

TENDER NOTICE

F.No.1-ITPO(1)/2012

30/07/2015

INDIA TRADE PROMOTION ORGANISATION

(A Government of India Enterprises)
Pragati Bhawan, Pragati Maidan
New Delhi -110001

SUBJECT: NOTICE INVITING TENDERS FOR HIRING OF MANPOWER SERVICES

LAST DATE FOR SUBMISSION OF SEALED OFFERS: 17/08/2015 AT 5:00 P.M.

Sealed tenders are invited (Technical Bid & Financial Bid) from reputed Manpower Agencies for outsourcing of the services of the following manpower to work in IITF - 2015 and other ITPO's fairs. The period of empanelment will be from 21.10.2015 till 31.12.2016.

S. No.	Post Name	Educational Qualifications/Experience	Upper limit age	Approx. no of posts**
1	Asst. Editor Hindi	Bachelor degree with at least 2 nd Division, Knowledge of Computers. Desirable: Diploma certificate in translation from Hindi to English and vice versa.	27 Years	01
2	Girl/Boy guide	Graduation with fluency in English, Hindi, and regional languages. Desirable: knowledge of Computers, General Category: 5ft 5 inches, SC/ST/OBC: 5ft 3 inches.	Gen: 25 Years SC/ST/OBC: 27 Years	40(20+20)
3	Announcer	Degree from recognized institute, voice suited to broadcasting with good pronunciation and accent, knowledge of Hindi and English.	27 Years	04
4	P.R. Assistant	Bachelor degree with at least 2 nd Division, Knowledge of Computers. Desirable: Diploma in Journalism/ Mass Communication	27 Years	04
5	Proof Reader Hindi	Bachelor degree with at least 2 nd Division, Knowledge of Computers. Desirable: Certificate from recognized institute in any course with proof reading as elective subject.	27 Years	02
6	Field Asst.	Bachelor degree with at least 2 nd Division	27 Years	10
7	Ticket Seller	12 th class pass	28 Years	50
8	Stiller/Mini Stiller	8 th class pass, valid commercial license to drive heavy and light vehicles.	28 Years	16
9	Truck Driver	8 th class pass, valid commercial license to drive heavy and light vehicles	28 Years	2
10	Supervisor	12 th class pass	27 Years	1
11	Plumber	10 th class pass	27 Years	1
12	Attendant/Helper	10 th class pass	27 Years	75(47 +28)

** Figures are indicative only. Actual no. of posts required is subject to change.

Terms and Conditions:

1. Only those agencies, who fulfill the following minimum eligibility criteria, should submit their bids:
 - a) It should be registered with the Government Authorities concerned and a copy of the registration should be attached with the Technical bid.
 - b) It should have PAN, Service Tax Registration Number, EPF and ESIC registration a photocopy of which should be attached along with the Technical bid.
 - c) It should not have been blacklisted by any organization. Necessary declaration/undertaking to this effect should be attached with the Technical bid.
2. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for the category.
3. The agency shall provide manpower keeping in view of the reservation policy of Govt. of India.
4. The tentative requirement of the manpower may vary from time to time as per requirement. It is further clarified that the requirement of above manpower is only indicative and the same may increase or decrease as per the requirement.
5. The persons deployed by the Agency should not have any adverse Police records/criminal cases contemplated and/or pending against them.
6. The agency will also ensure that the personnel deployed are medically fit.
7. The agency shall withdraw such employees who are not found suitable by ITPO for any reasons immediately on receipt of such a request from ITPO.
8. The agency shall engage necessary persons as required by ITPO from time to time. The said persons engaged by the agency shall be called the employees of the agency and it shall be the duty of the agency to pay their salary/wages within the time frame as prescribed by Labour laws through Cash/Account Payee Cheque and provide a proof of doing so to ITPO.
9. The agency's personnel shall not claim any benefit/compensation/absorption/regularization of services from/in ITPO under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. The personnel deployed will remain a daily wage staff deployed through a contractor/agency under applicable labour laws.
10. The agency's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of ITPO.
11. The agency shall be responsible for any act of indiscipline on the part of persons deployed by the Agency.
12. Working hours would normally be 8 ½ hours per day from 10.00 am to 6.00 pm during working days including half hour lunch break in between. However, during fair period, they may be required to sit late and the personnel may be called on Saturday/Sunday/other gazetted holidays, if required. They may be paid OTA as per applicable labour.
13. The agency shall disburse the salary of the workers before 7th of the succeeding month.
14. The agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund Act, ESI Act, etc. and ITPO shall not incur any liability of the agency for any expenditure whatsoever on the persons employed by the agency on account of any such statutory obligation. The agency will have to provide particulars of EPF, ESI of its employees engaged in ITPO, along with bill submitted by them.
15. The agency will submit the bill, along-with copies of receipts towards PF/ESI/Service Tax deposition and copies of attendance register(s). The payment will be released by the third week of the following month after deduction of taxes deductible at source under the laws in force. ITPO will release payment to agency after due submissions of all essentials documents; EPF, ESIC Challans, Form 36, Service tax etc.

16. Payments to the agency would be strictly on certification by the officer with whom the person deployed is attached that his services were satisfactory and his attendance certified as per the bill preferred by the service provider.
17. No wage/remuneration will be paid to any person for the days of absence from duty.
18. ITPO will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates. The manpower agency shall also depute one person during fair period for maintaining physical attendance record at their end. Any delay in release of payment shall be the sole responsibility of the manpower agency. Wages to daily staff shall be distributed in the presence of official/s of principal employer i.e. ITPO.
19. The successful bidder will enter into an agreement with ITPO for supply of suitable and qualified manpower as per requirement of ITPO on these terms and conditions. The agreement will be valid for a period of twelve months from the date of contract and shall continue to be in force in the same manner, unless terminated in writing. The charges quoted by the agency shall be fixed for the specified period and no request for any change/modification shall be entertained before expiry of the specified period. However, in case the contract has been given at minimum wages, the minimum wages will be revised by the Government of NCT of Delhi, the same will be payable from time to time.
20. The Agency shall be responsible for faithful compliance of the terms and conditions of this agreement.
21. The tenders should be submitted in two sealed covers.
 - (A)- The first sealed cover super scribed as “Technical Bid” should contain the following documents:
 - a) The Proforma at Annexure - I, duly filled in, along with self-attested relevant documents/information.
 - b) Agency profile including previous experience of manpower supply to Government Departments, etc.
 - c) All other required documents like Pan Number, Tin Number, ESIC, EPF, Work Experience Certificate etc.
 - (B) The second sealed envelope super scribed as Financial Bid’, Annexure II, should contain only rates for supply of Manpower on daily wage basis for normal duty of 8 hours per day (excluding lunch of half hour) per person for five days a week

Both the sealed covers should be placed in the main sealed envelope super scribed ‘Tender for supply of Manpower’ and addressed to Manager (Administration), India Trade Promotion Organization, Pragati Bhawan, Pragati Maidan, New Delhi- 110001 and sent by post or hand delivered latest by 17/08/2015, 5:00PM.

The Technical and Financial Bids will be opened by the Tender Opening Committee on 18.08.2015 at 3.00pm in the presence of the participating bidders, who may like to be present.

TECHNICAL BID

Sl. No.	Particulars To be filled in by the Tender	Particulars to be filled in by the Tenderer
1	Name of the Agency	
2	Date of establishment of the agency	
3	Office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
4	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed)	
5	PAN (copy to be enclosed)	
6	Service Tax Registration Number (copy to be enclosed)	
7	Registration/License No. under Contract Labor (Regulation & Abolition) Act, 1970	
8	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If no, an undertaking to this effect is to be attached in this regard.)	
9	Length of experience in the field	
10	Experience in dealing with Govt. Departments, if any, please provides details.	
11	Whether the terms and conditions, are being accepted by the agency.	

(Signature) with date

FINANCIAL BID

S. No.	Post	Daily wage rates per day per person	Employee Share		Service Tax	Contractor Service Charges	Employer share		Overtime (OTA)	Total
			EPF	ESI			EPF	ESI		
1	Asst. Editor Hindi									
2	Girl/Boy guide									
3	Announcer									
4	P.R. Assistant									
5	Proof Reader Hindi									
6	Field Asst.									
7	Ticket Seller									
8	Stiller/Mini Stiller									
9	Truck Driver									
10	Supervisor									
11	Plumber									
12	Attendant									

NOTES:

1. Rates quoted should not be less than the minimum wages prescribed under Minimum Wages Act., 1948 as applicable in the NCT of Delhi.
2. If the rates of any post quoted is less than the minimum wages as prescribed by Govt. of NCT of Delhi, the entire tender will be rejected.

(Signature) with date