

INDIA INTERNATIONAL CONVENTION AND EXHIBITION CENTRE LIMITED

(a Government of India enterprise under Department of Industrial Policy and Promotion (DIPP),
Ministry of Commerce and Industry, Government of India)
Room No. 452A, Ministry of Commerce & Industry, DIPP,
Udyog Bhawan, New Delhi-110011
(CIN- U74999DL2017GOI327372)

Tel: 011-24190300

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IICC/Outsourcing/01/2018

Date:17th December, 2018

LIMITED TENDER Document

Subject: *Engagement of Firm/Agency to provide manpower [Office Assistant, Personal Secretary and Multi-Tasking Staff (MTS)] in the office of INDIA INTERNATIONAL CONVENTION AND EXHIBITION CENTRE LIMITED (IICC Limited).*

Sealed tenders are invited from eligible, experienced and interested firms/agencies for providing *Office Assistant, Personal Secretary and Multi-Tasking Staff (MTS)* in the office of IICC Limited.

1. The bidder shall provide for following manpower: -

Sl.	Manpower Description/Nature of duty	No. of staff required (Approx.)	Minimum Qualification /Experience
1.	Office Assistant (All clerical, typing & other works related to Maintaining files, office correspondence and other work as assigned)	01	Graduation/ Diploma/Certificate in Office Management + Fair knowledge of work on MS Excel & Computer Environment. Minimum 2-3 years of experience in relevant field of work <u>DESIRABLE</u> a) Diploma / Certificate in Computer Application
2.	Personal Secretary (All office secretarial support, clerical, typing & other works related to Maintaining files, office correspondence and other work as assigned)	01	Graduation/ Diploma/Certificate in Office Management+ Fair knowledge of work on MS Excel & Computer Environment. Minimum 2-3 years of experience in relevant field of work.

3.	Multi-Tasking Staff (MTS)	01	Should be 10 th Pass/ Matriculation. With an experience of 3 years Or Graduate with 2 years of experience Should be well versed in Hindi and English.
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2. Validity of Contract, Eligibility criteria, payment and other Terms and Conditions are attached at **Annexure-A**.

3. Complete tender documents can also be downloaded from website: <https://dmicdc.com/iicc Dwarka/tenders>

4. Quotations received after the closing date and time shall not be considered under any circumstances.

5. The competent authority in IICC Limited reserves the right to accept or reject any/all tenders without assigning any reason thereof.

Sd/-
Prashanth Kumar Balsavar
(MD & CEO)

Sent to: As per list enclosed

List of Organizations to whom Limited Tender Enquiry to be sent

1. *National Informatics Centre Services Inc., 6th Floor (Hall No. 2 & 3), NBCC Tower, 15 Bhikaji Cama Place, New Delhi – 110066.*
2. *M/s Bedi & Bedi Associates, F-53, 1st Floor, Karol Bagh, New Delhi - 110005, Opposite New P P Jeweller, Deshbandhu Gupta Market.*
3. *G.A. Digital Web Word (P) Ltd. Plot No. 1, Hargobind Enclave Vikas Mrg, Delhi-110092.*
4. *Sybex Computer Systems Private Limited, A-39, Lower Ground Floor, Dayanand Colony-Lajpat Nagar, Delhi - 110024, Near Reliance Store.*
5. *Proactive Search Systems Pvt. Ltd., 444, Ansal Corporate plaza, Tower-B, sector-2, Gurgaon-122017*
6. *Alankit Assignments Limited., 4E/2, Jhandewalan Extension, Near Cycle Market, Jhandewalan, New Delhi, Delhi 110055.*
7. *JMD Consultants, 310 A, 3rd Floor, R-21, 22, 23, Khaneja Complex, Shakarpur, Delhi-110092.*
8. *NMS Enterprises Limited, UG-9, 48, Hasanpur, I.P. extension, New Delhi – 110092.*

