

**GOVERNMENT OF INDIA
MINISTRY OF MSME
OFFICE OF THE DEVELOPMENT COMMISSIONER (MSME)
STATISTICS AND DATABASE DIVISION**

TENDER DOCUMENT

**For Supply of Manpower
By a Private Manpower Agency**

Date of Issue of Tender	: 7 th December to 21 th December, 2011
Last Date and Time for Submission of the Tender Document	: Upto 1500 hrs on the 21 th December, 2011
Date and Time for Opening of Tender Document	: At 1530 hrs of the 21 th December, 2011
Pre Bid of Conference	: At 1530 HRS on the 18 th December, 2011
Financial Bid of the Eligible Tenders	: At 11:00 HRS on December 22, 2011
Tender Cost	: Nil
EMD	: Rs 25,000/-

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No. 10(3)/2011 – S&D - Part
Government of India
Ministry of MSME
Office of the Development Commissioner (MSME)
Statistics & Data Bank Division

First Floor, Room No. 108, AGCR Building,
ITO, New Delhi 110002.
7th December, 2011

TENDER NOTICE

1. Sealed tenders are invited under **Two Bid System** i.e. (**Part-I Technical Bid and Part-II Financial Bid**) from reputed, experienced and financially sound Manpower Agency to provide manpower to O/o DC (MSME) Headquarters at Delhi. The contract will be initially for a period of 12 months and is likely to commence from 04.01.2012 which may be extended further depending upon the manpower requirement and administrative convenience of O/o DC (MSME). The quantum of requirement of manpower may increase or decrease during the period of contract.

2. **The tender document can be downloaded from the website of O/o DC (MSME) at <http://www.dcmsme.gov.in> and <http://www.msme.nic.in>**

3. The interested Agency may put the tender document complete in all respects along with **Earnest Money Deposit (EMD) of Rs. 25,000** (Rupees Twenty five Thousand only) refundable without interest, in the form of demand draft / Pay Order drawn in favour of Pay and Accounts Officer, MSME, New Delhi up to **1500 hours on 21th December 2011** in the room of **Deputy Director, S&D Division, O/o DC (MSME), First Floor, Room No. 108, E-Wing, AGCR Building, ITO, New Delhi-110002**. The tenders will not be accepted beyond the stipulated date and time under any circumstances what so ever.

4. **The Technical bid shall be opened on the same day at 1530 hours** in the room of Deputy Director, S&D Division, O/o DC (MSME), First Floor, Room No. 108, E-Wing, AGCR Building, ITO, New Delhi-110002 in the presence of the representative of firms who wish to be present. At the first instance the technical bids shall be analyzed by a technical committee constituted for the purpose. At the second stage financial bids of only technically acceptable offers shall be opened on December 22, 2011. The scheduled time and venue for opening the financial bids will be communicated to only those firms/agencies whose technical bids are found in order.

5. The O/o DC (MSME) reserves the right to cancel the tender at any time or amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason, thereof.

(Niyati Joshi)
Deputy Director
Telephone: 23702346

A. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The O/o DC (MSME), an attached office of the M/o MSME, New Delhi, requires the services of reputed well established and financially sound Manpower Company/Firm/ Agency (hereinafter referred to as Agency) to provide manpower services for its Headquarters at Delhi.
2. The contract will be initially for a period of 12 months and is planned to commence from 04.01.2012 which may be extended for a further period depending upon the manpower requirement and administrative convenience of O/o DC (MSME). The O/o DC (MSME), however, reserves right to terminate/curtail the contract at any time after giving one week's notice to the selected service providing Agency owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc.
3. The O/o DC (MSME) has initial requirement for manpower as detailed in Section C **“Technical REQUIREMENTS FOR MANPOWER TO BE DEPLOYED”** which may increase or decrease depending upon the requirement during the contract period.
4. The interested Agency may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 25,000 (Rupees Twenty five thousand only) with Technical bid and financial bids up to 1500 hours on 21 December 2011 to Deputy Director, S&D Division, O/o DC (MSME), First Floor, Room No. 108, E-Wing, AGCR Building, ITO, New Delhi-110002.
5. The various crucial dates relating to **“Tender for Providing Manpower to O/O DC (MSME)”** are cited as under:

