

**COUNCIL FOR ADVANCEMENT OF PEOPLE' S ACTION
AND RURAL TECHNOLOGY (CAPART)**

**(Under the aegis of Ministry of Rural Development,
Government of India)**

India Habitat Centre, Zone-4B, UG Floor,

Lodhi Road, New Delhi – 110003

Phone: 246 42394, Fax- 246 48607

**TENDER NOTICE FOR HIRING OF SERVICE AGENCY-WHO PROVIDES
SECRETARIAL STAFF , SECURITY SERVICES AND HOUSEKEEPING SERVICES**

No. 12-03/2016-AED

The Council has invite sealed tenders in two bid system i.e. (i) Technical bid and (ii) Financial bid from reputed, registered & licensed agencies, who fulfill the eligibility criteria for providing Secretarial staff, Security and Housekeeping related services at the CAPART Office premises at Zone-IV-B, UG Floor, Zone-5A, 2nd Floor at India Habitat Centre, Lodhi Road, New Delhi – 110 003 and D-58, Janakpuri, New Delhi for a period of one year which would be extendable on the basis of performance & mutual agreement for a further period.

2. The interested agencies should submit separate tenders (Technical as well as Financial) for each service, in case applying for more than one service and the cost of tenders & EMD should be paid separately for each one . The price of tender document is Rs.500/- (Five Hundred Rupees Only) each, which is not refundable and the same shall be paid through demand draft payable to CAPART, New Delhi. The interested bidder may collect the bid documents along with the terms and conditions from the Administrative Division of the Council in person or may download from our website www.capart.nic.in or Central Public Procurement Portal [www. http://eprocure.gov.in/cppp](http://eprocure.gov.in/cppp).

3. The Sealed tender should be dropped in a single envelop (indicating **Separate work on envelop for Technical Bid and Financial Bid & indicate the name separately like Security, Secretarial & Housekeeping**) in the sealed tender box, which is kept at CAPART, Zone-5A, Core –C, 2nd Floor, India Habitat Centre (IHC), Lodhi Road, New Delhi. The last date for submission of tender is **27/06/2016 by 2:00 PM**. Tender shall be opened in presence of such of the bidders or their representative, who may wish to be present. Hypothetical Conditions/ Incomplete bid will not be entertained. Late Bids received after the specified date and time shall not be entertained in any condition. Tender shall be opened on same day at **3:00 PM** at CAPART, Conference Room, Zone 5A, Core – C, 2nd Floor, IHC, Lodhi Road by the Committee and Committee shall be submitted their report within a week after opening of Tender Documents.

4. The Competent Authority of CAPART reserves all the right to amend/withdraw/relax /modify etc. any of the terms and condition contained in the Tender Documents in public interest or reject any or all application (offer) without giving any notice or assigning any reason thereof. The decision of Competent Authority will be final and binding.


(DIRECTOR)

(AED)



Eligibility Criteria for Technical Evaluation of Bidders for hiring Secretarial Service Providing Agency:

1. The agency should be registered under the provision of Contract Labour (Regulation & Abolition) Act, 1970.
2. The agency must have experience of satisfactory completion of job contract of providing of Secretarial services in at least one Government Department/Public Sector Undertaking/Autonomous Body in the last five years. A list of clients and proof of satisfactory services issued by the clients must be attached.
3. The agency should furnish the attested copies of the following documents with technical bid:
 - I. Company's Registration Certificate under Contract Labour (Regulation & Abolition) Act, 1970.
 - II. Copy of PAN No. Card under Income Tax Act
 - III. Copy of Service Tax Registration Number
 - IV. Copy of Valid Registration No. of the Agency/Firm
 - V. Copy of Valid Provident Fund Registration No
 - VI. Copy of valid Employee's Insurance (ESI) Registration No
4. The annual turnover should be at least of one crore during the last financial year i.e. 2014-15.
5. The Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand only) (Refundable) in form of Demand Draft/Pay Order in an acceptable form payable to 'CAPART', New Delhi should be attached with the Technical Bid.

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6. The attested copies of all the documents for serial number (1) to (4) and Earnest Money Deposit of Rs.25,000/- is invariably required to be enclosed with the Technical Bid, failing which tender will be rejected.

Note:

- I. The cost of the Tender Document is Rs.500/- (Rupees Five Hundred only) (non-refundable). Tender documents may be downloaded from the CAPART's website www.capart.nic.in or Central Public Procurement Portal www.http://eprocurement.govt.in/cppp and submit the tender document along with the cost of Rs.500/- in the form of Demand Draft/Pay Order/Banker Cheque in favour of 'CAPART' payable at New Delhi.
- II. Technical Bid along with EMD of Rs.25,000/- (Rupees Twenty Five Thousand Only) should be submitted indicating on the envelop as Technical Bid & Financial Bid separately for Secretarial Services. No interest shall be paid by CAPART on EMD amount.
- III. Any suppression of material, facts or discrepancy in this respect will lead to disqualify the tender.
- IV. The Council reserves the right to accept or reject any or all quotations without assigning any reasons thereof.
- V. Last date for submission of tender document complete in all respects along with Earnest Money Deposit (EMD&TENDER Documents Fees) shall be applicable as per the Tender Notice.

sd/-

Director (AED), CAPART

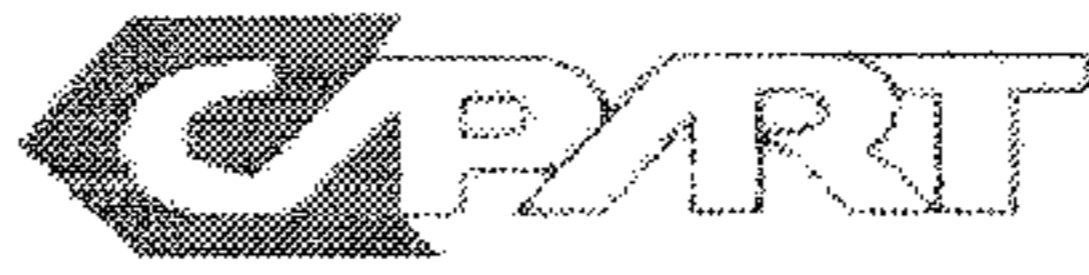


TENDER DOCUMENT FOR HIRING OF SECRETARIAL SERVICES PROVIDING AGENCY

The following Terms and conditions with respect to job requirement of the Secretarial services contract will be as hereunder mentioned:

1. The agency should be a registered entity and should possess the necessary legal status/identify to work as a Secretarial Service providing agency and observing the provisions of the Minimum Wages Act.
2. Selected agency will be responsible for compliance of various legal/statutory formalities under various Acts/Enactments and any liability arising out of the same. The contractor will be fully responsible for complying with the applicable provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and rules framed there under. The agency will fully indemnify the cost in case of damages caused on account of their negligence for not following the applicable law/rules.
3. The Agency will be responsible for providing Secretarial Services to CAPART on all working days from 9.00 A.M to 5.30 P.M as per their requirement, which will be communicated to them from time to time. At present CAPART is having five working days in a week (Monday to Friday). The staff engaged through the Agency will work as per CAPART's working days but will also attend if called on Saturday, and no extra wages will be paid. However, the total working days will not exceed six days in a week.
4. "CAPART will pay to the agency for services of each secretarial employees equivalent to the amount of minimum wages as applicable under relevant laws in Delhi and it shall be the responsibility of the agency to ensure the payment of minimum wages to each secretarial employees. In addition, CAPART will pay the agreed services charges to the agency to which the work is finally awarded for providing the said services. It is also clarified that the payment against each secretarial employees by CAPART to the agency will be revised in the event of change of minimum wages as applicable to Govt. of NCT of Delhi in terms of the applicable laws during the currency of the contract.
5. The Agency will be responsible for arranging a substitute/replacement in the event of any of them taking leave or the Agency terminating contract with the them.
6. In the event of the secretarial services being required on a closed holiday or after the normal office hours, an additional charge on pro-rata basis will be paid Maximum limit – OTA in a month not to exceed one-third of monthly working hours.

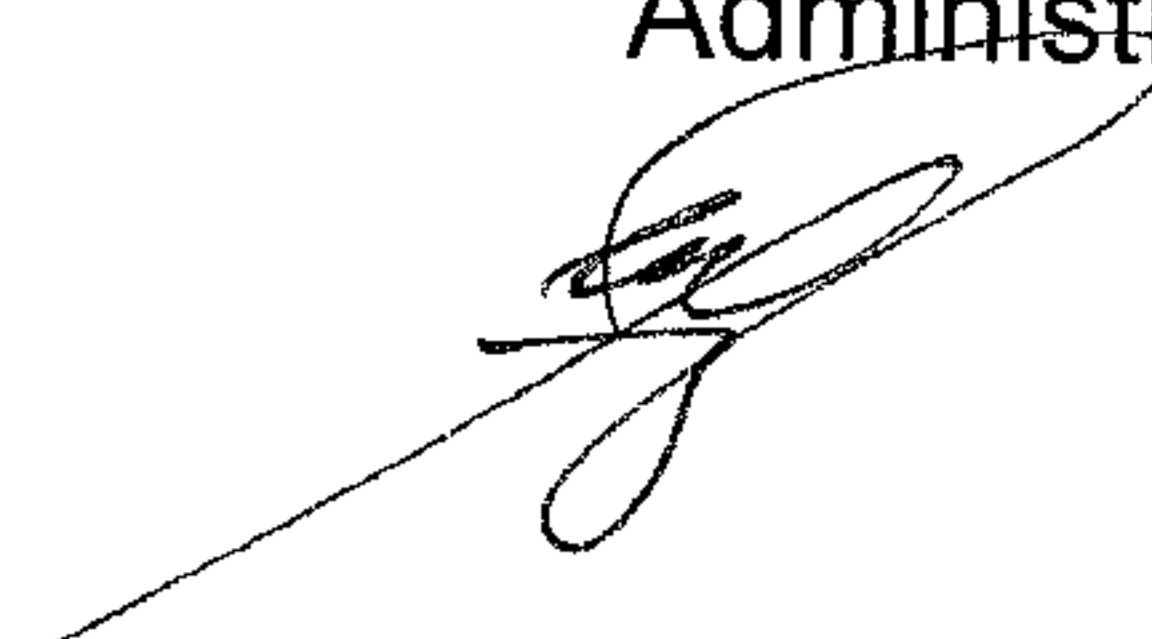
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7. In case of dissatisfaction with the services of any staff assigned by the Agency, they will provide suitable replacement immediately on CAPART's request of the same and in any case within a maximum period of one week of such request.
8. None of the persons assigned by the Agency shall have any claim for regular absorption in the service of the CAPART. The persons assigned by the agency will be the sole responsibility of the agency.
9. CAPART will have the privity of contract with the agency only and will given instructions to it and will have nothing to do or the concerned with the conditions of employment of the workers working for the Agency.
10. CAPART will not retain any control, supervision or the manner of the discharge dismissal or retrenchment or re-employment of the worker engaged/employed by the Agency.
11. CAPART will not be liable for due observation and implementation of the statutory conditions or requirements of labour laws as applicable, in any manner whatsoever.
12. The Agency will be paid a total consolidated remuneration of minimum wages per month + 13.61% EPF + 4.75% ESI and any other statutory liability /payment etc for the services rendered.
13. CAPART shall not be responsible for payment of any dues on account of leave salary, Provident Fund and ESI, EPF etc. in respect of the persons whose services have been made available to CAPART.
14. The Agency shall make payment of salary to their persons by 10th every month after submission of the pre-receipted bills in duplicate.
15. The Agency shall provide the evidence of EPF and ESI contribution and other statutory liability / payment, deposited with the appropriate authority every month failing which such payments will be stopped and legal action may be taken to recover the amount.
16. The above contract can be terminated at any time on either side by giving one month's notice.
17. The candidate so sponsored should be medically fit for employment.
18. The Agency shall be responsible for verification of character and antecedents of the candidates sponsored and should be suitable for employment in CAPART.

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19. The contractor shall ensure full compliance with tax laws and labour laws of Govt. of India/State Govt./local authority with regard to this contract and shall be solely responsible for the same.
20. While submitting the monthly bill (in duplicate) for payment by CAPART, the agency would submit a certificate stating that all statutory liabilities/payments have been complied with endorsing copies of the details of remittance made on account of PF, ESI,EPF and other statutory payments.
21. The income tax required to be deducted at source at the rate in force shall be deducted by CAPART from the amount payable to organization.
22. The agency shall have full discretion in deploying the personnel who meet the requirements of CAPART as provided for by the terms and conditions of CAPART. CAPART shall, however, have complete right to have personnel changed and / or removed who do not perform their duties as per the expected standard prescribed by CAPART.
23. The contract is valid for a period of **one year**, which can be renewed from time to time on mutual consent and same terms and conditions. CAPART reserves the right to terminate the contract at any time without assigning any reason thereof.
24. During the period of contract no further demand of the agency to increase the contract amount for any reason whatsoever, will be entertained by CAPART.
25. A separate Agreement shall be executed between the parties on the award of the present contract which shall govern the terms and conditions between the parties.
26. The agency shall deposit **5% of the** total amount of per annum as performance security through demand draft in favour of CAPART. No interest will be paid on the said security deposit amount.
27. The rate of minimum wages may be enhanced as and when the Delhi Administration revises the same.



(C.S. Pandey)
Director (AED)



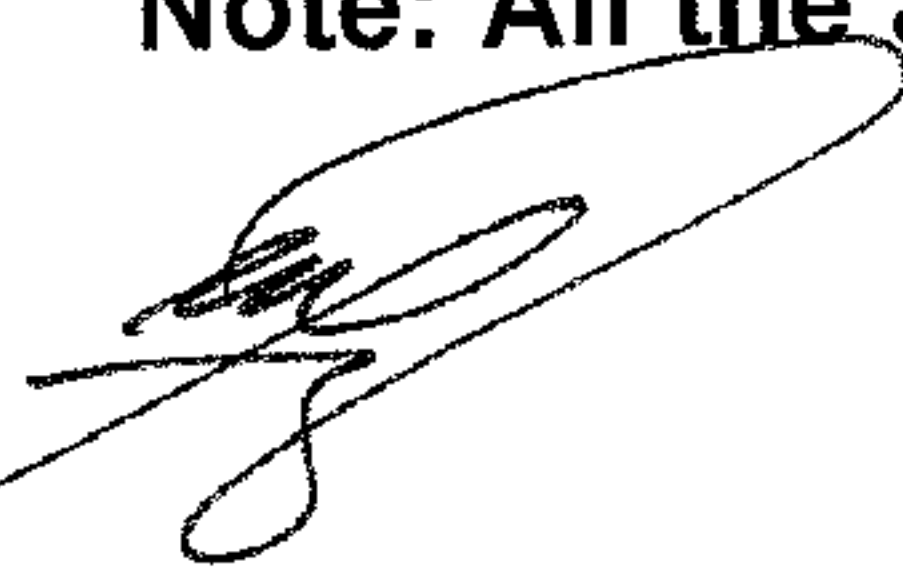
TECHNICAL BID

FOR PROVIDING SECRETARIAL SERVICES AT CAPART

Sr.No.	Particulars	Details	Please indicate the page no. at Annexure.
1.	Name & address of Firm/ Agency/ Company telephone Numbers. Mobile No. Fax.No.		
2.	Name, Designation, Address and Telephone number of authorized person.		
3.	Please specify as to whether Bidder is sole proprietor/ Partnership firm/ Private or Limited.		
4.	Name, Address and Telephone number of Directors/Partners.		
5.	Copy of the valid registration of the Firm/Agency/Company		
6.	Copy of PAN card issued by Income Tax Department and copy of last three Financial Years Income Tax Return.		
7.	Copy of proof of three years of experience for providing such services to Central Government/ State Government Departments, Public or Private Sector Companies/ Undertaking/autonomous bodies. (Pl. enclose copy of same as a supporting document).		
8.	Provident Fund Regd. Certificate (Pl. enclose copy of same as a supporting document).		

9.	ESI & EPF Registration Number (Pl. enclose copy of same as a supporting document).		
10.	Service Tax Registration (Pl. enclose copy of same as a supporting document).		
11.	License number under Contract Labour (R&A) Act, 1970 (Pl. enclose copy of same as a supporting document).		
12.	<p>A. Documentary Proof with License Number</p> <p>a) Under Contract Labour (Regulation & Abolition Act, 1970).</p> <p>B. Copies of <u>last 2 years</u> returns submitted under :</p> <p>a) ESI Act (Employees' return) b) EPF Act (Subscriber's return) c) Service Tax (Annual)</p> <p>(Pl. enclose copy of same as a supporting document).</p>		
13.	<p>Details of Bid Security/ Earnest Money</p> <p>a) Amount (EMD Rs.25,000/-) b) Demand Draft / Pay Order/ Bankers Cheque Number. c) Date of Issue d) Name of issuing bank</p>		
14.	Any other information:		
15.	<p>Declaration by the bidder:</p> <p>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.</p>		

Note: All the above checklist to be supported by documents/ proof



(Signature of the bidder)
Name:
Address:
(With Seal)



FINANCIAL BID/ PRICE BID

**TENDER FOR SECRETARIAL SERVICES 2015
(TO BE PUT IN A SEPARATE SEALED ENVELOPE)**

RATES FOR PROVIDING SECRETARIAL SERVICES OF PERSONAL ASSISTANT/ STENOGRAPHER/ DATA ENTRY OPERATOR/ RECEPTIONIST-CUM- TELEPHONE-CUM D.E.O./ACCOUNTANT /PEON AS PER MINIMUM WAGES RATES OF GOVERNMENT OF NCT NEW DELHI.

SR. NO.	PARTICULARS	RATE	Please indicate the page no. at Annexure.
1.	Wages (Should not be less than that notified by Government of NCT Delhi time to time)	<ol style="list-style-type: none">1. Personal Assistant/ Stenographer – (Graduate) Rs.2. Personal Assistant/ Stenographer – (Non-Graduate) Rs.3. Data Entry Operator (Graduate)Rs.4. Data Entry Operator (Non-Graduate) Rs.5. Reception – cum- Telephone Operator-cum- D.E.O – (Graduate)Rs.6. Reception – cum- Telephone Operator-cum- D.E.O –(Non-Graduate)7. Accountant – Graduate Rs.8. Peon/ MTS (unskilled) Rs.	
2.	Total -1		
3.	Employer Contribution of ESI		

4.	Employer contribution of EPF		
5.	Any other Charge as admissible , should be clearly mentioned		
6.	Agency Charges		
7.	Total -II		
8.	Service Tax		
9.	Other Tax		
10.	Grand Total		

(Signature of the bidder)

Name:

Address:

(With Seal)