

F.No. 1/2(2)/2017-NCW(A)-Outsource
National Commission for Women
Plot No. 21 Jasola Institutional Area
New Delhi 110025.

TENDER DOCUMENT

FOR SUPPLY OF SKILLED/SEMI-SKILLED/UNSKILLED WORKERS
ON OUTSOURCE BASIS

F. No. 1/2(2)/2017-NCW(A)-Outsource
National Commission for Women
Plot No. 21 Jasola Institutional Area
New Delhi 110025

TENDER NOTICE

FOR SUPPLY OF SKILLED/SEMI-SKILLED/UNSKILLED WORKERS
ON OUTSOURCE BASIS

NCW invites sealed tenders under two-bid system from reputed and experienced agencies for **Supply of Skilled/Semi-Skilled/Unskilled Workers on outsource basis** at the above address.

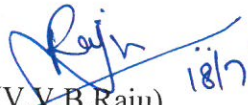
The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super scribed "**Tender for SUPPLY OF SKILLED /SEMI-SKILLED/UNSKILLED WORKERS ON OUTSOURCE BASIS**" and should reach NCW by 1500 hours on or before 18.08.2017. The technical bids shall be opened on the same day at 16:00 hours at NCW.

The Earnest Money Deposit (EMD) of Rs.40,000.00 (Rupees forty thousand only) should be paid in the form of Demand Draft/Pay Order drawn in favour of Pay & Accounts Officer, National Commission for Women, payable at Delhi along with the Technical Bid which will remain with NCW upto final award of contract. However, no interest shall be payable on Earnest money.

The criterion of selection as well as rejection is defined in Annexure –‘A’ of the tender document.

The bid shall remain valid for 90 days from the date of opening of Technical bid. Any future clarification and /or corrigendum(s) shall be communicated on the website of NCW.

Note: This notice is a part of Tender Document.


(V.V.B.Raju) 18/7/2017
Deputy Secretary

F. No. 1/2(2)/2017-NCW(A)-Outsource
National Commission for Women
Plot No. 21 Jasola Institutional Area
New Delhi 110025

TENDER DOCUMENT

TENDERS FOR SUPPLY OF SKILLED /SEMI-SKILLED/UNSKILLED WORKERS ON OUTSOURCE BASIS

**ENVELOPE-1 : TECHNICAL BID (In separate sealed Cover-I superscribed
as Technical Bid)**

Name of the work : Contract for **SUPPLY OF SKILLED /SEMI-SKILLED/
UNSKILLED WORKERS ON OUTSOURCE BASIS** in NCW.

CONTENTS AND ELIGIBILITY CRITERIA

Technical Bid of Tender Document:

1. The Tenderer/Bidder shall have at least 03 years experience in the field and shall submit the **self attested copies** of the following documents along with the tender documents:

- a) PF Registration with PF code number.
- b) ESI Registration
- c) Valid Licence issued in respect of previous employers by Regional Labour Commissioner (i.e. **Govt. of NCT of Delhi.**)
- d) Details of works of similar nature carried out in Central/State Govt./bodies/Department/PSUs/Autonomous bodies/industries/factories/or other similar organization in the last 3 years ending on 31 March, 2017.
- e) Copies of balance sheet and Profit & Loss A/c of previous three financial years ending 31 March 2017 duly certified by CA.
- f) List of Arbitration cases (if any)**
- g) Copies of certificates/allotment letter of GST.
- h) Details of managerial, supervisory and other staff
- i) Undertaking of the agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment at NCW .
- j) Copy of Last income tax return.

2. Certificates provided for the works detailed in 1d) above shall clearly indicate the scope and nature of work undertaken and the value of various components of work as executed, in order to confirm conformity to the defined similar works.

