

No. A-12032/2/2016-Estt.I
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel and Training
Staff Selection Commission (HQ)

New Delhi, dated 20th April, 2017

TENDER DOCUMENT

Subject:- Invitation of electronic-Bids for Outsourcing the work of Data Entry Operators in the Staff Selection Commission (HQ) at New Delhi .

LAST DATE AND TIME FOR SUBMISSION OF DOCUMENTS: 02.05.2017, 1.00 PM

DATE AND TIME FOR OPENING OF 'TECHNICAL BID' OF TENDER DOCUMENTS:

03.05.2017 at 3.00 pm

DATE AND TIME FOR OPENING OF 'FINANCIAL BID' OF TENDER DOCUMENTS: 09.05.2017 at 3.00 pm

CONTENTS OF TENDER DOCUMENT

S. No.	Description of contents	Page No.
1	Tender Documents	1
2	Tender Notice dated	2-6
3	Technical requirements for Data Entry Operator and Duties	7
4	Technical requirements for tender	8
5	Application for Technical Bid	9-10
6	Declaration	11
7	Application for Financial Bid	12-13
8	Terms and Conditions	14-20
9	Documents required for Technical Bid	21

(Zoya C.B.)
Under Secretary to the Government of India
Tele:24364792

No. A-12012/2/2016- Estt.I
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel and Training
Staff Selection Commission (HQ)

New Delhi, dated 20th April, 2017

TENDER NOTICE

To,

Upload at CPP Portal

For Registered Service Provider Agency/Firm with local office at New Delhi

Subject:- Invitation of electronic Bids for Outsourcing the work of 15 Data Entry Operators in the Staff Selection Commission (HQ) at New Delhi .

I am directed to state that this Commission is interested in having a contractual arrangement with a suitable placement agency for providing clerical services/Data Entry Operators (DEOs) on contract basis for day-to-day office work.

2. E-tenders on behalf of the President of India, are invited under **Two Bid System** i.e. **Technical Bid** and **Financial Bid** from reputed, experienced and financially sound Companies/Firms/Agencies for providing services of 15(fifteen) skilled Data Entry Operators in **Staff Selection Commission (HQ)** for a period of **one year**, from date of award of contract, which is extendable as per requirement. However, the number of outsourced staff requirement may vary from time to time on the discretion of the Commission

3. NIT(Notice Inviting Tender) can be downloaded from the website of Central Public Procurement Portal(<http://eprocure.gov.in/cppp/>)

4. The interested Companies/Firms/Agencies may submit the tender documents complete in all respects through e-tender, and hardcopy also along with Earnest Money Deposit (EMD) of **Rs.50000/- (Rupees fifty thousand only)** in the form of DD / Pay Order drawn in favour of DDO, SSC(Hqr), New Delhi and other requisite documents of their technical bids as listed in para 7 of "Scope of work and general instructions for tenderers". Hard copies of quotation for providing the Data Entry Services may be submitted in two separate sealed covers(i) Technical Bid and (ii) Financial Bid enclosed in a single envelope superscribed "Tender for Providing Data Entry Services on Contract Basis to SSC (HQ)" to the office of US (Estt.), Room No.713, Staff

Selection Commission, CGO Complex, Lodi Road, New Delhi by 20.04.2017 at 1 p.m. These hard copies will be used only in those cases where e-tenders have been received and only to verify the documents uploaded by the firm in their e-tenders.

1 First sealed cover superscribed "Technical Bid for Providing Data Entry Services on Contract basis in SSC (Hq)" should contain:

- (i) Application Forms as prescribed in Annexure - I
- (ii) Earnest Money Deposit of Rs. 50,000/- in the form of Demand Draft/Pay order drawn in favour of :DDO,SSC(Hq),New Delhi.
- (iii) Copies of certificate /documents to the effect that the work orders/contract were executed by them satisfactorily in Government Department/public Sector Undertaking/Autonomous Organized/Local Bodies.
- (iv) Details of terms and conditions mentioned below.
- (v) A copy of the Tender Notice required to be submitted duly signed on each page of the Tender Notice by the contractor /Authorized person of the firm.

2. Second sealed cover superscribed "Financial Bid for Providing Data Entry Services On contract basis in SSC(Hq)" should contain:

- (i) Rates in the prescribed form.
- (ii) Copy of the DD/Pay order deposited with the technical bid.

