deduction in payment on pro-rata basis.
26. Payments for the service provided would be strictly on certification by the officer with whom the person (s) is attached that his services were satisfactory and attendance is as per the bill preferred by the Agency.
27. The persons deployed by the Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, contractual, regular employees of the Indian Institute of Corporate Affairs during the currency or after expiry of the contract.
28. No wages/ remunerations will be paid to any person(s) for the days of absence from duty.
29. The Agency will provide the required number of personnel for a temporary period also, in case of any exigencies as per the requirement of the Indian Institute of Corporate Affairs.
30. The Agency shall be contactable at all times and message sent by phone/ email/ fax/ Special Messenger from the Indian Institute of Corporate Affairs to him shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Indian Institute of Corporate Affairs in implementing the Contract from time to time.
31. The Indian Institute of Corporate Affairs shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipments or vehicles of the engaged personnel.
32. The agency on its part and through its own resources shall ensure that the goods, material and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for any act of commission or omission on the part of its personnel deployed in the Institute. If the Indian Institute of Corporate Affairs suffers any loss or damage on account of negligence, defaults or theft on the part of the personnel of the agency, then the agency shall be liable to reimburse to the Indian Institute of Corporate Affairs for the same. The Agency shall keep the Indian Institute of Corporate Affairs fully indemnified against any such loss or damage.
33. Indian Institute of Corporate Affairs will maintain an attendance register in respect the personnel deployed by the Agency on the basis of which wages/ remunerations will be decided in respect of the staff at the approved rates.
34. The successful Agency shall furnish a Security deposit within 15 days of the receipt of the formal order for award of contract for a sum of Rs. 15,00,000/- (Rupees Fifteen lakhs only) in the form of Account payee Demand Draft or Fixed

- Deposit Receipt (FDR) from a Commercial Bank made in the name of Agency, but hypothecated to the Indian Institute of Corporate Affairs in an acceptance form safeguarding the interest of Indian Institute of Corporate Affairs in all respects. The security should remain valid for a period of 60 days beyond the validity of the contract. The Deposit will be adjusted against any loss caused to IICA due to theft/ negligence/ deficiency in services on the part of its personnel or on account of non-fulfilment of any obligations on the part of the Agency.
35. The security deposit will be forfeited, in case supply of manpower is delayed beyond the period stipulated by the Indian Institute of Corporate Affairs or non compliance of the terms of agreement by the Agency or frequent absence from duty/ misconduct on part of manpower supplied by the agency or for causing any loss or damage to the property or otherwise by the Agency or any of its personnel.
 36. The successful Agency will enter into an agreement with the Indian Institute of Corporate Affairs on these terms and conditions. The agreement will be valid for a period of one year commencing from the date of signing of the agreement and shall continue to be in force in the same manner, unless terminated in writing. The service charges/ rates quoted by the agency shall remain fixed for a period of one year and no request for any change/ modification shall be entertained before expiry of one year and shall be subject to satisfactory performance of the agency and shall be subject to such amendments as mutually agreed to.
 37. However, the agreement can be terminated by either party by giving one month's notice in advance. If the Agency fails to give one month's notice in writing for termination of the agreement/ contract, then the amount equivalent to one month's wages/ Pay etc. of the total number of personnel deployed and any other amount due to the Agency from the Indian Institute of Corporate Affairs shall be payable/ recovered.
 38. That 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 legal dues. In case of any dispute on account of termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the Agency to pay and settle their dues and or to offer alternate job etc.
 39. In the event of any dispute arises touching any of the clauses of the agreements, matter will be referred to the Director General and Chief Executive Officer, Indian Institute of Corporate Affairs, whose decision shall be binding on both the parties.

LEGAL

The Agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in the Indian Institute of Corporate Affairs.

The Agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Indian Institute of Corporate Affairs to

concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

The Agency shall maintain all statutory registers under the applicable Law. The Agency shall produce the same on demand to the concerned authority of the Indian Institute of Corporate Affairs or any other authority under Law.

The Tax Deduction at Source (TDS) shall be deducted under the Income Tax Act as amended from time to time and certificate to this effect shall be provided to the Agency by the Indian Institute of Corporate Affairs.

In case, the Agency fails to comply with any Statutory/ taxation liability under applicable law and as a result thereof the Indian Institute of Corporate Affairs is put to loss/ obligation, monetary or otherwise, the Indian Institute of Corporate Affairs will be entitled to deduct the same out of the outstanding bills or the Security Deposit of the Agency to the extent of the loss or obligation in monetary terms.

In case the Agency fails to make payment of wages within the prescribed period or makes short payment, the Contract will liable to be terminated and any / short payment to the worker will be recovered from any payments due to the Agency.

FINANCIAL

The Technical bid should be accompanied with an Earnest Money Deposit (EMD), refundable of Rs.1,50,000/- (Rupees One lakh Fifty Thousands only) in the form of Demand Draft/ Pay Order drawn in favour of the " Indian Institute of Corporate Affairs", failing which the tender shall be rejected out-rightly. The EMD in respect of agency which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second Competitive Stage) shall be returned to them without any interest. Further, if the agency fails to deploy manpower against the initial requirement within 15 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.