3. The actual number may vary as per the requirement of the NCW.

4. Tenderer/bidder shall submit details of organizations, where he has undertaken such similar services as per Annex-II.

5. General Terms and Conditions of the Contract to be fulfilled by the Tenderer/Bidder are given in Annex-III and the bidder shall submit it with technical Bid duly signed on each page in lieu of agreeing to them .
6. Tenderer/bidder shall submit details as per Annex-IV along with Technical Bid.
7. The bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, as per law with valid registration on the last date of submission of the bid.
8. The bidder should have an office in the NCT of Delhi.
9. There should be no case pending with the police against the proprietor/firm/partner or the company (Agency). The firm should give such an undertaking with their bid.
10. The bidder shall pay Earnest Money Deposit (EMD) of Rs.40000.00 (Rupees forty thousand only) along with the technical bid in the form of Demand Draft/Pay Order drawn in favour of Pay & Accounts Officer, National Commission for Women, payable at Delhi along with the Technical Bid which will remain with NCW upto final award of contract. However, no interest shall be payable on Earnest money. **Bids received without Earnest Money deposit (EMD) shall stand rejected** and thus shall not be considered for evaluation at any stage. The bid security without interest shall be returned to the unsuccessful bidders after finalization of contract.
11. The EMD deposited by successful agency will be adjusted towards Security deposit as demanded above. If the successful bidder fails to furnish the difference amount between Security Deposit and EMD within 15 (fifteen) days after the issue of letter of award of work, his bid security shall be forfeited unless time extension has been granted by Competent Authority, NCW.
12. The bid shall be valid and open for acceptance of the Competent Authority of NCW for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and withdrawal of tender on any ground by successful bidder shall be entertained.
13. An agreement shall be signed with the successful bidder as per specimen enclosed.
14. Counter Terms & conditions will not be accepted as also any additions/deletions or change in our format will not be allowed.
15. All entries in the Tenders must be written in ink or typewritten. Over-writing should be avoided. Corrections if any should be attested with signature by the bidder.
16. The sealed tender should be deposited in the office of NCW.
17. Tenders received late (including postal delay)/in open condition/without EMD/not meeting the tender condition/incomplete in any respect are liable to be rejected.
18. Bidders are advised to study carefully the tender documents and the conditions before quoting their bid. All the pages of the tender form should be signed by the bidder as a token of acceptance.
19. The rates should be indicated both in words and figures . In case of discrepancy between the figure(number) and words, the rates given in the words only will be taken as authenticate and no further clarification will be sought from the bidder.
20. No party shall be permitted to tender for work in the NCW in which any of their near relatives is an employee connected with the award and execution of the contract. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the NCW. Any violation of this condition which comes to the Notice of the NCW after the contract is awarded will entitle the NCW to treat the contractors as having committed a breach of contract and to exercise all the rights and remedies available to the NCW on account thereof.
21. The Earnest Money is liable for forfeiture in the event of : (a) withdrawal of offer during

the validity period of the offer, (b) Non-acceptance of orders when placed, or (c) Non confirmation of acceptance of orders within the stipulated time after placement of offer., (d) Any unilateral revision made by the bidder during the validity period of the offer.

22. The Service Tax, if any, paid by the contractor for this contract will be reimbursed upon production of proof of payment along with monthly bills.

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls: 1. DD/Pay Order No.....

2. Terms & conditions (**each page must be signed and stamped with the seal**)

3. Financial Bid.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Date: Phone No (O):

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the documents above will render the bid to be rejected.

F. No. 1/2(2)/2017-NCW(A)-Outsource
National Commission for Women
Plot No. 21 Jasola Institutional Area
New Delhi 110025

TYPE OF PERSONNEL REQUIRED AT NCW, NEW DELHI

Sl. No.	Type of workers	Description of job	No. of persons required
1.	Skilled worker Graduate in any discipline	Typing and shorthand work, filing work etc.	
2.	Skilled worker Graduate in Commerce and knowing the accounting work in computerised environment	Accounts related work	
3.	Skilled worker (Female) Graduate with diploma in relevant field. Experienced in handling visitors, EPABX etc.	Receptionist	
4.	Semi-skilled worker (12 th /10 th Pass) Basic Computer Trained	Data Entry Operators	
5.	Unskilled worker (should have ability to read and speak basic English/Hindi)	Peon/Mali etc.	

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Details of other organizations where such/similar contracts undertaken during last three years (enclose supporting documents) in the following format

Sl. No. Name & Address of the organization, contact No., No. of personnel supplied, Period of contract, Whether Govt/Semi Govt/Autonomous Bodies/PSUs/Industries etc. (please specify), Amount of contract, Reason for termination (if currently not valid)

- 1.
- 2.
- 3

(This information to be given in "Envelope No. 1 Technical Bid for Annual Contract for supply of skilled/semi-skilled workers.)

CHECK-LIST (TECHNICAL BID)
SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

- | | |
|--|-----------------------|
| 1. The firm is registered with the Regional labour Commissioner (Govt. Of NCT of Delhi) under provisions of contract labour Act and its validity date. | Yes/No |
| 2. Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA. | Yes/No |
| 3. Registration certificate of provident fund commissioner enclosed PF registration code allotted by the Regional Provident Fund Commissioner, Govt. of NCT of Delhi. | Yes/No |
| 4. Copy of Registration certificate/allotment letter of service tax number | Yes/No |
| 5 Copy of Registration certificate/allotment letter PAN from Income Tax Department | Yes/No |
| 6. Registration certificate of ESI enclosed | Yes/No |
| 7. Proforma containing details of other organization where such contracts were/are undertaken (attach supportive documents) | Yes/No |
| 8. DD of Rs.40000/- as EMD | Yes/No |
| 9. Price bid proforma completed & sealed in separate envelope | Yes/No |
| 10. List of Arbitration cases (if applicable) | |
| 11. Regn. Of GST | |
| Do not leave it blank. If there are no such cases, write "Not Applicable". | Yes/No/Not applicable |
| 11. Undertaking of the agency confirming the availability of adequate manpower of requisite qualification and experience for deployment at NCW. | Yes/No |
| 12. Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document. | Yes/No |
| 13. Copy of last income tax return | Yes/No |
| 14. Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/parties relating to previous service contracts. | Yes/No |
| 15. Office address in NCT of Delhi. | Yes/No |
| 16. At least two currently valid contracts for similar work | Yes/No |

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls: 1. DD/Pay Order No.....

4. Terms & conditions (each page must be signed and sealed)

5. Financial Bid.

(Signature of Tenderer with seal)

Name:

Seal:

Office Address:

Date: Phone No (O): **NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the information above may render the bid to be rejected.**

(To be made on Rs.50.00 Non Judicial Stamp Paper)

DRAFT AGREEMENT

This Agreement is made on _____ day of _____ Two thousand seventeen between National Commission for Women, New Delhi, as one part, hereinafter called NCW and M/s _____ Agency for **providing skilled/semi-skilled/unskilled manpower** on the other part.

WHEREAS the NCW is desirous to engage the Agency for providing **skilled/semi-skilled/unskilled manpower** for NCW on the terms and conditions stated below:

1. The agency shall be solely responsible for compliance to provisions of various labour. Industrial and any other laws applicable and all statutory obligations, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc relating to contract personnel deployed in NCW. The NCW shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at NCW. The NCW shall have no liability in this regard.
3. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving two month's notice on either side.
5. In case of non-compliance with the contract, the NCW reserves its right to:
 - a) Cancel/revoke the contract, and /or
 - b) Impose penalty upto 10% of the total annual value of contract.
6. Performance Security equal to 10% of the Annual Contract Value (refundable without interest after two months of termination of contract) in the form of pay order/demand draft/FDR/or bank guarantee from a commercial bank or online (ECS/NEFT/RTGS) shall be furnished at the time of signing of the Agreement.
7. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in NCW.
8. The personnel provided by the Agency will not claim to become employees of NCW and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment in NCW.
9. There would be no increase in rates payable to the Agency during the contract period except reimbursement of the Statutory wages revised by the Govt.
10. The agency also agrees to comply with **annexed Terms and Conditions** and amendments thereto from time to time.
11. Decision of NCW in regard to interpretation of the terms and conditions and the Agreement shall be final and binding on the Agency.
12. In case of any dispute between the Agency and NCW. NCW shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Delhi.

IN WITNESS WHEREOF both the parties have set and subscribed their respective hands with their Seal in New Delhi in the presence of the witness:

National Commission for Women

Witness: 1.

2.

AGENCY

Witness: 1.

2.

Annexure-III

TERMS AND CONDITIONS OF CONTRACT FOR SUPPLY OF SKILLED/
SEMISKILLED/UNSKILLED WORKERS

(Annexure to Agreement)

A. SCOPE OF WORK: SUPPLY OF SKILLED /SEMI-SKILLED/UNSKILLED WORKERS ON CONTRACT BASIS at NCW office at Plot No. 21 Jasola Institutional Area, New Delhi 110025 by deploying required number of contract personnel.

B. TERMS & CONDITIONS:

1. The said contract will be initially for a period of one year commencing from the date of signing the contract which may be extended further for a maximum period of one year with same terms & conditions subject to mutual consent of both the parties and subject to satisfactory performance of contract. However, in normal circumstances the Agreement is terminable by giving two month notice in writing by either party to the agreement.
2. The Contracting Agency shall render the following services to NCW:
 - a) To **SUPPLY OF SKILLED /SEMI-SKILLED/UNSKILLED WORKERS ON CONTRACT BASIS** in NCW, New Delhi. The supplied manpower should be competent enough to execute the office work assigned to them.
 - (b) The skilled workers would be engaged for the following type of job:-
 - a) To attend to all work assigned to them by the concerned Sectional in-charge, which may include all official and clerical work ; like typing, dictation, maintenance of accounts records manually as well as on software. .
 - b) The receptionist will attend to visitors, attend all calls and assist the office in its proper functioning. She will attend from 0900 hrs to 1730 hrs from Monday to Friday.
 - (c) The semi-skilled workers would be engaged for the job of Data Entry Operator.
 - (d) The unskilled worker would be engaged for Movement of files, wooden and steel furniture from one section/floor to another.
 - (e) Unforseen manual jobs emanating from time to time.
3. The working hours will be as under :
From 9:00 AM to 5:30 PM from Monday to Friday. Saturday and Sunday are holiday on account of being weekend days. They may also be called on Saturdays/Sundays as and when required for which compensatory leave/extra payment per person per day basis will be given.
4. The personnel deployed shall be healthy, active and nobody shall have any communicable diseases.
5. The personnel deployed shall be smartly dressed and always wear Identity Card. The agency shall provide fully trained and disciplined personnel.
6. The contractor shall bear all expenses regarding preparation of their Identity card, compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labour legislations including weekly off and working hours.
The Contractor shall pay the wages to the personnel on or before the 7th of every succeeding month, irrespective of delay in payment of Bill by the NCW for whatever reason. Wages payable shall not be less than the minimum wages payment as declared by the Govt. of NCT of Delhi from time to time; The contractor shall also quote his rate of profit (service charges) in addition to the wages to be paid to his workers. Contractor shall submit workers EPF number and proof of submission of EPF, ESI etc as applicable every month for the

previous month along with the monthly bill with respect to all employees deployed by him at NCW. The manpower agency shall specifically ensure compliance of various Labour Laws/Acts including but not limited to with the following and their re-enactments/amendments/modifications.

- a) The payment of wages Act 1936
- b) The Employees Provident Fund Act, 1952
- c) The Factory Act, 1948
- d) The Contract Labour (Regulation) Act, 1970
- e) The Payment of Bonus Act, 1965
- f) The Payment of Gratuity Act, 1972
- g) The Employees State Insurance Act, 1948
- h) The Employment of Children Act, 1938
- i) The Motor Vehicle Act, 1988
- j) The Minimum Wages Act, 1948

7. The personnel will be screened by the contractor after police verification regarding their antecedent, character and conduct; and a copy of the reports shall also be submitted to NCW.
8. Replacement of personnel as required by the NCW will be effected promptly by the Contractor; if the contractor wishes to replace any of the personnel, the same shall be done after prior consultation with the NCW. The full particulars of the personnel to be deployed by the contractor including the names and address shall be furnished to the NCW along with testimonials before they are actually deployed for the job.
9. In case of any loss that might be caused to the NCW due to lapse on the part of the personnel deployed by the manpower agency discharging their responsibilities, the such loss shall be compensated by the contracting Agency and in this connection, the NCW shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to the NCW besides imposition of penalty. In case of any deficiencies/lapses on the part of the personnel deployed by the contractor, the NCW shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
10. If case of a death or mishap occurred during discharging the duty, the compensation liability will solely rest with the Contractor.
11. That Contractor's authorized representative (Owner/Director/Partner/Manager) shall personally contact Head of the NCW or the office in charge of Administration at NCW at least once a month to get a feedback on the services rendered by the contractor viz-a-viz corrective action required to make the services more efficient
12. In the event of contract personnel being on leave/absent, the contractor shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the contractor shall make provision for 'leave reserve; Failure on this account shall attract penalty double the wages payable to the Contractor for such absence.
13. The successful bidder would have to deposit an amount of 10% of Annual contract of value towards performance security through Demand Draft/pay order/FDR/Bank Guarantee from a commercial bank in favour of Pay & Accounts Officer, National Commission for Women, payable at New Delhi or online (ECS/NEFT/RTGS). However, no interest shall be payable on the Security Deposit amount. Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations.
14. The contractor shall arrange to maintain the daily attendance record of

the contract personnel deployed by him showing their arrival and departure time.

This attendance record to be submitted every month to NCW with an attested photocopy of the attendance record of the personnel to which it pertains. The attendance record shall be produced for verification on demand by the NCW any other point of time.

15. If at any point of time it come to the notice of the NCW that the contract personnel deployed are different from the list provided (with attested photographs), NCW will be well within its right to impose penalty not exceeding five times the wages payable to contractor for each such personnel identified .

16. The contract personnel deployed by the contractor shall have the required qualification. In case of non-compliance/non-performance of the services according to the terms of the contract, the NCW shall be at liberty to make suitable deductions (ranging from 2% to 10%) from the bill without prejudice to its right under other provisions of the contract.

17. The contractor shall be solely liable for all payment/dues of the workers employed and deployed by him with reliable evidence provided to the NCW. In the event, NCW makes any payment or incurs any liability, the contractor shall indemnify the NCW completely;

18. In case of any dispute arising out of this agreement then NCW shall nominate any officer of the NCW as a sole arbitrator to adjudicate upon the issue involved in the dispute and the provisions of the Arbitration Act shall be applicable.

19. In case of any dispute with regard to providing services and interpretation of any clause of the Agreement, Delhi Court will have the jurisdiction to settle and decide all the disputes.

20. Income Tax TDS as per rules shall be deducted from the bills of the contractor as per applicable laws.

21. As and when the NCW requires additional contract personnel on temporary or emergency basis, the contractor will depute such personnel in accordance with pro-rata rates. For the same, a notice of two days will be given by the NCW.

22. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

23 In case the NCW suspects or finds any work is entrusted to any sub-contractor on piecemeal basis or on regular terms, the NCW reserves the right to terminate the contract without assigning any reasons.

24. Personnel engaged on day-to-day works should not be utilized for carrying out the occasional work for which contractor has to engage extra personnel.

25. The contractor will be held wholly responsible for any action taken by statutory bodies for violation/non-compilation of any such provision/rule.

26 The contractor should maintain all the records and documents under various labour laws applicable to contract labours/personnel and also Shops & Establishment Act/Rules applicable to his/her establishment and make them available at the NCW at all times. Indicative list of such records is given for example: (a) Register for Workmen, (b) Employment card (to be issued to workers), (c) Muster Roll, (d) Register for wages, (e) wage slip, (f) OT register etc.

27 The above records and the following returns filed by the contractor have to be produced to the Admn. Department of NCW on demand and original/photocopies of these records should be handed over after completion of the contract.

(a) Return in form 5, 10 & 12 A which is submitted monthly under the provisions of the Employees' Provident Funds & MP Act, 1952.

(b) Summary of contribution (form 5) under sec. 44 Regulation 25 of the ESI Act, 1948. also the return filed under sec. 44, Regulation 26 of the said act along with the monthly return.

(c) Half yearly return in form XXIV under Rule 82(1) of the Contract Labour (R&A) Act, 1970.

(d) Annual return filed in form 3A/6A under the Employee's Provident Funds & MP Act, 1952.

(e) Annual Return in form III Rule 21(4 A) of the Minimum Wages Act, 1948

(f) Any other applicable return.

28 The contractor should obtain a Licence from Central Labour Commissioner to engage the Contract labour/personnel as per Contract Labour Act within a period of one month from the date of award of contract by the NCW.

29 The contractor shall ensure that the payment of wages to his workmen deployed for carrying out his contractual obligations shall not be less than the minimum wages prescribed by State/Govt. of NCT of Delhi and such minimum shall be the higher between the State and Govt. of NCT of Delhi notified minimum wages, from time to time, as applicable during the contract period.

30 The contractor should ensure payment of wages to his workmen on or before 7th of every succeeding month. The payment of wages will be made in the presence of an authorized representative of NCW at a place and time notified for the purpose.

31. The wages shall be paid to workmen without any deduction except those under the payment of Wages Act and Minimum wages Act.

32. The Contractor should ensure that his workmen are granted Holidays/Leave with wages as per applicable Act/Rules.

33. The NCW reserves its rights to withhold bills, if the contractor fails to produce proof for having remitted the ESI/PF dues.

34. The contractor must get police verification of all his personnel employed at NCW and submit the report to this office along with voter IDs, and other valid proof of residence and qualifications . The Contractor has to submit the attested photocopies of his voter ID, PAN, residential address, educational qualifications etc. He should also give the list of his sons and relatives who are working in this office as sub-contractors or the labourers. If there is no such thing, the contractor has to give an undertaking to this effect.

35. If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel who indulges in such type of activities , should not be further employed in this office by the contractor in any case.

36. Whenever there is a duplication of clause either in the terms and conditions or in the agreement, the clause which is beneficial to the NCW will be considered applicable at the time of any dispute/following any statutory rules.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between NCW and the Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.

ANNEXURE-‘A’

The criterion of selection as well as rejection .

1. NCW reserves the right to accept or reject any or all bids without assigning any reasons
 2. NCW also reserves the right to reject any bid (including the lowest one) which in its opinion is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices; without bearing any liability or any loss whatsoever it may cause to the bidder in the process.
 3. The contractor will demonstrate to the NCW the following to be able to qualify for consideration at the stage of technical evaluation :
 - (1.) At least three years standing in the field
 - (2.) Experience of providing such or similar services to the Central/State Govt. Departments/Autonomous bodies/PSUs/Industries etc. during last 3 years.
 - (3.) At least two currently valid contracts for similar works to offices of Central/State Govt. Department/PSUs/Autonomous bodies/industries/or other similar organizations.
 - (4) Submission of EMD and all documents mentioned in check-list (Annexure-IV).
- Note : Without affecting the sanctity of the above criterion , NCW has power to relax any condition of eligibility criteria qualifying the bid(s) based on merit of each case and the situation so warrants in the interest of work of NCW.
4. Incomplete tenders would be rejected. Further, the rejection criterion is mentioned in Annexure-IV [check-list] .
 5. Preference may be given to the contractor(s) having valid Quality System Certificate as per ISO 9001:2000, in case of same rates.
 6. Selection of the bidder would be made after taking all the relevant factors like past performance, credentials, responsible business practices, competency to execute such contracts, credentials of fulfillment of provisions of labour laws with past contracts and above conditions into account together. Mere Lowest rates is not the sole criteria of selection. NCW is not bound to accept the lowest rates.