5. Technical Bids will be considered valid only in those cases where Pre Qualification criteria are fulfilled. Bids where Pre Qualification Criteria are not fulfilled, will be considered as irresponsive bids and those bids will not be considered for further evaluation. Financial bids will be evaluated only in case of those bidders whose technical bids are found qualified. The last date and time for receipt of e-tenders and hardcopy of technical bid along with EMD is 02.05.2017 at 1 p.m. No tender shall be entertained after this deadline under any circumstances whatsoever. The Technical Bid of tenders will be opened at 3 p.m on 03.05.2017 and Financial Bid of tenders will be opened at 3 p.m on 09.05.2017.

6. This Commission 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. The decision of the Commission in this regard shall be final and binding on all.

Encl. as above

(Zoya C.B.)
Under Secretary to the Government of India
Tele:24364792

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi-110003 requires reputed, well established and financially sound Data Entry Services Companies/ Firms /Agencies to provide Data Entry Assistance to its Officers.
2. The contract will be for a period of one year from the date of award of contract. The period of contract may be further extended or curtailed/terminated at any time depending upon requirement of the Commission.
3. The Commission has initial requirement for services of 15 (fifteen) Skilled Data Entry Operators who are well conversant with computers and essentially well trained in MS Word and desirably possess knowledge of LAN functioning, MS Excel and MS Power Point package/language. The requirement of the Commission may increase or decrease during currency of contract.
4. The various crucial dates relating to "Tender for Providing Data Entry Operators to the Staff Selection Commission (HQ) are cited as under:-
 - (a) Last date and time for submission of Quotation (Technical & Financial, on Central Public Procurement Portal) : 1 p.m on 02.05.2017
 - (b) Date and time for opening of Technical Bids : 3 p.m on 03.05.2017
 - (c) Date and time for opening of Financial Bids : 3 p.m on 09.05.2017
 - (d) Likely date for deployment of required Data Entry Services : Immediately on signing of contract (Likely by 16.05.2017).
5. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are required to submit their tender **online on the website of** Central Public Procurement Portal. The tender documents should be submitted in two separate parts as under :-
 - (i) **"Technical Bids for providing Data Entry Services to the Staff Selection Commission (HQ)" &**
 - (ii) **"Financial Bid for providing Data Entry Services to the Staff Selection Commission (HQ)**
6. The Earnest Money Deposit (EMD) of Rs.50000/- (Rupees fifty thousand), refundable (without interest) should be submitted along with the Technical Bid of the agency in the form of Demand Draft/Pay Order of any Nationalized bank drawn in the favour of DDO, Staff Selection Commission (HQ), CGO Complex, New Delhi, failing which the tender shall be rejected summarily.

7. The tendering Companies/Firms/Agencies are required to upload the **scanned copies** of the following documents on the website of Central Public Procurement Portal along with the Technical Bid, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further :-

- i) Copy of EMD document.
- ii) Copy of ESI Code number
- iii) Copy of PAN number/GIR card.
- iv) Copy of Registration number & registration certificate issued by Government Agency.
- v) Copy of Service Tax registration certificate
- vi) Copy of work experience certificate
- vii) Proof of annual turnover of the firm for the last 3 years

8. Conditional bids shall not be considered and will be outrightly rejected in the very first instance.

9. 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, corrections, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.

10. The Contract Agreement shall be construed as per Indian Laws. Delhi Courts will have jurisdiction to settle any dispute arising out of the Contract.

11. The Competent Authority of the Staff Selection Commission (HQ) reserves the right to cancel any or all the bids without assigning any reason.

12. The firm/contractor shall comply with all Labour Laws, Rules and Acts in relation to its employees and ensure payment of minimum wages to the personnel engaged on outsourcing basis as per the notifications issued by Govt. of NCT of Delhi from time to time in compliance with the provisions of Minimum Wages Act and the Contract Labour (Regulation & Abolition) Act, 1970.

13. The service provider shall ensure that the persons supplied fulfill the required education and skill qualification as **per Annexure-I**.

14. The persons supplied by the agency will be screened for possessing the minimum educational qualification and skills by the Staff Selection Commission (HQ) by devising tests as considered fit.

15. The persons deployed shall not claim any benefit/compensation/absorption/regularization of services in this Commission under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.