(a) Date of issue of Tender Document :	7 th December 2011
(b) Last date and time for submission of Tender Document :	Up to 15.00 hours on 21 th December 2011
(c) Last date for receiving written queries For clarification on the bid document :	Within 5 days of placement of Tender document on the website.
(d) Release of responses to clarification* :	3 days from the date of receipt of clarification.
(e) Date and time for opening of :	At 1530 hrs of the 21 th December, 2011
(i) Technical Bid :	at 15.30 hours on 21 th December, 2011
(ii) Financial Bid :	At 11:00 HRS on December 22, 2011

(*As the responses as mentioned in 5(d) will be released on e-mail, bidders are required to provide the necessary information for communication).

6. The tender shall be accepted under **Two Bid System**. The interested agencies are advised to submit two separate sealed envelopes super scribing **“Technical Bid for Providing Manpower to O/o DC (MSME)”** and **“Financial Bid for Providing Manpower to O/o DC (MSME)”**. Both sealed envelopes should be kept in a third bigger sealed envelope super scribing **“Tender for Providing Manpower to O/o DC (MSME)”**.
7. **The Earnest Money Deposit (EMD) of Rs. 25,000 (Rupees Twenty five Thousand only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft / Pay Order drawn in favour of Pay & Accounts Officer, MSME, New Delhi failing which the tender shall be rejected summarily.**
8. The tendering Agency are required to enclose duly attested photocopies of the following documents along with the Technical Bid, **failing which their bids shall be summarily/out rightly rejected and will not be considered any further**
 - (a) Copy of PAN card of the Agency (not of the individual);
 - (b) Copy of the IT return filed for the last three financial years by the Agencies (not by the individual);
 - (c) Copy of EPF registration certificates
 - (d) Copy of ESI registration certificates;
 - (e) Copy of the Service Tax registration certificate;
 - (f) Copies of contracts awarded by the Central Government/State Government/PSUs/ Bank/reputed private firms during last five years.
 - (g) Certified copy of bank A/c for the last three years issued by the bank
 - (h) Copy of the Turnover statement of last three years duly certified by Chartered Accountant.
9. **Conditional bids shall not be considered and will be out rightly rejected in very first instance.**

10. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be attested by the person authorized to sign the tender bids.
11. It is to be ensured that the complete information as required by this office may be furnished by the bidders in the prescribed format. Formats submitted with incomplete information and not conforming to the requirements are liable to be rejected.
12. Each page of the tender should be signed by the tenderer or by his authorized signatories with seal of the agency.
13. The Technical bid shall be opened on 21th December, 2011. At 1530 hrs, in the room of Deputy Director, S&D Division, O/o DC (MSME), First Floor, Room No. 108, E-Wing, AGCR Building, ITO, New Delhi-110002, in the presence of the representatives of the Agency, if any, who wish to be present at the time of opening the tender.
14. The Financial Bid of only those tenderers will be opened whose Technical bid are found in order. The Financial bid shall be opened at later stage. The scheduled time and venue etc. will be communicated to only those firms whose technical bids are found in order.
15. The O/o DC (MSME) reserves the right to cancel all bids without assigning any reason.
16. Minimum Salary rate per personnel per month are fixed for Supervisor/ Research Officer as Rs. 30000/-, for skilled worker as Rs 12000/- and unskilled worker as per wage rate fixed by NCT of Delhi and statutory dues are mandatory as per rule.