**ENVELOPE- 2
PRICE BID**

**CONTRACT FOR SUPPLY OF SKILLED /SEMI-SKILLED/ UNSKILLED
WORKERS ON OUTSOURCE BASIS**

CONTENTS

1. Envelope No. 2 shall contain only Price Bid of Tender Document, i.e. the copy, of schedule of rates duly filled in and signed by the tenderer/bidder. Any commercial or technical condition or qualification of any sort shall not be indicated by the tenderer/bidder in this envelope, otherwise the tender shall be summarily rejected.
2. The format for providing Schedule of Rates to be filled by the tenderer/bidder is enclosed. This envelope shall be Superscribed “Envelope -2 Price bid-ANNUAL **CONTRACT FOR SUPPLY OF SKILLED /SEMI-SKILLED/UNSKILLED WORKERS ON OUTSOURCE BASIS** ”

SCHEDULE OF RATES (PRICE BID) (To be enclosed with price bid in a separate cover marked “Envelope 2”)

Name of the work: Contract for **SUPPLY OF SKILLED /SEMI-SKILLED/UNSKILLED WORKERS ON OUTSOURCE BASIS** in NCW

Description Rate/Wages per month per person in Rs.

PF

ESI

Service Tax

Any other charges

Contractor's profit(service charge)

Total per person

1 Skilled workers (knowing typing and shorthand work, filing work etc.)

(Graduate in any discipline)

2. Skilled workers (Graduate in Commerce and knowing the accounting work in computerized environment

3. Female Receptionist (Skilled and experienced in handling visitors, EPABX etc.) (Graduate with diploma in relevant field.

4.. Semi-skilled workers (10TH /12TH PASS) for Data Entry Operator.

5. Unskilled workers for Peon/Mali etc.

* Enclose copy of govt of NCT of Delhi's orders for rates of minimum wages, PF and ESI as applicable

(Each and every page of price bid need to be signed and stamped by the contractor/firm)

APPLICATION LETTER (Specimen)

The Deputy Secretary
National Commission for Women
Plot No. 21 Jasola Institutional Area
New Delhi 110025.

Subject: Tender for supply of Skilled/Semi-skilled/Unskilled manpower.

Sir,

In response to your tender inviting notice for the above mentioned contract, I/We, a Company/Partnership/Sole Proprietor submit the tender with following particulars:

Description Particulars:

- 1 Constitution & Nature of Firm
(State whether sole proprietor/partnership firm/limited company)
- 2 Year of Establishment
- 3 Registration Number under applicable act with a copy of registration certificate
- 4 Registered Postal Address
- 5 Telephone No.
Fax No.
Mobile No.
- 6 Address of Branches
- 7 Name and address of Directors, in case of Company
Name and address of Sole proprietor
Name and address of partners; in case of partnership firm
- 8 (a) Name of Bankers & Branch with full address
(b) Style of Account & Number
(c) Name(s) of person(s) operating the account (enclose banker's certificate)
- 9 PF/ESI Code allotted by respective authorities with photo copy of certificate
10. Regn. of GST

:2/N:

I/We, the undersigned hereby offer for providing qualified staff as indicated in the Tender Document to **undertake to supply of skilled/semi-skilled/unskilled workers strictly in** accordance with the terms and conditions as indicated by you in the said documents.

I/We also agree to submit the bill on monthly basis and accept the payment to the workers as per the Minimum wages declared by the Government of NCT of Delhi from time to time.

I/We also agree for the compliance of applicable Labour and other Laws in force and other Govt. orders. All workers engaged by me/us would be suitably compensated by me/us complying with Minimum Wages act. All other payment like payments under Workmen Compensation Act etc. shall be borne and payable by me/us. I/We will always keep the NCW indemnified of any claim/damages that NCW have to pay with respect to the service and the deployment of any workers to NCW.

I/We further pay and have enclosed Earnest Money amounting to Rs.40,000/- (Rupees forty thousand only) in the form of Demand Draft/Pay Order drawn in favour of Pay & Accounts Officer, National Commission for Women, payable at New Delhi along with the Technical Bid.

Thanking you,

Yours faithfully,

(Name)

Signature

Signed as proprietor/partner/Director who holds power of Attorney on behalf of firm

Name of Firm

Address

(Copy of the Power of Attorney to be submitted which will be compared with the original in case the tender is awarded)