I. Eligibility Criteria

1. The Bidder should have been in the business of providing placement services for more than 5 years.
2. The bidder should be registered under Companies Act/Societies Registration Act or any other Law. (certified copy of the certification of registration to be attached). The firms/companies/agencies should have Registered/Branch Office in Delhi/ NCR.
3. The bidder should have at least three years' experience in providing of Manpower (*Office Assistant, Personal Secretary and Multi-Tasking Staff (MTS)*) in Ministries/Departments of Govt. of India/ Public Sector Undertakings/ Autonomous bodies etc.
4. The bidder should have at least two running contracts of providing manpower for similar nature of work with Ministries/ departments of Central Govt. /Public Sector Undertakings, Autonomous bodies/Private Sector of repute as on date of closing of tender.
5. The bidder must be registered with- EPF, ESIC and GST/Income Tax department or other Statutory Authorities for supply of manpower.
6. The bidder should not have been blacklisted by any Government organization/Public Sector Undertakings/Autonomous bodies/Private Sector of repute. A self-certificate on the letter head to this effect should be enclosed with the Technical bid.
7. The bidder shall provide a list of required number of manpower in each category of persons to be employed along with their name and qualifications/other relevant documents like marksheets, work experience certificates, ID Proof etc. IICC Limited if required, may call eligible persons from amongst the list for interview/personal talk to judge their suitability for the job.

II. Procedure for submission of the Bids

1. Quotations should be submitted in two separate sealed covers. First cover indicating "Cover for Technical Bid" should contain the filled-in-Performa (as per **Annexure-I**) along with all relevant documents attached. Second cover indicating "Cover for Financial Bid" should contain the filled-in-Performa (as per **Annexure-II**). Both the covers should be kept in a single sealed bigger cover superscripting "Quotation to provide manpower services [Office Assistant, Personal Secretary and Multi-Tasking Staff (MTS)] in IICC Limited" and shall be submitted in the Office of IICC Limited, Room No. 311-318, 3rd Floor, Hotel Ashok, Diplomatic Enclave, 50B Chanakyapuri, New Delhi, India 110 021 up to 17:00 Hrs on 27.12.2018.
2. All entries in the Technical bid in the proforma at **Annexure 'I'** should be legible and filled up clearly. No overwriting or cutting is permitted in Financial bid. However, cuttings, if any, in the Technical Bid must be initialed by the person authorized to sign the technical bids. Conditional bids will not be considered and will be rejected outright.

3. Bids incomplete in any form will be rejected outright.
4. The bidder shall submit following documents with Technical Bid: -
 - (i) Copy of EPF and ESIC Registration certificate.
 - (ii) Copy of Income Tax Return for last three years.
 - (iii) Copy of PAN and GST Registration Certificate.
 - (iv) Self-Certificate to the effect that the firm is not blacklisted.
 - (v) Copies of experience certificate/work order with Central Govt. departments/ Public sector undertakings/Autonomous bodies/ Private Sector of repute for the last three years.
 - (vi) A copy of this tender document with each page signed (by the signatory signing the bid) in token of acceptance of the terms and conditions stipulated therein.
5. The bidder at all times should indemnify IICC Limited against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Delhi Shops and Establishments Act as per latest amendments or any other law relating thereto and rules made there under from time to time. IICC limited will not own any responsibility in this regard.
6. Financial Bid of only those bidders whose Technical Bid are found in order and complete in all respects shall be opened by the duly constituted committee for this purpose on notified time, date, place and in the presence of the authorized representatives of the bidding firms, who may wish to be present at that time. Intimation of opening of Price Bids would be sent through e-mail or telephone only.
7. No price should be mentioned in the Technical Bid.

Financial Bids

1. The bidder shall quote per worker rate on monthly basis not daily wage basis. The rate quoted should not be less than the minimum monthly wages prescribed by the Labour Department, Govt. of Delhi rates applicable at New Delhi. EPF, ESIC, Taxes (Wherever. applicable), Service charges etc and total rate for all the manpower required in proforma of financial bids at **Annexure 'II'** should be quoted clearly.
2. The Agency shall be liable for payment of wages to the manpower as per monthly minimum wages prescribed by the concerned authority and all other dues payable under various labour regulations and other statutory provisions.
3. Any increase in the monthly wages of manpower deployed in the IICC Limited will be considered in accordance with 'revision of minimum monthly wages by concerned authority from time to time in case the monthly wages paid are less than the revised minimum wages.
4. The service charges may be fixed at the time of award of contract/agreement to the concerned party.
5. The financial quote would be complying all the requirements and

obligations under Contract Labour (Regulation and Abolition) Act 1970; Employees Provident Fund and Miscellaneous Provisions Act, 1952, Employees State Insurance Act 1948, Equal Remuneration Act 1976, Minimum Wages Act 1948 or labour laws, failing which the same shall be rejected.