B. TECHNICAL QUALIFICATION CRITERIA

1. The tendering manpower Agency must fulfill the following technical specifications in order to be eligible for technical evaluation of the bid described in detail in Section D & E:
 - (a) The Registered Office or the Branch Office of the manpower Agency should be located either in Delhi/New Delhi or in any of the Satellite Towns of Delhi. An attested copy of the registration certificate of offices in Delhi/NCR shall be enclosed.
 - (b) The Manpower Agency must have a minimum of 3 years experience in supplying manpower to reputed private companies/Public Sector Companies/Banks /Central and State Government Departments. Details of contracts relating to supplying of man power to Central Government/State Governments/ PSUs/Bank/reputed private firms in last three years along with attested copies of the supply order shall be enclosed.
 - (c) The manpower providing agency should have experience in working for data-ware house management with jobs related to the Census and/or Surveys with a sample of not less than 25,000 (Twenty Five Thousands) industrial units/persons/respondents type. Preference would be given the agencies, who have experience in working with systems of the Ministry of Micro, Small and Medium Enterprises, Ministry of Statistics and Programme Implementation, Office of the Registrar General and Census Commissioner and Planning Commission etc.
 - (d) The Agency should have its own Bank Account. Certified copy of the account for the last three years issued by the Bank shall be enclosed.
 - (e) The Agency (not individual) should have a PAN number. Certified copy of the PAN card shall be attached with the Bid document.
 - (f) The Agency (not individual) should be registered with Service Tax departments. Certified copy of the registration shall be attached with the Bid document.
 - (g) The Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts. Certified copies of the registration with EPF and ESIC shall be enclosed with the tender document.
 - (h) The Agency must be registered under Contract Labour (Regulation & Abolition) Act 1972. Registration & license No. of the agency must be submitted along with the documents.

C. TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED

The category of personnel required, qualifications and work experience required for personnel, the age of the personnel and the maximum number of personnel required are as indicated below. The minimum approved rate to be paid on monthly basis to each of the personnel which is mandatorily required to be paid to the Agency at approved rates of Govt. of Delhi/NIC/NICSI. This is the initial requirement the number may vary as per exigency.

Manpower Category	Age	Qualification & Work Experience	No. of Persons
SUPERVISORS	25-50 Yrs.	<p>Post Graduate in Economics/ Statistics/ IT/ Computer Science with five years' experience in reputed organization engaged in data collection, cleaning, processing and preparations of reports. Two supervisors would be from Social Science Background who are required for completing the task of that nature.</p> <p>Good knowledge of computer (MS Office, Word, Excel, Power Point).</p> <p>Good communication skill (oral as well as in written).</p> <p style="text-align: center;">OR</p> <p>Graduate with 10 years' of work experience in reputed organization engaged in data collection, cleaning, processing and preparations of reports.</p> <p>Good knowledge of computer (MS Office, Word, Excel, Power Point).</p> <p>Good communication skill (oral as well as in written).</p>	Eight
SKILLED WORKER (Data Entry Operator)	20-40 Yrs.	<p>Graduate in any discipline from a recognized college or 12th Pass with Proficiency in Typing,</p> <p>Good knowledge of computer (MS Office, Word, Excel and Power Point). Experience of</p>	12

		Database Management is an added advantage. Two years experience in a reputed organization.	
UNSKILLED WORKER	18-50 Yrs.	Matriculation, One year experience in operating Photocopier, fax machine, binding equipment, running messenger services (involving dairy, receipt and dispatch of DAK) in any reputed organization.	6

D. CRITERIA FOR EVALUATION OF TENDER

1. The evaluation of Technical bid will be done by considering the parameters listed in the technical bid form. Parameters at Sl. No. 1 to 12 are essential in order to be eligible as already stated in Section B and only those Agency who meet the requirements and provide documentary proof of the same will be considered for evaluation against the other parameters which are indicated at Sl. No. 13 to 15 for which weightage of 1/3 each will be accorded.
2. After evaluation of Technical bids the Commercial bids will be opened. The bidders score will be determined by dividing lowest financial quote (arrived on the basis of comparison of financial quotes of all the bidders) by the financial quote of all the bidders. For example if four agencies ABCD have quoted Rs. 5000, 6000, 7000 and 8000 respectively, then the score will be $(5000/5000)*100$, $(5000/6000)*100$, $(5000/7000)*100$ and $(5000/8000)*100$
3. The most competitive quote will be arrived by assigning 40% weightage to the technical bid and 60% weightage to the financial bid

a	b	c	d	e	f	g	h
Sl. No	Agency	Technical score	Financial score	40% weightage of Col 'c' (c x 0.4)	60% weightage of Col 'd' (dx0.6)	Total (e+f)	Ranking

E. PROFORMA FOR TECHNICAL BID

1. Name of Agency

2. Profile of the agency : _____

3. Name of proprietor/Director of the Agency : _____

4. Full Address of Registered Office : _____

a) Telephone No. : _____

b) FAX No. : _____

c) E-Mail Address : _____

5. Full address of Operating/ Branch Office : _____

a) Telephone No. : _____

b) FAX No. : _____

c) E-Mail Address : _____

6. Banker of Agency with full address : _____

(Attach certified copy of A/c for the last three years issued by the bank)

7. Telephone Number of Banker : _____

8. Registration & License No. of
the Agency under Contract Labour
(Regulation & Abolition)Act, 1972 : _____
(Attach attested copy of the Registration)

9. PAN No of the company : _____

(Attach attested copy of PAN card of the Agency)

10. Service Tax Registration No. : _____

(Attach attested copy of the registration certificate)

11. E.P.F. Registration No. : _____

(Attach attested copy of the registration certificate)

12. E.S.I. Registration No. : _____

(Attach attested copy of the registration certificate)

(Attach separate sheet if space provided is insufficient)

13. Financial turnover of the Agency for the last 3 Financial Years.

Financial Year	Amount (Rs. Lakh)	Remarks, if any
2008-09		
2009-10		
2010-11		

14. Number of employees on the rolls of the Agency (Proof thereof may be enclosed)

Financial Year	Category of Manpower	Number of Employees
2008-09		
2009-10		
2010-11		

15. Details of major contracts with Central Government/State Governments/PSUs/ Reputed Private Firms handled by the tendering Agency for providing manpower during the last three years in the following format (attested copies of the last three years work award may be enclosed), separately for each category:

S. No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. Lakh)	Duration of Contract	Nature of Contract
From	To	Category of manpower	No. of persons deployed	
1.				
2.				
3.				

(If the space provided is insufficient, a separate sheet may be attached)

Signature of authorized person

Date:

Name:

Place:

Seal :

DECLARATION

1. I, _____ Son/Daughter/Wife of Shri _____ Proprietor/Director/authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
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 false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Seal:

F. PROFORMA FOR FINANCIAL BID

O/O DC (MSME) has worked out and fixed the rate for personnel to be deployed against the various positions which the Agency is required to be paid on a monthly basis to each of the personnel deployed in O/O DC (MSME) during the contract period. The Agency is required to submit a price bid in the following format only.

Description			
Category	Monthly Salary#	Outsourcing management rate*inclusive of all taxes	Rate in rupees per month per person**
Supervisor/ Research Officer			
Skilled Worker			
Unskilled Worker			

The candidate would be subject to a screening test by a committee constituted for the purpose.

* The agency is required to quote outsourcing management rate which represents administrative/management charges/overheads/other costs/. The amount should include all applicable taxes that are required to be paid by the agency.

** The amount should be a fixed flat rate per personnel per month irrespective of the position in which the personnel shall be deployed.

Authorized Signatory _____

Name

Date

Designation

Signature of authorized person

Date:

Full Name:

Place:

Seal:

G. TERMS AND CONDITIONS

General

1. The contract will be initially for a period of 12 months and is likely to commence from 04.01.2012 which may be extended for a further period depending upon the manpower requirement and administrative convenience of O/o DC (MSME). The O/o DC (MSME), however, reserves right to terminate/curtail the contract at any time after giving one week's notice to the selected service providing Agency owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc.

2. The contracting agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of the O/o DC (MSME).

3. The O/o DC (MSME), at present, has requirement of manpower as described in detail in Section C. The requirement of the O/o DC (MSME) is only indicative and may further increase or decrease during the period of contract depending upon the exigency of work.

4. The tenderer will be bound by the details furnished by him / her to the O/o DC (MSME) while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.

5. The O/o DC (MSME) reserves right to terminate the contract during the period also after giving a week's notice to the contracting agency without assigning any reason.

Liabilities, Control etc. of the persons deployed

6. The contracting Agency shall ensure that the individual manpower deployed in the O/o DC (MSME) conforms to the technical specifications of age, educational and skill qualifications prescribed at Section C of the Tender Document.

7. The O/o DC (MSME) is a Central Government office and has five working days (i.e. Monday to Friday) in a week from 900 hrs to 1730 hrs with a lunch break of ½ hour from 1300 hrs to 1330 hrs. Besides this, the O/o DC (MSME) also observes the Gazetted holidays notified by the Government of India from time to time. The personnel, however, may have to attend the office on weekends and holidays, for which they will be compensated as per standard rules and norms of the Government of India and at the time of the joining only those candidates who are ready to come for the work on the extra days, if required during urgency, will be asked to join.

8. The contracting agency shall furnish the following documents in respect of the individual manpower that will be deployed by it in the O/o DC (MSME) before the commencement of work:

- a. List of persons deployed;
- b. Bio-data of the persons along with the certificates in respect of educational/professional qualifications etc.
- c. Attested copy of matriculation certificate containing date of birth;
- d. Certificate of verification of antecedents of persons by local police authority.
- e. Detailed proof of identity like driving license, bank account details, proof of residence and recent photograph of the personnel deployed by the agency in O/o DC (MSME).

9. The Agency shall ensure that the personnel deployed are medically fit. The Agency shall withdraw such employees who are not found medically suitable by the office immediately on receipt of such a request.

10. The Agency shall provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.

11. The contracting Agency shall be responsible for proper conduct of his personnel in O/o DC (MSME) office premises. In case of any damage/ loss/theft etc. to the property of O/o DC (MSME) which is caused by the personnel deployed by the agency, the agency will either be liable to make good the loss on the basis of the value of the property as determined by O/o DC (MSME) or the same could be recovered from the performance guarantee/ monthly payments due to the Agency.

12. The Agency's personnel working should be polite, cordial, positive and efficient, while handling the assigned work. In case, the person employed by the successful Agency commits any act of omission/commission that amounts to misconduct/ indiscipline/incompetence, the successful Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the O/o DC (MSME).

13. The contracting agency shall replace immediately any of its personnel who are found unacceptable to the O/o DC (MSME) because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from the O/o DC (MSME). The delay in providing a substitute beyond five working days would attract a penalty @ Rs.100 per day on the service providing agency.

14. The personnel deputed to O/o DC (MSME) shall not be changed by the agency in any circumstances unless there is a specific request for so from O/o DC (MSME) in writing.

15. The agency shall nominate a coordinator who would be responsible for immediate interaction with the O/o DC (MSME) so that optimal services of the persons deployed by the agency could be availed without any disruption.

16. The contracting agency shall immediately provide a substitute in the event of any person leaving the job due to his / her personal reasons. The delay in providing a substitute beyond five working days would attract a penalty equivalent to the salary per day of the persons to be deployed in that category.

17. It will be the responsibility of the contracting agency to meet transportation, food, medical and any other requirements in respect of the persons deployed in the O/o DC (MSME) and the O/o DC (MSME) will have no liabilities in this regard.

18. For all intents and purposes, the contracting agency shall be the “Employer” within the meaning of different Labour Legislations in respect of manpower so employed and deployed in the O/o DC (MSME). The persons deployed by the agency in the O/o DC (MSME) shall not have claims any Master and Servant relationship against O/o DC (MSME).

19. The contracting agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. The O/o DC (MSME) shall, in no way, be responsible for settlement of such issues whatsoever.

20. The O/o DC (MSME) shall not be responsible for any financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

21. The persons deployed by the contracting agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees of the O/o DC (MSME) during the currency or after expiry of the contract.

22. In case of termination of this contract on its expiry or otherwise, the persons deployed by the contracting agency shall not be entitled to and will have no claim for any absorption in the regular/otherwise capacity in the O/o DC (MSME).

Legal

23. The contracting agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in the O/o DC (MSME).

24. The contracting agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to O/o DC (MSME) to concerned tax collection authorities from time to time as per extant rules and regulations on the matter. In case, the contracting agency fails to comply with any statutory/ taxation liability under

appropriate law, and as a result thereof the O/o DC (MSME) is put to any loss/obligation, monetary or otherwise, the O/o DC (MSME) will deduct the same from the monthly bills and or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

25. The contracting agency shall maintain all statutory registers under the Law. The agency shall produce the same, on demand, to the concerned authority of the O/o DC (MSME) or any other authority under Law. The selected agency would provide a register in which the appointed manpower would sign when in office and this register would be the property of the O/O the DC,MSME.

26. The Tax Deduction at Source (T.D.S.) shall be made as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by the O/o DC (MSME).

Financial

27. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs. 25, 000/- (Rupees Twenty five Thousand Only) in the form of Demand Draft / Pay Order drawn in favour of Pay & Accounts Officer, MSME, New Delhi **failing which the tender shall be rejected out rightly.**

28. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second competitive stage) shall be returned to them without any interest within 30 days of opening of the tender.

29. The successful Agency will be required to execute an agreement with O/o DC (MSME) within the period specified in the award letter. In case **the successful agency fails to enter into the agreement with O/o DC (MSME) within the specified date mentioned in the award letter, the EMD deposited by such Agency shall stand forfeited without giving any further notice** and the contract is such a would be awarded to the agency quoting the second lowest price (L₂).

30. The successful tenderer will have to deposit a performance security amount of 10 % of the total project cost immediately after awarding contract in the form of Bank Draft drawn in favour of Pay & Accounts Officer, MSME, New Delhi or Bank Guarantee issued by a reputed bank or Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the Pay & Accounts Officer, MSME, New Delhi covering the period of contract. In case, the contract is further extended beyond the existing period of contract, the performance security will have to be accordingly renewed by the contract awarding agency.

31. The Bank Guarantee can be forfeited by order of the Competent Authority of the O/o DC (MSME) in the event of any breach or negligence or non-observance of any

terms/conditions of contract or for unsatisfactory performance or for non-acceptance of the work order.

32. The DD (Admin.)/H.O.D., O/o DC (MSME) reserves the right to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

Terms of Payment:

33. The placement agency shall submit the monthly bills in triplicate enclosing the certificates as mention in succeeding paras which shall be got duly certified by the officer in-charge and the same shall be paid within 15 days thereof after making recovery if any.

34. The Tax Deduction at Source (T.D.S.) shall be made as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Commission.

35. The placement agency shall make regular and full payment of salaries and other payments as due to its personnel deputed under service contract and furnish necessary proof whenever required. The payment of personnel by the Agency would be made on or before 5th of every month. In case 5th day being a holiday wages should be paid on the preceding working day of the month.

36. The Agency will ensure the remittance of the salary to the personnel deployed by them in O/o DC (MSME) through Bank Account and a copy of the bank statement will be furnished to this office every month along with the bills.

37. Proof of challan/receipt issued by Regional Provident Fund Commissioner etc. for the payment made towards applicable provident fund, ESIC and proof of payment towards other statutory dues for previous months shall be submitted with the bills. In case of any default, O/o DC (MSME) will deduct the dues and release the balance amount to the Agency.

38. In case O/o DC (MSME) receives any complaints regarding non-payment of salaries to the personnel deployed in O/o DC (MSME) the amount payable to the employee will be recovered from the bills of Agency and paid to such personnel.

(Niyati Joshi)
Deputy Director,
O/o DC (MSME)

H. DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL BID

- a. Registration Certificate under Contract Labour (Regulation & Abolition) Act, 1972;
- b. Copy of PAN card of the Agency (not of the individual);
- c. Copy of the IT return filed for the last three financial years by the Agencies (not by the individual);
- d. Copy of EPF registration certificates;
- e. Copy of ESI registration certificates;
- f. Copy of the Service Tax registration certificate;
- g. Copies of contracts awarded during last three years by the Central/State Government/PSUs/Banks and reputed private firms.
- h. Attached certified copy of bank A/c for the last three years issued by the bank
- i. Copy of the Turnover statement of last three years duly certified by Chartered Accountant.
- j. Copies of the registration certificate of branch offices across the country and registration certificate of branch offices in Delhi or NCR.

I. DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER

1. List of Manpower short listed by agency for deployment in O/O DC (MSME) containing full details i.e. date of birth, marital status, address etc.
2. Bio-data of all persons along with the supporting documents in respect of age/educational/professional qualifications etc.
3. Certificate of verification of antecedents of all persons by local police authority.
4. Detailed proof of identity like driving license, bank account details, proof of residence and recent photograph of the personnel deployed by the agency in O/o DC (MSME).
5. Letter indicating the name, designation and telephone number of the coordinator nominated by the agency.
6. Performance Security Deposit of 10% of the total project cost in the form of A/C Payee demand draft or bank guarantee issued by a reputed Bank or Fixed Deposit Receipt (FDR) made in the name of the Agency **but hypothecated to the Pay & Accounts Officer, MSME, New Delhi** covering the period of contract.
