

NOTICE INVITING TENDER**Sub: Inviting quotations for providing Man Power**

VigyanPrasar, an autonomous body under Department of Science & Technology, Govt. of India, invites sealed tenders for hiring of Man Power under two bid system i.e. Technical & financial Bids. Requirement of the man power required is placed at annexure-I. The eligibility criteria is given in annexure-III. All the information along with EMD will be submitted in envelope-I clearly marked technical bid. Financial bid as per format given in Annexure-II is to be kept in envelope –II. Both the envelopes are to be kept in another bigger envelope clearly marked on the cover of envelope "Tender for providing Man Power", enquiry No. and date of opening tenders. Sealed envelope should reach Vigyan Prasar latest by 27th May 2013 **up to 11:00 AM**. Technical & financial bids, both will be opened on same day ie 27th May 2013. **If technical and financial bids not submitted separately, the same (Bid) will not be considered.**

Selection Procedure:

1. Wages to the Man Power will be paid as per rates fixed by Delhi Govt ,(labour Dep)as amended from time to time. Service Provider will be paid commission on monthly fixed rate basis .
2. Technical Bid will be opened first and evaluated as per eligibility criteria given in annexure –III. Financial Bids will be opened only of qualified bidders. Financial Bid is to be submitted as per Annexure-II. Bidder may quote only either on % basis or fixed basis.
3. Work will be awarded to the bidder whose total commission will be the minimum.

SPECIAL TERMS & CONDITION

1. Initial work order will be provided for a period of 03 months which may be extended for further 09 months subject to satisfactory performance of the service provider, for such period and on such terms and condition as may be deemed fit and proper by the Vigyan Prasar. The contract can be extended for two more year subject to satisfactory performance of the service provider at the same terms and conditions.
2. Service Provider shall provide manpower having the necessary qualification and experience as specified by the VigyanPrasar.
3. The Service Provider Shall be responsible to make the payment to the workers on monthly basis before 07th day of each month.
4. Workers shall be working in the office of Vigyan Prasar from 09:00AM to 05:30 PM (excluding half an hour lunch from 01:00PM to 01:30 PM).
5. Service Provider will be responsible for the welfare (including health) of workers made available to Vigyan Prasar. The service provider will undertake to comply with the applicable provisions of all welfare legislation and more particularly with the Contract labour Act, 1970. Service Provider will comply with all the Govt laws concerning employment of staff , employed by the Vigyan Prasar.
6. Service Provider will provide list of four candidates against each vacancy who are the most suitable for the job and meeting all the required eligibility criteria. Final Selection

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of the candidate for the post will be made by the Vigyan Prasar. Manpower will be provided within 05 working days from the date of requisition.

7. Service provider will provide Police verification documents in respect of each worker including deputed in replacement.
8. Furniture, Equipment and any other material required to accomplish the work assigned to the worker will be provided by the Vigyan Prasar. The work done by the workers shall be sole property of Vigyan Prasar.
9. Vigyan Prasar reserves the right to order any person of service provider to leave its premises in case of any incident of misconduct by him/her. If any person indulges in theft, negligence, misconduct or any illegal activities, the Service provider will be responsible for the same and shall make good the loss if any suffered by the Vigyan Prasar.
10. Service provider shall own sole responsibility of any legal proceedings concerning labour laws, wages, and appointment, human rights violations, ST/OBC related matters in respect of its workers. Vigyan Prasar and its officials in no manner shall own any legal responsibility. Service Provider shall indemnify Vigyan Prasar against any/all claims, which may arise under the provision of various act, government orders etc.
11. The Service Provider shall furnish proof of depositing ESI/EPF/Service Tax to the Vigyan Prasar every month.
12. Service Provider selected has to submit PBG of 10% of annual contract value.
13. Vigyan Prasar reserves the right to accept or reject all or any bid.
14. There will be no revision of commission rate during the period of contract.
15. Lodging, Boarding, transportation etc will not be provided by the Vigyan Prasar.
16. EMD of Rs.10,000/= and non refundable tender fee of Rs: 1000.00 in the form of DD in favour of Vigyan Prasar payable at New Delhi will be enclosed with the Technical bids. The EMD of the successful bidder will be retained and adjusted with the amount of PBG and of others will be returned within 30 days after finalization of tenders.
17. If rate of wage for any special post/ Designation not available with Delhi Government the same will be decided by Vigyan Prasar.
18. The service provider shall not deduct any charges from the wages released to employee. Service Provider will be eligible for only commission per person claim addition from Vigyan Prasar.