TECHNICAL REQUIREMENTS FOR DATA ENTRY OPERATORS TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/FIRM/AGENCY IN THE SSC WITH PROPER DOCUMENTARY PROOF

1. He/She should be at least 12th Standard pass (10 +2) & proficient in English Language and between 18 and 30 years of age.
2. He/She should have minimum typing speed of 40 words per minute in English or 25 words per minute in Hindi.
3. He/She should be conversant with the working of the computers. Knowledge of MS word is essential. Knowledge of LAN functions, MS excel and MS Power Point packages as well as stenography is preferable.
4. He/She should have good communication (written & oral) skill in English and Hindi.
5. He/She should have in-depth knowledge of office tools and proficiency in use of office gadgets like photo copying machines, FAX machines, Telephone Systems etc.
6. He/She should have experience as Data Entry Operator or equivalent in reputed Public / Private institutions /Central/ State Government offices.
7. He/She should submit Character certificates from one Group "A" or Class-I Gazetted officer of the Central Government/State Government.
8. His/her antecedents should have been got verified by the agency from the local police authorities.

DUTIES:

1. Typing, Diary, Dispatch of Letters, Movement of Files and Data entry from various proposals and reports received in the Commission.
2. Follow up with various agencies at Central, State and District level and with other stake holders of the Staff Selection Commission (HQ) to obtain relevant information necessary for input
3. Provide support on any data related queries.

4. Any other work assigned by the Department from time to time

1. PRE QUALIFICATION CRITERIA

- i) Average minimum turnover in last 3 Financial Years should not be less than Rs.50 Lakh (Balance Sheet of last 3 Financial Years may be submitted).
- ii) Proof of working with Ministries/Government offices/autonomous organizations for three years and the number of persons deployed by the agency each year in the last 3 years.

2. TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY/FIRM/AGENCY

The tendering Company/Firm/Agency should fulfill the following technical specifications and upload/furnish attested copies of documents evidencing compliance with these specifications:-

- (a) The Registered Office or one of the Branch Offices of the Company/Firm/Agency should be located either in Delhi/New Delhi or NCR region of Delhi.
- (b) The Company/Firm/Agency should be registered with the appropriate registration authority.
- (c) The Company/Firm/Agency should have at least three years experience in providing manpower to reputed Private Companies/Public Sector Companies/Banks and Government Departments etc, proof of which should be enclosed with the technical bid.
- (d) The Company/Firm/Agency should be registered with Service Tax Department.
- (e) The Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.
- (f) Copy of PAN card/IT return.
- (g) Certificate of annual return from CA.

2. Attested copies of the documents indicating compliance with the above specifications/requirements should be uploaded along with the Technical bids.

APPLICATION-TECHNICAL BID

For providing Data Entry Operator Services to Staff Selection Commission(HQ)

1. Name of Tendering Company/Firm/Agency:
(Attach certificate of registration)
2. Name of proprietor/Director of Company/Firm/Agency:
3. Full Address of Regd. Office: _____

Telephone No.
FAX No.
E-Mail Address
4. Full address of Operating Branch: _____

Telephone No:
Fax No.:
E-Mail Address:
5. (a) Details of EMD
 - (i) Amount :
 - (ii) Draft No :
 - (iii) Date :
 - (iv) Issuing Bank :(b) Banker of Company/Firm / Agency-----
(Full Address)
(Attach certified copy of statement-----
of A/c for the last three years)
(c) Telephone Number of Banker -----
6. PAN/GIR No. -----
(Upload self attested copy)
7. Service Tax Registration No., if any-----
(Upload self attested copy)
8. E.P.F. Registration Number, if any-----
(Upload self attested copy)

9. E.S.I. Registration Number, if any-----
(Upload self attested copy)

10. Financial turnover of the tendering Company/Firm/Agency for the last three Financial Years with documentary proof thereof. (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. in Lakhs)	Remarks, if any
2013-14		
2014-15		
2015-16		

11. Give details of work experience/major similar contracts handled by the tendering Company/Firm/Agency during the last three years in the following format (copy to be enclosed):

S. No.	Details of client along with address, telephone and FAX numbers	Amount value of Contract (Rs. in Lakhs)	Duration of Contract	
			From	To

(If the space provided is insufficient, a separate sheet may be attached)

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

Date:

Place:

Seal:

Signature of authorized person

Full Name:

