

F. No. G-12022/4/2014-Gen.  
Government of India  
Ministry of Drinking Water & Sanitation

\*\*\*

8<sup>th</sup> floor, Paryavaran Bhawan,  
CGO Complex, Lodhi Road  
New Delhi- 110003  
Dated: - March 23, 2015

Tender Notice

Subject: - Tender for Outsourcing Services of Office Assistants and Data Entry Operators in the Ministry of Drinking Water & Sanitation- reg.

Sealed tender on behalf of the Ministry of Drinking Water & Sanitation have been invited from reputed, experienced and financially sound Manpower Companies / firm / agencies for providing Graduate Office Assistant and Non-Graduate Data Entry Operator Services in the Ministry of Drinking Water & Sanitation for a period of one year from the date of contract.

2. The tender documents can be obtained from Section Officer (General) (Tel: - 011-24368611) on payment of Rs. 500/-. The same can also be accessed on the web-site of the Ministry i.e. [www.mdws.gov.in](http://www.mdws.gov.in) (tender documents has to be submitted along with DD for Rs. 500/- payable to Pay & Accounts Officer, Ministry of Drinking Water & Sanitation, New Delhi).

1. Instruction to the bidders are at Annexure -I
2. Terms and Conditions are at Annexure- II
3. Proforma of Technical Bid at Annexure- III
4. Financial Bid at Annexure -IV

The closing date and time for receipt of tender is : 21<sup>st</sup> April, 2015 at 3:00pm

The tender opening date and time is : 21<sup>st</sup> April, 2015 at 4:00pm



(K. Narayana Reddy)

Under Secretary to the Govt. of India

Telefax: - 24368611

E-mail:- ddws\_usadm@nic.in

Copy to:-

1. Tech. Dir. (NIC) for web based publicity of the Tender.
2. All Ministries / Department of the Government of India, New Delhi. It is requested that wide publicity of this tender notice may please be given to the contractors engaged by them for this job to submit their quotation if they are willing and fulfill the conditions.
3. CPP Portal
4. Hindi Section for hindi version.

Instruction to the Bidder

1. Sealed tenders are invited from reputed, experienced and financial sound Companies/ Firms/ Agencies duly registered with Regional Labour Commissioner and also duly registered for EPF, ESI and Service Tax and having with a minimum turnover of Rs. 1.00 crores to provide services of Office Assistants and Data Entry Operators on hired basis to Govt. Ministries, PSUs, established corporate offices etc.;
2. A Tender fee of Rs. 500/- will be charged. The fee in the form of Bank Draft/Pay order drawn in favour of PAO, Ministry of Drinking Water & Sanitation, New Delhi should be enclosed in a separate cover along with the Technical Bid. On the cover "Tender Fee" may be neatly written;
3. The bidding firms should be presently in the business of providing the services to Govt. organizations at least for the past 3 years.
4. The contract period will be valid for a period of one year from the date of award of contract, which is extendable by one year each time for a maximum of three years subject to the terms and conditions attached at Annexure- II.
5. The Sealed tender with Technical and Financial bids filled in the specified performa, viz Annexure -III and IV respectively along with the Earnest Money Deposit of Rs. 50,000/- and addressed to the Under Secretary (Admn), Ministry of Drinking Water & Sanitation, 8<sup>th</sup> floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003 should reach latest by 03:00pm on 21.04.2015.
6. The main envelope containing the Technical Bids, Financial Bids and Earnest Money Deposit must be superscribed "Tender for providing outsourced manpower to Ministry of Drinking Water & Sanitation. The tender will be opened 21.04.2015 at 4:00pm and not to be opened before mention date and time.
7. The Technical bids shall be opened at 4:00pm on the 21.04.2015 in Committee Room, Ministry of Drinking Water & Sanitation, 4<sup>th</sup> floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003 in the presence of such tenders or their authorized representatives, who may wish to be present.
8. The tenderers, whose Technical bids are accepted, will be informed about the date of the opening of financial bids.
9. Bids received after the closing date and time shall not be considered.