In case minimum wages quoted in Price Bid are less than the prevailing minimum wages as per latest notification of “Chief Labour Commissioner (C), Ministry of Labour, Government of India” their Price Bid will be rejected.

III Other terms & Conditions

1. The bidder must employ adult (18 years and above) and required employee only. Employment of child Labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.
2. The bidder shall deal with and settle the matters related with worker unions and shall make sure that no Labour disputes/problems are referred to IICC Limited. It shall totally indemnify IICC Limited in this regard.
3. The successful bidder will have to deposit a Performance Security Deposit @ 10% of annual contract value by way of Bank guarantee from a nationalized/scheduled Bank and hypothecated in favour of "INDIA INTERNATIONAL CONVENTION AND EXHIBITION CENTRE LIMITED and payable at New Delhi" and valid for 60 days beyond the expiry of period of one-yea r contract. The security deposit will be forfeited in case the contractor fails to meet its obligations under this contract. The Bank guarantee must provide appropriate provision for the same. In case of 'extension of contract, fresh Performance Security Deposit will have to be deposited.
4. The salary of the workers should be paid by the 7th of the following month for which the wages have become due and should be paid directly to contractual staff either through bank cheque or through bank account. IICC Limited will have right to verify records accordingly.
5. The successful bidder will have to commence the work within 10 days of award of contract. Otherwise the contract will be cancelled.
6. The contract shall initially be valid for a period of one year and may be extended further on a yearly/half yearly/quarterly/monthly basis subject to satisfactory performance, on the same terms & conditions up to a maximum period of two years. The contract may be curtailed/terminated earlier owing to deficiency in service or substandard quality of manpower deployed by the selected firm/ agency / company. The IICC Limited reserves the right to increase/decrease the requirement of workers on the basis of actual requirement.
7. 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 IICC Limited besides annulment of the contract.
8. Each page of the tender document should be signed and stamped by bidder in acceptance of the terms and conditions laid down by IICC Limited.

9. If the work of the contractor is not found satisfactory, IICC Limited reserves the right to terminate the contract at any time without assigning any reasons and the decision of the MD & CEO will be final and binding on the contractor.
10. The competent authority of IICC Limited reserves the right to reject all or any tender whole, or in part, without assigning any reason.
11. Payment will be made on monthly basis in the succeeding month on submission of bill along with challans and ECR of statutory provisions for e.g. EPF, ESI etc. & Attendance Sheet of personnel deputed. The payment will be released after deduction of taxes deductible at source under the laws in force.
12. Staff deployed by the bidder shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Company's property/person. Staff deployed shall not divulge or disclose to any person any details of office operation process, technical know-how, security arrangement, administrative/organization matters. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
13. If a person deployed is absent on a particular day or comes late/leaves early on three occasions, one day's wage shall be deducted. However, no habitual late comer would be allowed to work and it will be the responsibility of the contractor to provide a substitute.
14. The agency should ensure to maintain the required number of manpower staff. In case, any of the provided manpower is absent, the reliever of equal status shall be provided by the bidder. In case the agency fails to provide a reliever-of equal status, a penalty @ Rs. 500/ - per worker per day will be deducted from the bill of the contractor' in addition to the amount equal to the wages/ salary of such absent workers.
15. Any dispute regarding the contract shall be resolved through arbitrator to be nominated by IICC Limited. The contract shall be subject to relevant law and the jurisdiction of the courts located at New Delhi.
16. IICC Limited reserves the right for termination of the contract at any time, if the services of the contractor are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by IICC Limited from its Security Deposit or pending bill or by raising a separate claim.
17. All tendered rates shall be inclusive of all taxes and levies payable under respective statutes. However, if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of tender including extensions if any and the contractor there upon necessarily and properly pays such taxes/levies, the contractor shall be reimbursed the amount so paid, provided such payment, if any, is not, in the opinion of IICC Limited (whose decision shall be final and binding on the contractor) attributable to delay in execution of work within the control of the contractor.