DECLARATION

1. I, _____ son/daughter/wife of Shri. _____
_____signatory of the agency/firm mentioned above, am
competent to sign this declaration and execute this tender document:
2. I have carefully read and understood all the terms and conditions of the tender
and undertake to abide by them:
3. My agency has not been **blacklisted or debarred** from participating in tender of
any Ministry/Department of Government of India or a Government of India
undertaking in the last Three Years.
4. 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/fabricated document would lead to
rejection of my tender at any stage besides liabilities towards prosecution under
appropriate law:

Date:
Place:

Full Name:
Seal:

Signature of authorized person (s)

APPLICATION - FINANCIAL BID

For providing Manpower Services to Staff Selection Commission(HQ)

1. Name of tendering Company/Firm/Agency: -----
2. Details of Earnest Money Deposit: Rs. 50,000/-(Rupees fifty thousand only)
D.D/P.O. No. & Date :
Drawn on Bank :
3. I accept all the terms and conditions of the Tender Notice, which interalia, include:
 - a. Rates are to be quoted in accordance with the Minimum Wages Act, 1948 as applicable in the NCT Delhi. The agency will have to furnish an Affidavit that it is complying with all statutory liabilities relating to taxes, payment of minimum wages and other statutory liabilities.
 - b. Rate per person/per month for one DEO personnel (8 hours excluding $\frac{1}{2}$ hour lunch) is Rs. _____ (Inclusive of minimum wages, plus all statutory payments such as EPF, ESI, Service tax and Administrative/Service Charges) with following break-up:

S. No.	Component of Rate	Amount in Rs. per person/per month
i.	Monthly rate per person (in accordance with Minimum Wage Act, 1948)	
ii.	Employees Provident Fund @ 13.61 % of Sl. No. (i)	
iii.	Employees State Insurance @ 4.75 % of Sl. No. (i)	
iv.	Contractors Administrative/Service Charges/ Any other Charge (please indicate)	
v.	Service Tax Liability @ 14.50 % of total of Sl. No. (i+ii+iii+iv) (if applicable)	
vi.	Total (Column i to v)	

c. The bidder shall justify their quoted price against Sl.No.4(iv) above in clear terms to substantiate the reasonableness of the same. Any unreasonable price in this regard is liable for rejection by the Department.

d. The bidder shall quote monthly wages rate per DEO, which shall not be less than the minimum wages prescribed by the Govt. of NCT of Delhi under Minimum Wages Act, 1948.

e. This Commission shall make payment only on the minimum wages prescribed by the Govt. of NCT of Delhi under Minimum Wages Act, 1948 and the statutory contributions on workers' wages to the bidder even if the bidder quotes higher wages than the minimum wages prescribed by the Govt. of NCT of Delhi under Minimum Wages Act, 1948.

f. The financial bid will be evaluated and L1 will be decided on the basis of the firm's "Administrative/Service charges for DEO per month" quoted by the firm.

g. Complimentary service by any firm is not acceptable. If any firm quotes the Administrative Service Charges as Zero/Nil, it shall not be treated as a valid quote and shall result in summary dismissal of the financial bid even though the firm is otherwise technically qualified.

h. The Administrative Service Charges per worker per month quoted by the firm in the financial bid shall be commensurate with the administrative and supervisory efforts required for executing the contract.

i. The Commission shall correct(increase or decrease) the ratio of statutory payments on minimum wages if there is variation found in the rates quoted by the bidder and those notified by the Govt.

j. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each Data Entry Operator.

Signature of authorized person

Date:

Full Name:

Place:

Seal:

TERMS AND CONDITIONS OF CONTRACT

GENERAL

1. The contract may be extended, on the same terms and conditions or with some addition/deletion/modification, for a further specific period mutually agreed upon by the successful service providing Company/Firm/Agency and Staff Selection Commission (HQ) .
2. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Commission.
- 3.(i) Tolerance Clause- Number of DEOs can be amended +/- 25% of the requirement projected in this tender document before awarding the contract.
- 3.(ii) The Commission, at present, is in requirement of Data Entry Operators on urgent basis. The requirement of the Commission may increase or decrease during the period of initial contract and the tenderer would have to provide additional Data Entry Operators, if required on the same terms and conditions.
4. The tenderer will be bound by the details furnished by him/her to this Commission, while submitting the tender or at subsequent stage. In case any document furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of Contract making him/her liable for legal action besides termination of contract.
5. The Commission reserves the right to terminate the contract at any moment of time after giving three days notice to the contracting agency in case of breach of terms of contract.
6. Commission may ask the documentary evidence in respect of payment of statutory liabilities as and when required.
7. Duly authorized representative of Bidders will be allowed to participate in the bidding process on the production of authorization letter.
8. Service provider will pay the prescribed wages to the persons deployed in this Department through ECS in their individual bank accounts opened at any nationalized Bank.