10. The competent authority in the Ministry reserves the right to accept or reject any/all tenders without assigning any reason, therefor;
11. Bidders should ensure that all the pages of bid document should be properly numbered in continuous order and that an Index should be provided to the bid documents.
12. If the firm is refused a license from the competent licensing authority under the provisions of Contractor Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Rules, 1971 at the time of award of the contract for any reason whatsoever or fails to obtain the license, the contract shall automatically stand terminated and the office shall be at liberty to recover losses, from the Firm including forfeiture of Performance Security Deposit.
13. The successful bidder shall furnish a Performance Security Deposit not exceeding 10% of annual contract value within ten days of award of contract in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or irrevocable Bank Guarantee drawn in favour of "Pay & Account Officer, Ministry of Drinking Water & Sanitation, New Delhi" safeguarding the interest of the Ministry in all respects. The instruments shall be valid for 90 (ninety days) beyond the date of completion of contractual obligation by the firm.
14. The selection of the personnel / manpower would be at the sole discretion of the Ministry. The successful bidder will send suitable and eligible candidates, who may be subject to test/ interview by the Ministry to decide on their fitness/suitability before the final selection. In respect of those candidates not found fit at the time of test/ interview, the firm will provide other candidates.
15. The firms/companies/agencies should have Registered /Branch Office in Delhi/ NCR.
16. The firm should not have been blacklisted by any Government organization/Public Sector Undertakings/Autonomous bodies. An Affidavit to this effect should be enclosed with the Technical Bid.
17. The Competent Authority in the Ministry reserves the right to accept or reject any/all tenders without assigning any reason thereof.
18. The Successful Company/Firm/Agency will be required to submit duly attested certificates/supporting documents in support of age/educational/professional qualification of the staff to be deployed in the Ministry.

19. A weightage of 70% will be given for the Technical Bid and weightage of 30% for the Financial Bid. The weightage of Technical Bid will be distributed as under:

S. No.	Item	Maximum marks
1.	Document furnished along with Technical Bid (documents indicated in para 25(i) to (xiv) (one point shall be awarded for each document furnished)	14
2.	Previous experience in providing similar category of manpower to Government / Semi-Government Agencies, marks to be given as under: 0-3yrs - 10; 3-5yrs - 15; 5-10yrs - 25and 10yrs and above -40	40
3.	Financial status, turnover as per the audited accounts of the firm during the previous three financial years. Marks to be given as under: Upto Rs. 1crore-10; Rs.1 to 3 crore- 20; Rs.3 crore and over- 30	30
4.	Clean track record of the firm during the last three years (No marks will be assigned if show cause notice/debarment notice was received)	10
5.	Proof of making EPF/ESI payments during the last three years.	06

20. The Technical Bids without Tender Fee, EMD and Annual Turnover of less than Rs.1.00crores would be rejected.

21. The Technical Bid with score of 50 marks and above only will qualify for the Financial Bid.

22. The contract initially will be for one year provided the requirement of the Ministry for the staff persists at that or may be curtailed/terminated before one year owing to deficiency in service or substandard quality of manpower deployed by the selected Company/ firm/agency. The Ministry, however, reserves the right to terminate the contract at any time after giving one week's notice to the selected service provide company/firm/agency.

*K. S. D. D. D.*

23. All entries in the Technical bid in the proforma at Annexure-II should be legible and filled up clearly. No overwriting or cutting is permitted in financial bid. However, cutting, if any, in the Technical Bid must be initiated by the person authorized to sign the technical bids. No interest is payable on the EMD.

24. Tender incomplete in any respect will be rejected outrightly.

25. The bidder shall submit following documents with Technical bid:

- i. Copy of Labour license.
- ii. Copy of EPF Registration certificate.
- iii. Copy of ESIC Registration certificate.
- iv. Copy of PAN / TAN cards.
- v. Copy of upto date Income Tax clearance certificate.
- vi. Copy of Service Tax Registration certificate.
- vii. Affidavit from the firm that it has not been banned/blacklisted by any Government Agency / Department.
- viii. Copies of the experience certificate/work order with Central Govt. Department/ Public Sector undertaking/ Autonomous bodies at-least for the last three years.
- ix. Copy of certificate from Ministry / Department that the agency is paying he statutory payments viz, EPF, ESI regularly to the staff or proof thereof.
- x. Copies of at least two similar running contracts with Central Government Department/Public sector Undertakings/Autonomous bodies.
- xi. Audited accounts for the last three years.
- xii. Earnest Money Deposit EMD of Rs. 50,000/- in form of Bank Draft/Pay order drawn in favour of PAO, Ministry of Drinking Water & Sanitation, New Delhi.
- xiii. Tender fees of Rs. 500/- in the form of bank draft/ pay order drawn in favor of Account Officer, PAO, Ministry of Drinking Water & Sanitation, New Delhi.
- xiv. Copy of the tender document with each page signed by the bidder signifying acceptance of the terms and conditions laid down by the Ministry.

26. The tenderer will furnish the Technical Bid in Annexure -III and financial bid in Annexure -IV in separate covers. Both the Bids may be put in a single cover while submitting the proposal to this Department. The cover shall be superscribed as "Quotation for providing outsourced Manpower to the Ministry of Drinking Water & Sanitation".

27. The tender should be accompanied by an Earnest Money Deposit for Rs. 50,000/- in the form of bank draft payable to the PAO, Ministry of Drinking Water & Sanitation, New Delhi. The tender received without EMD will be rejected summarily. The EMD is returnable to the unsuccessful bidders after award of the contract. In case of successful bidder, the EMD would be refunded after furnishing the Proformance Security.

28. The Agency/ Firm / Company will not charge any amount from the Candidate for Registration / fees or any other charges etc., before or after joining this Ministry. If this Ministry found any such case, then action will be taken against that Agency/ Firm / Company.

REQUIREMENTS OF MANPOWER

29. The Ministry requires the service of various categories as per details given below:-

S. No.	Name of Post	Education Qualification and experience
1.	Office Assistant	<ul style="list-style-type: none"> <li>• Graduate from recognized Board or University with good command over English and Hindi</li> <li>• Well conversant with computers and particularly well trained in MS word and MS Excel language and MS power point.</li> <li>• At least 2-4yrs work experience.</li> <li>• Capacity to analyse and make written notes.</li> <li>• Knowledge of E-office.</li> <li>• Knowledge of document scanning.</li> </ul>
2.	Data Entry Operator	<ul style="list-style-type: none"> <li>• 12<sup>th</sup> Class pass or equivalent qualification from recognize Board or University.</li> <li>• A typing speed of 35w.p.m in English and well conversant with computers and essentially well trained in MS Word and MS Excel language and also desirable possess knowledge of Scan functioning and MS power point packages / languages.</li> <li>• Knowledge of E-office.</li> <li>• Knowledge of FTS.</li> <li>• Knowledge of document scanning.</li> </ul>
3.	Minimum age in all categories	Not below 18years in all categories
4.	Number of persons required	12 Graduate Office Assistants and } Subject to 25 Non-Graduate Data Entry } vacancy Operators
5.	Period	12 months
6.	Security Consideration	The persons provided by the agency should not have any police record/criminal cases against them. The agency should make adequate enquires about the character and antecedents of the persons whom they are recommending.

*Kamal*

7.	Period within which the manpower is to be supplied	Within 15days of award of contract.
8.	Wages/Emoluments	The wages/emoluments (consolidated) would be fixed by the Ministry after assessing the candidates suitable and commensurate to their qualifications, experience etc. not less than the minimum wages.
9.	Selection Process	The candidate provided by the firm will be subject to test/interview by the Ministry before final selection.
10.	Terms and conditions	As per Annexure-II.

#### Evaluation Criteria for Financial Bid

1. The firm is require to quote the wages for different categories of employees. They should also indicate the EPF, ESIC, Service Tax etc for all the manpower required respectively in the prescribed format of financial bids at Annexure-IV. These charges should be in compliance/accordance with the statutory requirements. The service charges of the firm for providing the manpower should be indicated separately. The Financial Bid will be decided only on the basis of the total service charges quoted.
2. The financial bids will be opened only of those bidders whose technical bids would be complete in all respects as per tender document and such bidders score a minimum of 50 marks in the technical evaluation. Financial Bids, offering Administrative Service Charges as 'nil' or 'zero' would be summarily rejected.
3. In the Financial Bids, the bidders should specify the Service Charges only in percentage terms. The bids without service charges in percentage % will not be accepted.
4. The service tax, if any, payable on the amount would not be taken into account.
5. The firm which quotes the lowest service charges in respect of a category, i.e. Office Assistants or Data Entry Operators will be awarded the contract.
6. L-1 firm will be decided on the basis of the combined weightage of the Technical and Financial Bids, taken together in the ratio of 70:30. L-1 will be determined separately for each of the categories.

*Kneida*

7. In a situation of the tie breaker the weightage for Financial Bid will be given on a relative marking basis. In other words, the lowest bid will give the maximum marks of 30 and allotting marks proportionately to others.
8. Service charges indicated for each category of worker will be fixed during the entire contract period.
9. The details of the Tender document is available on the website of the Ministry of Drinking Water & Sanitation (<http://www.mdws.gov.in>) and Ministry of Finance website (<http://www.eprocure.gov.in>)

  
(K. Narayana Reddy)

Under Secretary to the Govt. of India

Telefax: - 24368611

E-mail:- ddws\_usadm@nic.in



TERMS & CONDITIONS

1. The Ministry may require the firm to dismiss or remove from the site of work, any person or persons, provided by the firm, who may be incompetent or may not conduct himself/herself properly and firm shall forthwith comply with such requirements.
2. The firm has to provide Photo Identity Cards to the persons provided by him/her for carrying out the work. These cards are to be constantly displayed and their loss reported immediately.
3. All service shall be performed by persons qualified and skilled in performing such services.
4. The firm shall replace immediately any of its personnel (if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct) upon receiving written notice from this Ministry.
5. The Ministry shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the firm.
6. The firm's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this office. The firm shall be responsible for any act of indiscipline on the part of persons deployed by him.
7. The firm's personnel would be entitled to one day paid leave per month.
8. The firm shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
9. The firm's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements/ administrative/ organizational matters as all this may be of confidential/ secret nature.
10. The firm's personnel shall not claim any benefit/ compensation/ absorption/ regularization of services with office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from

the person to this effect will be required to be submitted to this Ministry by the firm which has been awarded the contract.

11. The personnel deployed shall not claim any Master and Servant or employer-employee relationship with this Ministry. In other words, it should be made clear to the manpower so deployed by the successful bidder as per the tender that no employer/worker/dmployee/relationship is established between the Ministry or the Govt. of India and workers by virtue of such deployment and no claims for temporary or permanent employment in Govt. service shall be entertained from any or group of such workers.
12. The Performance Security Deposit will be forfeited in case of supply of outsourced staff being delayed beyond the period stipulated by the Ministry or non-compliance of the terms of agreement by the firm or owing to frequent absence from duty/misconduct on the part of the outsourced staff deputed by the firm. The firm would be blacklisted and disqualified from participation in any future tenders of the Ministry.
13. The Ministry will maintain the record of attendance in respect of the persons deployed by the firm on the basis of which wages/remuneration will be decided in respect of the person at the approved and agreed rates. The firm shall be responsible to keep all records of payment, attendance, leaves, etc. as necessary under law or otherwise about the employee and the Ministry shall not be responsible for the same in any manner.
14. The firm shall ensure that the salary to the persons deployed by them is paid by the seventh day of the succeeding month at the agreed wages and other statutory benefits admissible to such personnel as notified by the Government of National Capital Territory of Delhi from time to time. The payment shall be deposited by ECS in the Bank Account of the person's deployed. The proof of the ECS payment should be submitted to the Ministry along with the bill for the next month.
15. No advance payment, in any case, would be made to the firm. The periodicity of payment to the firm shall be monthly. The firm shall submit the monthly bill after the end of a calendar month that shall be processed for payment by the Ministry.
16. Statutory deductions, as applicable, will be deducted from the payment to be made to the firm.
17. The firm will also ensure that the outsourced persons deployed are medically fit and will keep a record of their medical fitness. It will be the responsibility of the

*Kanday*

firm to ensure that good, efficient and well-mannered outsourced persons are deployed.

18. The outsourced persons provided to the Ministry shall not be changed except under compelling circumstances and after prior consent of the Ministry. In this case, the changed outsourced persons shall have either a police verification certificate or two character and good conduct certificate form two Gazetted Officer of Central Government.
19. In emergent case such as the person deployed fall sick or is not able to attend the office for the reason beyond his control continuously for more than a day, the firm shall deploy a suitable substitute. If the contractor fails to deploy the substitute, without prejudice to any other right or remedy available under the law to the Ministry on account of branch, pro-rata recovery along with penalty equal to 2% of the monthly charges per day will be recovered from the monthly bill of the firm. The Quantum of recovery will be decided by the Competent Authority in this office which will be final and binding on the firm.
20. The firm shall ensure deployment of suitable persons from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the office for any reason immediately on receipt of such a request. The character and antecedents of each personnel of the firm will be got verified by the firm through Police/District Authorities before their deployment and a certification to this effect submitted to the Ministry in the form of an Affidavit.
21. The firm shall ensure proper conduct of his personnel in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
22. The firm shall engage the suitable person as required by our office from time to time. The said persons engaged by the firm shall be the employees of the firm and it shall be the duty of the firm to pay their salary every month. There is no Mater-Servant or employer-employee relationship between the employees of the firm and the purchaser (Ministry of Drinking Water & Sanitation). Further, the said person of the firm shall not claim any absorption.
23. The transportation, food, medical and other statutory required in respect of each personnel of the firm will be the responsibility of the firm.



24. Working hours would be normally 8 hours per day excluding half hours lunch break between 9:00am to 5:30pm during working days. However, the concerned person may be required to work beyond office hours, if there is any urgency.
25. The personnel may be called on Saturday, Sunday and other gazette holidays, if required. Componentry off will be given in case of work in holidays.
26. The firm will provide the required personnel for a shorter period also, in case of an exigencies as per the requirement of the Ministry.
27. The firm shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the firm. The firm shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
28. The firm will submit the bill in triplicate by 2<sup>nd</sup> week of the month, along with necessary documentary proof.
29. Payments to the firm shall be made on monthly basis on the production of certification by the officer, with whom the concerned person is attached that his services were satisfactory and attendance, as per the bill preferred by the firm. The said certificate, in original will attached to the monthly bill for claiming payment. The Agency's worker will work under the overall supervision and direction of the authorized officer of the Ministry.
30. The firm shall issue monthly salary slip to the employees endorsing a copy to Ministry, showing the details of payments, deductions (including all statutory deduction) and net amount with requisite challans in each case/person.
31. The claims of bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount shall be withheld in case of any complaint till such proof is furnished, at the discretion of the Ministry.
32. The Tax Deduction at Source (TDS) shall be deducted as per the provision of Income Tax Act, as amended from time to time, and a certificate to this effect shall be provided to the agency by the Ministry.



33. The Ministry may extend the contract beyond one year at the same rate and terms and conditions on satisfactory performance and also subject to necessary approval of Competent Authority.
34. The firm shall be contactable at all time and message sent by email/fax/special messengers from Ministry to the firm shall be acknowledged immediately on receipt of the same day.
35. Escalation clauses shall not be accepted on any ground during the period the contract is in force.
36. The award of the Contract will be subject to General Condition of Contract applicable to Govt. of India contracts.
37. Any dispute arising out of the contract will be settled within the jurisdiction of Delhi.
38. The Ministry reserves the right to get contractual jobs done from any other party/person or agency if the firm 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 firm would be deducted from the payment due to the contractor. If the firm fail to provide the services under the contract for 15days consecutively or otherwise, the agreement shall stand terminated without notice and in such case the firm would be liable to compensate this Ministry for losses caused to it due to the non-fulfillment of the contractual obligation.
39. The Contractor at all times should indemnify the Ministry against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workman Compensation Act, 1923; Industrial Dispute Act, 1947; maternity Benefit Act, 1961; Delhi Shops and Establishment Act as per latest amendments or any other law relating thereto and rules made thereunder from time to time. The Ministry will not own any responsibility in this regard.
40. The Ministry reserves the right for termination of the contract after giving one week's notice, if the services of the firm 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 the Ministry from its Security Deposit or pending bills or by raising a separate claim.



41. The successful tenderer shall solely be responsible for setting/resolving any dispute/claim of his/her personnel during the pendency of the Contract. No liability shall accrue to the Ministry under any circumstances even after expiry of the contract.
42. The contractor shall be responsible for payment of any compensation/settlement of any liability arising out of nay death or injury caused to the persons employed by him or for tendering the jobs on contract under the agreement, either under the Workman Compensation Act or any other Act in force at that time.
43. The Ministry would wholly reimburse the following:
- Wages of each employee as fixed by the Ministry after selection process;
  - Employees Provident Fund @13.61% on Rs.\_\_\_\_\_ (maximum amount) employer contribution; (as on page 3)
  - Employees State Insurance @4.75% of 1 above (employee contribution);
  - Contractor's Administrative/Service Charges; and
  - Service Tax liability @12.36%on 1 to 3.
44. The contractor shall deduct the following from employee:
- Employees Provident Fund @12% on Rs.\_\_\_\_\_ (maximum amount)(employee contribution); and
  - Employees State Insurance @1.75% of wages paid (employee contribution).
45. The amount payable by the Ministry in respect of the employees, the contractor and contribution of the employee is illustrated below:

S. No.	Component of Rate (Month)
1.	Wages
2.	Employees Provident Fund @ 13.61% on Rs._____ (maximum amount) employer contribution.
3.	Employees State Insurance @ 4.75% on monthly wages (employer contribution)
4.	Employee Provident Fund @ 12% on Rs._____ (maximum amount) (employee contribution).
5.	Employee State Insurance @ 1.75% of monthly wages (employee contribution).
6.	Total payable by employer to employee (1 to 3)
7.	Contractor's Administrative / Service Charges
8.	Service Tax liability @ 12.36% on (6+ 7)
9.	Total expenditure to be incurred (6+ 7+ 8)
10.	Net amount payable to employee [1 minus (4+ 5)]
11.	Any other liability (please indicate)

  
(K. Narayana Reddy)

Under Secretary to the Govt. of India  
Telefax: - 24368611  
E-mail:- ddws\_usadm@nic.in

**Proforma of Technical Bid**  
(To be placed in a separate sealed cover)

1.	Name of the Tendering Company/Firm/Agency	
2.	Name of Owner/Partner/Director	
3.	Full Particular of Office	
a)	Address	
b)	Telephone No.	
c)	Fax No.	
d)	E-mail address	
4.	Full particulars of the bankers of company/firm/agency, with full address/telephone No.	
a)	Name of the Bank	
b)	Address of the Bank	
c)	Telephone No.	
d)	Fax No.	
e)	E-mail address	
5.	Registration details:	
a)	PAN/GIR No.	
b)	Service Tax Registration No.	
c)	EPF Registration No.	
d)	ESI Registration No.	
6.	Details of Earnest Money Deposit	
a)	Amount (Rs.)	
b)	DD No. and date	
c)	Drawn on Bank	
d)	Valid upto	
7.	Details of Tender Fee	
a)	Amount	
b)	DD No.	
c)	Drawn on Bank	
d)	Valid upto	
8.	Annual Turnover of the firm for last 3 years (duly verified by the CA firm)	
	2011-12	
	2012-13	
	2013-14	

2. Documents enclosed with Technical Bid (please see documents mentioned in para 25 of Tender Notice)

Signature of Owner/Managing Partner/Director of the Firm

Date:  
Place:

Name:  
Firm's Seal:  
Address  
Ph.No  
E-mail

*Kan Dey*

FINANCIAL BID

1. Name of tendering Company/Firm/Agency :

2. Financial Bid

a) Statutory Liabilities /Taxes/ Levies/ Cess : Not to be considered for evaluating

S. No.	Category of Employees	Service Charges (in Rs.) Per worker / per month (in percentage terms)
1.	*Office Assistants	
2.	*Data Entry Operators	

b) Service Charges of the firm: - To be considered while evaluating the Financial Bid.

Signature of authorized person

Date:

Full Name:

Seal:

Address

Ph. No.

E-mail:-

\* *Mandatory must fill in the columns.*




DECLARATION

1. I, \_\_\_\_\_ Son/Daughter  
of  
Shri \_\_\_\_\_ Proprietor/Partner/Dire  
ctor of \_\_\_\_\_ am competent to sign  
this declaration and execute this tender document;
2. I have carefully read all understood all the terms and conditions of the tender and  
hereby convey my acceptance of the same.
3. 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 vague/false information/fabricated document would  
lead to rejection of my tender at any stage besides liabilities towards prosecution  
under appropriate law.

Signature of Owner / Managing Partner / Director

Date: -  
Place: -

Full Name:  
Company's Seal:

N.B:- The above declaration, duly signed and sealed by the authorized signatory of the  
agency is token of their acceptance, should be enclosed with Technical Bid.