18. The contractor shall furnish the relevant documents regarding payment of such taxes/levies as and when IICC Limited will require from time to time.
19. The contractor shall be responsible for the conduct integrity of his personnel and will be responsible for any act of omission and commission on their part. He will vouch for their character and integrity.
20. The successful tenderer shall solely be responsible for settling/ resolving any dispute/claim of his/her personnel during the pendency of the Contract. No liability shall accrue to IICC Limited under any circumstances even after expiry of the contract.
21. The contractor shall be responsible for payment of any compensation/ settlement of any liability arising out to any death or injury caused to the persons employed by him for rendering the jobs on contract under the agreement, either under the Workmen Compensation Act, 1923 or any Act in force at that time.
22. The contractor shall not sub-let or sub contract any part of this contract job without the express written consent of IICC Limited. The contractor shall also be responsible for any act of omission or commission on the part of his workers. Any damage done/ caused to the existing structure/ furniture/ fitting equipment by the workers of the contractor shall be got rectified by the contractor at his own cost or recovered from the contractor.
23. IICC Limited reserves its right to get the contractual jobs done from in any other party /person or agency, if, the contractor at any time fails to carry out the said jobs any day, the cost and the expenses incurred for getting the job done on account of such failure on the part of the contractor would be deducted from the payment due to the contractor. If contractor fails to provide the services under the contract for 15 days consecutively or otherwise the agreement shall stand terminated without any notice and in such case the contractor would be liable to compensate IICC Limited for any losses caused to it due to the non-fulfillment of the contractual obligation.
24. The decision of authorized officers in IICC Limited regarding satisfactory performance of personnel deployed by agency shall be final.
25. Working hours of the Company (IICC) are from 9.30 A.M to 6.00 P.M. for 5 days a week i.e. Monday to Friday (Saturday and Sunday are closed days). However, in exigencies of work, they may be required to sit late and may be called on holidays, if required and the wages for the same may be paid as per the mutual decision of IICC & bidder. Above personnel have to report to the office of IICC Limited at New Delhi to carry out the work assigned. Office timing and instructions are to be strictly adhered to.

Sd/-
(Prashanth Kumar Balsavar)
Managing Director & CEO

PROFORMA FOR TECHNICAL BID**Annexure-I****For providing Manpower in India International Convention and Exhibition Centre Limited (IICC Limited), New Delhi**

1.	Name of tendering Manpower Service Provider	
2.	Status of the organization: (i.e. whether Proprietorship, Partnership, Private Limited/Public Limited Company, Registered under Society Registration Act)	
3.	Name of Proprietor/Director	
4.	Full address of Registered Office	
	Telephone No.	
	Fax No.	
	Email Address	
5.	Full address of Operating /Branch Office	
	Telephone No.	
	Fax No.	
	Email Address	
6.	Date from which providing placement services (Please furnish proof in support of your statement)	
7.	Registration no. of the organization (attach copy of the registration certificate)	
8.	PAN No. (attach copy)	
9.	GST Registration No. (attach copy)	
10.	EPF Registration No. (attach copy)	
11.	E.S.I .Registration No. (attach copy)	
12.	Other statutory requirements	

13. Give details of the major contacts handled by the tendering Manpower service provider during the last three years including Government Department/Enterprises in the following format:

S.No.	Name of client, address, telephone & fax no.	Manpower Service provided		Amount of contract	Duration of contract	
		Type of manpower provided	No.		From	To

Additional information, if any (attach separate sheet, if required)
Signature of authorized person

Date:

Name:

Place:

Seal:

PROFORMA FOR FINANCIAL BID

Annexure – II

The composite Rate per person/per month for normal 8 ½ hours duty five days a week (Monday to Friday) (a separate sheet for *Office Assistant, Personal Secretary and Multi-Tasking Staff* may be attached).

Service- Office Assistant, Personal Secretary and Multi-Tasking Staff

Basic Pay : Rs.
ESI : Rs.
EPF : Rs.
Service Tax /GST : Rs.
Agency Service Charges: Rs.
(per person in Rs.)

Any other statutory : Rs.
provisions

Total : Rs.

Signature of authorized person

Date:

Name:

Place:

Seal:

DECLARATION

I, _____ Son/Daughter/Wife of Shri _____ signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document I have carefully read and understood all the terms and conditions of tender and undertake to abide by them. 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.

Signature of authorized person

Date:

Name:

Place:

Seal: