

No. A-42/12/2018-Estt.  
Government of India  
Ministry of Steel  
(Establishment Division)

\*\*\*\*\*

Udyog Bhawan, New Delhi  
Dated 18<sup>th</sup> May, 2018

**OPEN TENDER NOTICE**

**Sub:- Tender Notice for Hiring of services of Data Entry Operators & Multi Tasking Staff in Ministry of Steel through agency-regarding.**

Online bids are hereby invited under Two-Bid System (Technical Bid and Financial Bid) on Central Public Procurement Portal (www.eprocure.gov.in) from reputed, experienced and financial sound firms located in Delhi/NCR for hiring of services of Data Entry Operators & Multi Tasking Staff for this Ministry for one year.

2. The bid will be accepted as e-Tender (in two bids system-Technical Bid and Financial Bid) only and intending bidders must be registered with the Central Public Procurement (CPP) Portal.

3. The tender document contains the following:

Annexure –I	-	General Conditions & Scope of work
Annexure – II	-	Terms and Conditions
Annexure –III	-	Instructions for Online Bid Submission
Annexure – IV	-	Proforma for Technical Bids
Annexure – V	-	Declaration by Bidder
Annexure –VI	-	Proforma for Bank Details of Form
Annexure – VII	-	Proforma for Financial Bids.

4. Important Dates for the process.

1. Start date and time for view downloading of tender document-
2. Start date and time for submission of bid - 18/05/2018 – 04.30 PM
3. Last date and time for downloading tender document-18/05/2018 – 04.30 PM
4. Last date and time for online submission of bid & submission of EMD in original. - 09/06/2018 - 05.00 PM
5. Date and time for opening of Bid - 11/06/2018 - 05.00 PM

5. In case, any holiday is declared by the Government of India on the day of opening, the tenders will be opened on the next working day at the same time. The Ministry reserves the right to accept or reject any or all the tenders without assigning any reason thereof.



(C.A. Joseph)

Under Secretary to the Govt. of India

Tel: 23061243

सी. ए. जोसेफ  
C. A. JOSEPH  
अवर सचिव/Under Secretary  
हस्तात मंत्रालय/Ministry of Steel  
भारत सरकार/Govt. of India  
उद्योग भवन, नई दिल्ली-110011  
Udyog Bhawan, New Delhi-110011

Government of India  
Ministry of Steel  
(Establishment Division)  
\*\*\*\*\*

Open Tender No. : A-42/12/2018-Estt.

# TENDER DOCUMENT

Hiring of services of  
Data Entry Operators & Multi Tasking  
Staff  
in Ministry of Steel  
through agency

  
सी. ए. जोसेफ  
C. A. JOSEPH  
अवर सचिव/Under Secretary  
इस्पात मंत्रालय/Ministry of Steel  
भारत सरकार/Govt. of India  
उद्योग भवन, नई दिल्ली-110011  
Udyog Bhawan, New Delhi-110011

**DOCUMENT CONTROL SHEET**

- |    |  |   |   |
|----|--|---|---|
| 1. | Name of Organization   | - | Ministry of Steel   |
| 2. | Start date and time for view<br>downloading of tender document                         | - | 18/05/2018 – 04.30 PM   |
| 3. | Start date and time for<br>submission of bid   | - | 18/05/2018 - 04.30 PM   |
| 4. | Last date and time for online<br>submission of bid & submission<br>Of EMD in original. | - | 09/06/2018 - 05.00 PM   |
| 6. | Date and time for opening of Bid   | - | 11/06/2018 - 03.00 PM   |
| 7. | Address for Communication  | - | C.A. JOSEPH<br>Under Secretary<br>Room No. -64, G-Wing<br>Ministry of Steel<br>Udyog Bhawan, New Delhi-110107<br>Tel No. – 011-23061243 |



सी. ए. जोसेफ  
C.A. JOSEPH  
अवर सचिव/Under Secretary  
इस्पात मंत्रालय/Ministry of Steel  
भारत सरकार/Govt. of India  
उद्योग भवन, नई दिल्ली-110011  
Udyog Bhawan, New Delhi-110011

**General Conditions & Scope of work:-**

**1. Duties for Data Entry Operator (DEO)**

1. Data Entry Operator should possess Higher Secondary pass (10+2) from a recognized Board or University with good knowledge of English and Hindi proficient in computer operations with knowledge of MS Word, MS Access, Excel, internet etc. Candidates should have a Typing Speed 30 wpm in English or 25 wpm in Hindi Typing. Preference will be given to those candidate who has at least one year formal education at 10+2 or at higher level in IT/computers as a subject or have the shorthand knowledge.

2. Their duties would broadly include:-

- (i) Attend to various typing and other data entry and processing related jobs specific to the Section/officer to which they are deployed.
- (ii) Attend to any other related work assigned to them by the senior officers/officials

3. Twenty Two (22) Data Entry Operators would be required. The number will be intimated on actual basis, which may be increased or decreased by the Ministry, depending on the actual requirement.

**2. Duties for Multi Tasking Staff (MTS)**

1. Multi Tasking Staff should possess Secondary pass (10) qualification from a recognized Board or University with knowledge of English and Hindi language. Preference will be given to those candidate who have at least two year experience at the MTS level and having knowledge of computer operations / higher qualification.

2. The duties would broadly include:

- a) Physical Maintenance of records of the Section.
- b) General cleanliness & upkeep of the Section / Unit.
- c) Carrying of files & other papers within the building.
- d) Photocopying, sending of FAX etc.
- e) Other non-clerical work in the Section / Unit.
- f) Assisting in routine office work like diary, despatch etc., including on computer
- g) Delivering of dak (outside the building).

- h) Watch & ward duties.
- i) Opening & closing of rooms.
- j) Cleaning of rooms.
- k) Dusting of furniture etc.
- l) Cleaning of building, fixtures etc
- m) Upkeep of parks, lawns, potted plants etc.
- n) Any other work assigned by the superior authority.

NOTE: The above list of duties is only illustrative and not exhaustive. Ministry may add to the list, duties of similar nature ordinarily performed MTSs.

3. Twelve (12) Multi Tasking Staff would be required. The number will be intimated on actual basis, which may be increased or decreased by the Ministry, depending on the actual requirement.
4. The period of contract would be for one year. It may be extendable for further period not exceeding maximum of two years, depending on the satisfactory performance of the service provider, with such amendments as may be mutually agreed to and also subject to necessary approval of the Competent Authority. The services of the engaged staff and the performance of the Firm will be reviewed at every six months, Service Charges/rate quoted by the agency would be fixed for a period of one year and request for any change/ modification shall not be entrained before the expiry of the period of one year except due to statutory elements.
5. If the rates/ quotations (wages plus the statutory contributions like EPF, ESIC, etc.) submitted by any Agency are found to be less than the minimum wages notified by the Labour Department, Government of NCT of Delhi, the bids of such an Agency will be ignored.
6. The manpower will have to be supplied by the agency within 15 days of award of contract.
7. Terms and Conditions: As per Annexure-II
8. Only those who fulfill the following minimum criteria may submit their bids:-
  - (a) The manpower supplying agencies should have been in existence for more than 5 years as on 31.03.2018.
  - (b) It should have experience of successful performance of last three similar contract for last five years (documentary proof to be attached with bid) i.e. 2013-14, 2014-15, 2015-16, 2016-17 & 2017-18.
  - (c) It should have been registered with the Government authorities concerned and a copy of each of the registrations should be attached with the bid.

  
सी. ए. जोसफ  
C. A. JOSEPH  
अवर सचिव/Under Secretary  
हस्तात मंत्रालय/Ministry of Steel  
भारत सरकार/Govt. of India  
उद्योग भवन, नई दिल्ली-110011  
Udyog Bhawan, New Delhi-110011

- (d) It should have PAN number and GST number registration proof. Necessary documents in this regard should be attached with the bid.
- (e) It should not have been blacklisted
- (f) It should be willing to take up the contract on the terms and conditions as at Annexure-II

09. The Tender Committee will assess the ability of the agencies to supply requisite number of personnel. The agency selected by the Tender Committee will have to send a list of Data Entry Operators to this Ministry for a practical test on the basis of which the Data Entry Operators will be engaged.

10. Similarly for MTS the agency will forward a list of eligible candidates for deployment.



(C.A. Joseph)

Under Secretary to the Government of India

For and on behalf of the President of India

Tele: No.011- 23061243

सी. ए. जोसेफ  
C. A. JOSEPH  
अवर सचिव/Under Secretary  
इस्पात मंत्रालय/Ministry of Steel  
भारत सरकार/Govt. of India  
उद्योग भवन, नई दिल्ली-110011  
Udyog Bhawan, New Delhi-110011

**ANNEXURE-II**

**TERMS AND CONDITIONS FOR HIRING OF THE SERVICES OF DATA  
ENTRY OPERATORS & MULTI TASKING STAFF**

- (1) All services on hiring basis shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
- (2) The persons supplied by the Agency should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment 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 a certification to this effect submitted to this Ministry. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such a request.
- (3) The service provider shall engage necessary number of persons as required by this Ministry from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month **through Electronic Mode of Payment** and proof of the same should be made available to the Ministry. There is no Master and Servant or Employer and Employees relationship between the employees of the service provider and this Ministry and further the said persons of the service provider shall not claim any employment engagement or absorption in Ministry of Steel, in future.
- (4) The service provider's persons shall not claim any benefit/compensation/absorption/regularization of service from/in this Ministry under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act. 1970. Undertakings from the persons to this effect shall be required to be submitted by the service provider to this Ministry.
- (5) The service provider's personnel shall not divulge or disclose to any person any data, details of office operation process, technical know-how, security arrangements, administrative / organizational matters as all are confidential / secret in nature. They would, therefore, be subject to the provisions of the Indian Official Secrets Act, 1923, not only during the period of their engagement but also thereafter. More importantly, they will not divulge any information gathered by them during the period of their assignment to anyone who is not authorized to know / have the same.
- (6) The service providers' personnel should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote goodwill and enhance the

  
सी. ए. जोसेफ  
C. A. JOSEPH  
अवर सचिव/Under Secretary  
इस्पात मंत्रालय/Ministry of Steel  
भारत सरकार/Govt. of India  
उद्योग भवन, नई दिल्ली-110011  
Udyog Bhawan, New Delhi-110011

image of this Ministry. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.

(7) The persons deputed should be between the age of 18-40 years for Data Entry Operator and 18-35 years for Multi Tasking Staff and they shall not interfere with the duties of the employees of the Ministry.

(8) The Ministry can dismiss or remove from the site of work any persons or persons employed by the service provider who may be incompetent or for his/her/ their misconduct and the service provider shall forthwith comply with such requirements. The service provider shall replace immediately any of its personnel if they are unacceptable to this Ministry because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this Ministry.

(9) The service provider has to provide 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.

(10) The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering of this place (Ministry premises).

(11) The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be responsibility of the service provider and the Ministry shall not be liable or responsible on any of these accounts towards any personnel of the service provider.

(12) Working hours would be normally from 9.00 A.M. to 5.30 P.M. during working days including half an hour lunch break in between. However, in exigencies of work they may be required to sit late and the personnel may be called on Saturday, Sunday and other gazetted holidays, if required.

(13) That 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, ESI Act, etc. and this Ministry shall not incur any liability for any expenditure whatsoever on the persons employed by the Agency on account of any obligation. The agency will require to provide particulars of PF, Group Insurance of its employees engaged in this Ministry. The agency shall pay the salary of its employees deputed in this Ministry in time i.e. on 7<sup>th</sup> date of every month in case the agency fails to make payment of salary by 10<sup>th</sup> of the month, a penalty @ Rs. 500/- per day will be charged on the agency, which will be deducted from the Bill(s) produced by the agency and in no case salary of these employees be delayed after 10<sup>th</sup> date of every month. In no case, the payment will be made by the Firm to its employees, deployed in this Ministry, less than the rates prescribed (minimum wages) under the Minimum Wages Act. 1948 in the National Capital Territory of Delhi. A notarized affidavit in this effect will be furnished by the service provider.

  
सी. ए. जोसेफ  
C. A. JOSEPH  
अवर सचिव/Under Secretary  
हस्तात मंत्रालय/Ministry of Steel  
भारत सरकार/Govt. of India  
उद्योग भवन, नई दिल्ली-110011  
Udyog Bhawan, New Delhi-110011

- (14) The service provider should have an office in Delhi/NCR.
- (15) The service provider will submit the bill, in triplicate, along-with the proof of EPF and ESIC deduction in respect of a particular month in the 2<sup>nd</sup> week of the following month after making payment to the employees. The payment will be released by the third/fourth week of the following month after deduction of taxes deductible at source under the laws in force.
- (16) Payments to the service provider would be strictly on certification by the officer with whom the hired personnel is attached that his / her service was satisfactory and as per his / her attendance shown in the bill preferred by the service provider.
- (17) No wage / remuneration will be paid to any staff for the days of absence from duty. The deduction for absence from duty will be calculated by dividing the monthly salary from the number of the days of that month for per absence.
- (18) The service provider will provide the required personnel for a shorter period also in case of any exigencies as per the requirement of this Ministry.
- (19) The service provider shall arrange for 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 responsibility of the service provider.
- (20) The service provider shall be contactable at all times and message sent by phone / e-mail / Fax / Special Messenger from this Ministry to the service provider shall be acknowledged immediately on receipt on the same day. The service provider shall strictly observe the instructions issued by this Ministry in fulfillment of the contract from time to time
- (21) This 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 service provider.
- (22) That the Agency on its part and through its own resources shall ensure that the goods, material and equipments etc. supplied to the personnel for discharge of duties assigned to them are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission and omission on the part of its staff and its employees, etc. If this Ministry suffers any loss or damage on account of negligence, default or theft on the part of the employees / agents of the agency, then the agency shall be liable to reimburse to this Ministry for the same. The agency shall keep this Ministry fully indemnified against any such loss or damage.
- (23) This Ministry 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.

  
सी. ए. जोसेफ  
C. A. JOSEPH  
अवर सचिव/Under Secretary  
इस्पात मंत्रालय/Ministry of Steel  
भारत सरकार/Govt. of India  
उद्योग भवन, नई दिल्ली-110011  
Udyog Bhawan, New Delhi-110011

- (24) The successful bidder shall furnish a security deposit equivalent to Rs. 10% of the contract rates in the form of Bank guarantee/ FDR in the name of Pay and Accounts Officer, Ministry of Steel, New Delhi safeguarding the interest of the Ministry in all respects. The security deposit shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by this Ministry or on non-compliance of the terms of agreement by the service provider or frequent absence from duty, misconduct on the part of manpower supplied by the agency.
- (25) The successful bidder will enter into an agreement with this Ministry for supply of suitable and qualified manpower as per requirement of this Ministry on these terms and conditions. The agreement will be valid for a period of one year commencing from date of signing such agreement and shall continue to be in force in the same manner unless terminated in writing. The service charges / rates quoted by the agency shall be fixed for a period of one year and no request for any change/modification shall be entertained before expiry of the period of one year except due to statutory increase in minimum wages.
- (26) The service provider shall not assign, transfer, pledge or sub-contract the performance of service without the prior consent of this Ministry.
- (27) However, the agreement can be terminated by either party by giving. One month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month wages, etc. and any amount due to the agency from this Ministry shall be forfeited by the Ministry.
- (28) That on the expiry of the agreement, as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment non-employment by the personnel of the agency it shall be the entire responsibility of the agency to pay and settle the same.
- (29) In the event of any dispute arising in respect of the clauses of the agreement the matter will be referred to the Secretary, Ministry of Steel whose decision shall be binding on both the parties.
- (30) It may be noted that if a firm quotes 'Nil' charges/consideration, the bid shall be treated as unresponsive and will not be considered.
- (31) The bidder should not make any over writing/cutting in the technical or financial bid.
- (32) Bidders would not be permitted to alter or modify their bids after expiry of the deadline for receipt of the bids. The tenders, which will be received after the stipulated date and time shall be rejected and no requests of bidders of such tenders shall be entertained only online bid shall be entertained.
- (33) **Earnest Money Deposit:** Firms shall have to deposit Earnest Money Deposit (EMD) of Rs. 1,95,000/- in the form of Account Payee Demand Draft, Fixed Deposit

  
सी. ए. जोसेफ  
C. A. JOSEPH  
अवर सचिव/Under Secretary  
हस्तात मंत्रालय/Ministry of Steel  
भारत सरकार/Govt. of India  
उद्योग भवन, नई दिल्ली-110011  
Udyog Bhawan, New Delhi-110011

Receipt, Bankers' Cheque or bank Guarantee from any of the Commercial Banks or payment online in an acceptable form in favour of Pay and Accounts Officer, Ministry of Steel, New Delhi along with tenders the EMD should remain valid for a period of 45 days beyond the final bid validity period. Tender offer not accompanied by earnest money of the requisite amount will summarily be rejected. EMD will be refunded to the unsuccessful firms No interest shall be payable on EMD. The EMD of the successful bidder will be returned on submission of the performance security.

(34) The scanned copy of the Earnest Money Deposit must be uploaded with the bid and original of the same should be dropped in sealed envelope superscripted with the words "Tender for hiring the services of Data Entry Operators & Multi Tasking Staff in the Ministry of Steel through an agency 2018-19" latest by 15.00 hrs. on 09/06/2018 in the tender Box installed outside the Room No. 64, G wing Udyog Bhawan, New Delhi-110107. The successful agency will have to deposit a Performance Security Deposit of Rs. 10% of contract rates in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Bankers' Cheque or bank Guarantee from any of the Commercial Banks or payment online in an acceptable form in favour of Pay and Accounts Officer, Ministry of Steel for the period of contract. The Security Deposit will be refunded to the contractor after successful completion of the contract period and the no interest will be paid on the Security Deposit.