9. Whenever minimum wage is revised by the Government of NCT of Delhi, the rate in the contract and the consequential statutory payments shall get revised keeping the Contractor's Administrative/Service/Contractor or any other liability charges unchanged.

10. Commission shall verify the actual payment of statutory payments periodically and if not satisfied shall withhold the payments due to the service provider in addition to other legal action.

LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

11. The contracting agency shall ensure that the individual Data Entry Operators deployed in the Staff selection Commission are physically fit to discharge duties of DEO.

12. This Commission is an attached office within the Department of Personnel & Training and has five days working (i.e. Monday to Friday) in a week from 9.30 Am to 6.00 PM with a lunch break of $\frac{1}{2}$ hour from 1.30 PM to 2.00 PM. Besides, the Commission also observes the Gazetted holidays notified by the Government of India from time to time. The Data Entry Operators, however, may be required to attend the office on Saturdays/Sundays/Gazetted holidays or attend office before/after office working hours also in the exigencies of work for which this Commission will make payment on pro rata basis.

13. The contracting Company/Firm/Agency shall furnish the following documents in respect of the individual Data Entry Operators who will be deployed by it in the Commission before the commencement of work

- a. Bio-data of the persons.
- b. Attested copy of matriculation certificate containing date of birth;
- c. Attested copy of 12th (10+2) certificate containing minimum qualification
- d. Attested copy of computer skill certificate containing minimum typing speed as stated in Annexure-I.
- e. Character certificate from any Group "A"/Class-I officers of the Central/State Government;
- f. Certificate of verification of antecedents of persons by local police authority.

14. In case the person employed by the successful Company/Firm/Agency commits any act of omission/Commission which amounts to misconduct/indiscipline/incompetence, the Company/Firm/Agency will be liable to take appropriate

disciplinary/legal action against such persons, including their removal from site of work, if required by the Commission.

15. The tendering Company/Firm/Agency shall replace immediately any of its personnel who are found unacceptable to the Commission because of security risks, incompetence, conflict of interest, improper conduct etc. on instructions of the Commission.

16. The tendering Company/Firm/Agency shall not replace any of its personnel without consent from the Commission.

17. The person deployed shall be required to report for work at 9.30 AM to Under Secretary (Administration) daily and would not leave before 6.00 PM. In case the person deployed is absent on a particular day or comes late/leaves early on three occasions, one-day wage shall be deducted.

18. It will be the responsibility of the service providing agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in the Commission and the Commission will have no liability in this regard.

19. For all intents and purpose the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of personnel so deployed in the Commission. The persons deployed by the agency in the Commission shall not have any claims of Master and Servant relationship nor have any principal and agent relationship with or against the Staff Selection Commission. They shall in no case be entitled for claiming regularization/ employment in the SSC on the basis of having rendered services through the contractor.

20. The agency shall depute a coordinator who would be responsible for immediate interaction with the SSC, so that optimal services of the persons deployed by the agency could be availed without any disruption.

21. The Service-providing Agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. This Commission shall, in no way be responsible for settlement of such issues whatsoever.

22. This Commission shall not be responsible for any damages, losses, claims, financial loss or injury to any other person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

23. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/confirmed employees of the Commission during the currency or after expiry of the contract.

24. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/otherwise capacity in SSC.

25. The bidders shall furnish an undertaking to the effect that all the DEOs will be paid their due remunerations in their bank accounts through ECS and no cash distribution of remuneration will be done. Any complaints in this regard after award of contract will attract penal action against the firm by the Commission.

LEGAL

26. The tendering agency will be responsible for compliance of all statutory provisions relating to minimum wages, Service tax, Provident Fund and Employees State Insurance etc., if applicable in respect of the persons deployed by it in the Commission.

27. The tendering agency shall also be liable for depositing any taxes, levies, Cess etc. on account of service rendered by it to the Commission to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

28. The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority of the Commission or any other authority under law. A compliance certificate in this regard will be submitted alongwith the bills every month.

29. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Act, as amended from time to time and a certificate to this effect shall be provided to the agency by the Commission.