Yours Sincerely,

(Rajender Kumar)
Administrative Officer

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ANNEXURE-I

Designation	Qualification	No of Person
Web Developer	MCA/DOECC "B" level with 04 years experience	01
Librarian	BSc/B Libexperience in coding of books &journals,digitisation of library and consortium networking	01
Hindi Typist	Graduate with diploma in computers,knowledge of MS Office with good typing speed in Hindi & English	03
Typing Assistant	--- Do-----	05
Safaiwala		02
Account Asst	B.Com with knowledge of tally ERP-9	02
DEO	Intermediate	01
Technical Assistant Astronomy	B. Sc with PCM,should have worked with amateur Astronomy groups and handled refracting and reflecting telescope.Familiar with software like SKY Map,Stellarium,CyberSky,CCDSOft,CCDOOPS	01

Requirement may increase /decrease or fresh category may arise.

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Annexure-II

<u>Sl No</u>	<u>Monthly Charges/Commission Per Person excluding service tax</u>

Note: wages of the workers will be paid as per Govt of Delhi, Dept of labour.

Signature of Bidder with stamp

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Annexure-III

ELIGIBILITY CRITERIA

The following criteria shall be applied for qualification of the Service Providers:

BIDDER'S ELIGIBILITY CRITERIA (BEC):

Bid evaluation Criteria for the above work is under:

The bidder shall be technically and financially sound and shall have all necessary resources at their command to ensure proper execution of contract. In addition, the bidder shall meet the following ELIGIBILITY Criteria.

1. Past experience and SATISFACTORY Performance of similar work done for the Departments of the Government of India/Statutory Bodies/PSUs/Autonomous Bodies for last five years. (Satisfactory Work Completion Certificates for last three years)
2. Bidder must have an experience of similar works for at least preceding 05 years, out of which Bidder must have executed at least one similar work/service having value of Rs.50,00,000 (Rupees Fifty Lacs Only) Documentary proof duly notarized by Notary Public, must be submitted against the experience. Proof of having executed at least one similar work/service having value of Rs.50,00,000(Rupees Fifty Lacs Only) should be supported with Client Certificate duly notarized by Notary Public. Similar work shall mean having experience of providing manpower Support services such as Secretarial, computer operation, Reception Management, IT Professionals, Office Assistant and / or manpower Peripheral services such as Messengers for sorting/distribution of Dak, Movement of files.
3. The Service Provider should have experience of providing such services on sufficiently large scale. The agency should have completed one such work where it has provided at least 50 persons un one organization during the last 3 Years, the name/s of such organizations along with number of persons deployed may be submitted.
4. The Service provider should have adequate facilities (infrastructure, qualified manpower and expertise) for testing/screening of personnel & to ensure that they conform to the given standards of knowledge / skill, and to experience, before deployment. This aspect is also subject to evaluation.
5. Details of provision of training facilities/up gradation of skills of the persons deployed by the Service provider, if any. (This will be given weightage)

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6. The Service provider should have a valid license from the competent licensing authority under the provisions of Contract labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971.
7. The Service Provider should be registered with EPF & ESI Department.
8. The Service Provider should have an office in Delhi & Noida.
9. Service Provider should be minimum one Year old ISO Certified Company.
10. The turnover of the Service Provider should not be less than Rupees five Crores per annum from similar services in any of last three Years.
11. Financial worthiness and competence to be substantiated through Income Tax Returns/Certificates, PAN/ST/EPF Registration/Annual Report (Balance Sheet & P/LA/c.) for the last 3 Years.
12. Persons deployed by the service provider shall not be less than 18 Years in age.

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