(C.A. Joseph)

Under Secretary to the Government of India

सी. ए. जोसफ  
C. A. JOSEPH  
अवर सचिव/Under Secretary  
इस्पात मंत्रालय/Ministry of Steel  
भारत सरकार/Govt of India  
उद्योग भवन, नई दिल्ली-110011  
Udyog Bhawan, New Delhi-110011

**Instructions for Online Bid Submission**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal. More information useful for submitting online bids on the CPP portal may be obtained at <https://eprocure.gov.in/eprocure/app>.

**I REGISTRATION**

1. Bidders are required to enroll on the e-procurement module of the CPP Portal (<https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment”. Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP portal.
  - i) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India(e.g. Sify /TCS/ nCode / eMudra etc.) with their profile.
  - ii) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
  - iii) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

**II PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid Documents have to be submitted, the number of documents- including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

  
सी. ए. जोसेफ  
C. A. JOSEPH  
अवर सचिव/Under Secretary  
हस्तात मंत्रालय/Ministry of Steel  
भारत सरकार/Govt. of India  
उद्योग भवन, नई दिल्ली-110011  
Udyog Bhawan, New Delhi-110011

3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and they should be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.

4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. GST Registration Number, PAN card copy, annual reports, ITR (last 3 years), auditor certificates, proof of ESIC & EPF registration certificate etc.) to be kept ready. Bidders can use 'My Space' area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process

### III SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and either details of the instruction.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be dropped in a sealed envelope in the Tender Box installed in Room No. 64, G Wing, Udyog Bhawan, New Delhi latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. ***Bidder should upload their Technical Bid (information furnished by the firm for evaluation of technical bids given in Annexure-IV) alongwith the other requisite document in .pdf format and Financial Bids (Annexure-VII) in .xlsx format. Bidder should upload their financial bids in .xlsx format alongwith the tender document (BoQ\_XXXX.pdf).***
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. the bidders should follow this time during bid submission.

  
सी. ए. जोसेफ  
C. A. JOSEPH  
अवर सचिव/Under Secretary  
इस्पात मंत्रालय/Ministry of Steel  
भारत सरकार/Govt. of India  
उद्योग भवन, नई दिल्ली-110011  
Udyog Bhawan, New Delhi-110011

7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the dates. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket layer 128 bit encryption technology.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. **The e-Tender has been invited under two bids system (Technical Bid and Financial Bid).** The interested firms are advised to submit their bids-Technical Bid and Financial Bid “on-line” by visiting the Central Public Procurement (CPP) Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)). The bids will be accepted as e-Tender only i.e. the bidders will submit their bids on the e-Procurement Portal, in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the Firm on the Central Public Procurement (CPP) Portal are pre-requisite for e-tendering
9. The scanned copy of the EMD (Demand Draft in favour of Pay and Account Officer, Ministry of Steel of Rs 195000/- must be uploaded with the bid and original of the same has to be dropped in the Tender Box installed in Room No. 64-G, Udyog Bhawan in a sealed envelope superscripted with the words “Tender for hiring services of Data Entry Operators in the Ministry of Steel through an agency-2018-19” latest by 3.00 PM on 30-05-2018. The tenders received without prescribed EMD will not be entertained and rejected. The earnest money will be refunded to the unsuccessful tenders on finalization of the contract.
12. The firms who are exempted from submission of EMD shall be dealt as per General Financial Rules, 2017 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted alongwith the bid.
13. The firms are required to upload copies of the following documents along with the Bid, failing which their Bids shall be summarily/uprightly rejected and will not be further considered.

**(A) Technical Bid –**

- (i) Scanned copy of Annexure-IV (information furnished by the firm for evaluation of technical bids)
- (ii) Scanned copy of all the documents specified in Annexure – IV must be uploaded.

  
C. A. JOSEPH  
अवर सचिव/Under Secretary  
इस्पात मंत्रालय/Ministry of Steel  
भारत सरकार/Govt. of India  
उद्योग भवन, नई दिल्ली-110011  
Udyog Bhawan, New Delhi-110011

- (iii) Declaration regarding Blacklisting / Debarring from taking part in Government Tender must be uploaded on Rs 10 Stamp paper as per Annexure – V.
- (iv) Bank Mandate Form (Annexure – VI)

**(B) Financial Bid** – Download Annexure – VII in .xls format, filled it as direction in remarks columns and upload the same in .xls format.