30. In case the tendering agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the Commission is put to any loss/obligation, monetary or otherwise, the Commission will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

FINANCIAL

31. The Technical bid should be accompanied with earnest Money Deposit (EMD), refundable, of Rs.50,000/- (Rupees fifty thousand only), in the form of Demand Draft/Pay Order of Nationalized bank drawn in favour of DDO, Staff Selection Commission (HQ), CGO Complex, Lodi Road, New Delhi failing which the tender shall be rejected out rightly. The Annual Average Turn Over in the last 3 Financial Years of the company should not be less than Rupees 50 lakhs. **Scanned copy of the Demand Draft/Pay Order should be uploaded and the original should be submitted to Under Secretary,(Estt), Room No.713, Staff Selection Commission (HQ), New Delhi prior to opening of the Technical Bid.**

32. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage)/Financial Bid (Second Stage) shall be returned to them without any interest. However, the EMD in respect of the successful tenderer shall be returned after receipt of the Performance Security Deposit @10% of total contract value. Further, if the agency fails to deploy required number of Data Entry Operators against the initial requirement within 5 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.

33. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by the Commission besides annulment of the contract and blacklisting of the contractor.

34. The agency shall ensure that the goods, materials and equipments etc. supplied to the personnel for discharge of duties assigned to them are not damaged in the process of carrying out those duties. If this Commission suffers any loss or damage, then the agency shall be liable to reimburse the loss to this Commission in full.

35. The amount of pre-estimated agreed liquidated damages calculated @ Rs.300/- per day per person on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the agency shall be deducted from the monthly bills of the service providing Company/Firm/Agency in the following month.

36. The agency shall raise the bill, in triplicate, along with attendance sheet (duly verified by at least at the level of Section Officer of concerned section), along with proof of receipt of wages by the workers etc will be submitted to this Commission before the 2nd week of each month. Commission shall verify the actual payment of statutory payments periodically and if not satisfied shall withhold the payments due to the service provider in addition to other legal action.

37. Payment shall be made on following conditions:-

- i) All payments to the contractor shall be made subject to deduction of TDS (Tax deduction at Source) as per the Income -Tax Act 1961 and other taxes if any as per the Government of India / state Laws.
- ii) Payment will be made to the firm/agency on Monthly basis after availing service i.e. after satisfactory completion of services in the preceding month.
- iii) Payment shall be made after making recoveries on account of penalties for shortfall in performance as detailed in the **Terms & Conditions** and also after making recoveries for the period during which the DEOs absented from duty.
- iv) Staff Selection Commission can convey specific observations to any incorrect/wrong-invoiced amounts by written notice to the contractor.

38. The Staff Selection Commission reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

UNDERTAKING

I/we, Ms. _____, hereby give this undertaking that all the DEOs deployed by our firm, after award of the contract of hiring of DEOs by the Staff Selection Commission to our firm, will be paid their due remunerations through electronic mode (ECS/EFT etc.) directly in their bank accounts and in no case or situation the DEOs will be paid their due remunerations in cash.

We also understand and agree that the Staff Selection Commission (HQ), in case of any deviation/violation/complaint on above aspect, is competent to initiate suitable penal action against our firm.

Authorized Signatory

Date:

Place:

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Application - Technical Bid.
2. Attested copy of the registration certificate.
3. Attested copy of PAN/GIR Card.
4. Attested copy the latest IT return filed by the agency.
5. Attested copy of the Service Tax registration letter/certificate, if any.
6. Attested copy of the PF registration letter/certificate, if any.
7. Attested copy of the ESI registration letter/certificate, if any.
8. Certified document in support of financial turnover of the agency during the last 3 years.
9. Certified documents in support of entries in column 10-11 of Technical Bid application.
10. Copy of the terms and condition at page 14-19 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

ORDER FOR ARRANGEMENT OF DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF DATA ENTRY OPERATORS

List of workers short listed by the agency for Data Operation Services in the Department of Personnel & Training containing full details i.e. date of birth, marital status, address etc.

1. List of Data Entry Operators provided.
2. Bio -Data of all persons.
3. Character Certificate from any Group 'A'/Class-I Gazetted Officers of the Central/State Government in respect of each person.
4. Certificate of verification of antecedents of all persons by local police authority.

(Zoya C.B.)

Under Secretary to the Government of India
Tele:24364792