The successful Agency will have to deposit Security Deposit for a sum of Rs. 15,00,000/- (Rupees Fifteen lakhs only) within 15 days of the receipt of the formal order. The security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of "Indian Institute of Corporate Affairs" or in the form of Fixed Deposit Receipt from a Commercial Bank made in the name of Agency, but hypothecated to the Indian Institute of Corporate Affairs. The security should remain valid for a period of 60 days beyond the validity of the contract. The Deposit will be adjusted against any loss caused to IICA due to theft/ negligence/ deficiency in services on the part of its

employee(s) or on account of non-fulfilment of any obligations on the part of the agency.

A portion/ whole of the bill amount shall be held up till proof/ copies of deposit of Service Tax, EPF, ESI etc., if any with the concerned authorities is furnished with the next month`s bills at the discretion of the Indian Institute of Corporate Affairs.

Settlement of disputes will be as per Indian Arbitration and Conciliation Act, 1996 and venue will be the Indian Institute of Corporate Affairs.

(R.Sitaraman)
Chief Administrative Officer

Place :
Date:

Technical Bid

(To be enclosed in a separate sealed envelope)

For Providing manpower at the Indian Institute of Corporate Affairs at Manesar,**Distt. Gurgaon and at Delhi.**

1. Name of the Agency :
(Attach Certificate of Registration)
2. Name of Proprietor/ Director of the Agency :
3. Full Address of Registered Office :

- Telephone No. :
Mob. No.
FAX No. :
E-Mail Address :
4. Full address of Operating/ Branch Office :

5. Banker of the Agency with Full Address :
(Attach certified copy of bank statement for the last 3 years)
Details of Overdraft obtained from bank/ Financial Institutions during last 3 years.
6. PAN/GIR No. :
(Attach attested copy)
7. Service Tax Registration No. :
(Attach attested copy)

8. Give details of gross Annual Turnover as per Balance Sheet/ Income and expenditure statement. :

	2011-12	2012-13	2013-14
Gross Turnover			

9. Give details of annual Income as per Income tax returns for the last 3 years. 201

	2010-11	2011-12	2012-13
Gross Income			

10. Details of Earnest Money Deposit
(DD/ PO No.& Date)
Drawn on Bank.
Bank branch address

11. Additional information, if any (Attach separate sheet, if required)

Date :

Place :

Signature of authorized person

Full Name: _____

Seal: _____

Declaration

1. I. _____ Son/ Daughter/ Wife of Shri.....
Proprietor /Director/Authorised signatory of the Agency, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood the “Scope of work and General instructions for the Tenderers”, the “terms and conditions” listed in Annexure –I annexed to the tender notice dated_____, all the terms and conditions of the tender and undertake to abide by them;
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person.

Date:

Full Name:_____

Place:

Seal:_____

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Application Form– Technical Bid
2. Earnest Money Deposit (EMD) of Rs.1,50, 000/-(Rupees One Lakh Fifty thousands only) in favour of Indian Institute of Corporate Affairs by means of Demand draft/ Pay order from any of the Commercial Bank
3. Attested copy of Registration of Agency
4. Certified copy of the statement of bank account of Agency for the last 3 years
5. Attested copy of PAN/ GIR card.
6. Attested copy of the Service Tax Registration Certificate.
7. Attested copy of IT returns for the last 3 years filed by the Agency. Certified document in support of entries in column -10 of the Technical Bid application.
8. Copy of the “Scope of work and General instructions for the Tenderers”, the Technical requirements for the Agency as well as the “terms and condition” listed in Annexure-I annexed to the tender notice dated.....with each page duly signed and sealed by the authorized signatory of the Agency in token of their acceptance.

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

**For providing manpower to the Indian Institute of Corporate Affairs at Manesar,
Distt.-Gurgaon and at Delhi**

- 1 Name and address of the Agency

- 2 Quote in Percentage as Service charges, including all other charges

(in figures)	
(in words)	

NOTE:

- i) The Service Charges quoted as above should be in percentage only, otherwise the same will be rejected.
- ii) The Service Tax and cesses as applicable can be charged on the total amount of the bill by the Agency.
- iii) The total amount payable to the Agency shall depend upon the no. of its personnel deployed on the basis of the monthly payments of person(s) as indicated in the tender document plus the amount worked out on the basis of the percentage of charges as quoted above.
- iv) The percentage quoted should cover all expenses of the Agency, inclusive of all statutory dues and other dues, if any.
- v) The payment for extra duty hours, if any performed by any worker shall be on proportionate basis for the no. of hours of work put in and can be claimed as an additional payment with proportionate Service Charges and Service Tax thereon as applicable. Similarly, the proportionate deduction will be made for the days of absence by its personnel in the same manner.
- vi) TDS as applicable shall be deducted as per Income Tax Act.
- vii) The rates/ percentage quoted shall remain fixed during the entire period of contract of one year, unless higher rates are prescribed as per Minimum Wages Act. from a particular date by the state Govt. concerned.

- viii) The payment shall be made by the Agency to its personnel before 7th. Of the following month.
- ix) The Statutory dues like EPF, ESI of the workers and Service Tax etc. should be deposited with the concerned authorities on monthly basis and deposit receipts for the previous month should invariably be enclosed with the monthly bills by the Agency.
- x) The Agency shall be liable to pay to the individual workers, the amounts as claimed in their bills relating to each individual, excluding service charges etc.
- xi) Criteria for selection for award of the contract will be the percentage of Service Charges as quoted above.
- xii) In case of a tie, the lowest bidder will be decided on the basis of highest value of gross income/ contracts handled during the last five years.

Signature of the authorised person

Place:

Full Name_____

Date

Seal of Agency_____