- 14. Conditional and incomplete bids shall be treated as unresponsive and shall not be considered and these bids will be rejected out-rightly at the very first instance. **The bids must remain valid for a period of 90 days after the opening of financial bids.**
- 15. The Competent authority of Ministry of Steel, Udyog Bhawan, New Delhi reserves the right to annul any or all bids without assigning any reason.
- 16. The bidder shall quote the bids only as per the format enclosed at Annexure-VII, in .xls format.
- 17. **Criteria for determination of L1**
  - (i) The determination of L1 offer will be on the basis of sum of Manpower Charges, EPF, ESI, Service Charges as mentioned in the price sheet annexure.
  - (ii) **Note:** The value shall be rounded off as per IS:2 (latest version) upto 2 decimal places at each stage i.e. Service Charges, ESI% (calculated), EPF% (calculated), TDS deduction (calculated) and Supply order value after including tax (GST).
  - (iii) The tenderer whose lump sum quote after deducting TDS is found less than the fixed & statutory elements of the TE i.e. Minimum wages (Applicable as on TE publishing date), EPF (**13.16%** or as per govt. notification), ESI (**4.75%** or as per govt. notification) and Service Charge their offers will be treated as unresponsive and will be summarily rejected.
  - (iv) GST must be quoted in confirmation with GST Rule-2017 i.e. on Gross Amount which includes Min. wages + EPF + ESI + Service Charge.
  - (v) The bidder must quote the Service Charge.
  - (vi) Bidders must indicate separately the relevant taxes/duties likely to be paid with delivery completed goods. In absence of this, the total cost quoted by them in their bids will be taken into account in the ranking of bids.
  - (vii) If a bidder is exempted from payment of any duty/ tax up to any value of supplies or any concession is available in regard to rate/quantum of duty/tax it should be clearly stated in the bids.
  - (viii) If the firms quote 'Nil' charges for Service Charge the bid shall be treated as unresponsive and will not be considered.

  
सी. ए. जोसेफ  
C. A. JOSEPH  
अवर सचिव/Under Secretary  
इस्पात मंत्रालय/Ministry of Steel  
भारत सरकार/Govt. of India  
उद्योग भवन, नई दिल्ली-110011  
Udyog Bhawan, New Delhi-110011

**Open Tender No. A-42/12/2018-Estt.**

18. TDS will be deducted from the bill excluding of GST amount.
19. E.P.F. 13.15% or as per latest government notification is required to be deposited by the contractor to the EPFO authorities.
20. E.S.I. 4.75% or as per latest government notifications is required to be deposited by the contractor to the ESIC authorities.

  
(C.A. Joseph)  
Under Secretary to the Govt. of India  
23061243

सी. ए. जोसेफ  
C. A. JOSEPH  
अवर सचिव/Under Secretary  
इस्पात मंत्रालय/Ministry of Steel  
भारत सरकार/Govt. of India  
उद्योग भवन, नई दिल्ली-110011  
Udyog Bhawan, New Delhi-110011

**TECHNICAL BID**  
**(technical bid for Data Entry Operator and Multi Tasking Staff)**

Sl No.	Particular	To be filled by the tender
1.	Name of the Agency	
2.	Technical Bid for	
3.	Details of EMD (i) Amount (ii) Draft No. / UTR / Other mode reference No. (iii) Date (iv) Issuing Bank	
4.	Date of establishment of the agency	
5.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile number and name of the contact person	
6.	Whether registered with all concerned Government Authorities (Copies of all certificates of registration to be enclosed)	
7.	PAN Number (copy to be enclosed)	
8.	GST Registration Number (Copy to be enclosed)	
9.	A notarized affidavit stating that firm is not blacklisted by any Government Ministry or any criminal case is registered against the firm or its owner / partner anywhere in India	
10.	Length of experience in the field	
11.	Experience of successful performance of similar three contracts in last five years i.e. 2013-14, 2014-15, 2015-16, 2016-17 and 2017-18. (Documentary proof to be attached)	
12.	Whether a copy of the terms and conditions (Annexure - I), duly signed, in token of acceptance or the same, is attached	
13.	Whether agency profile is attached	
14.	List of other clients	

DECLARATION

I hereby declare that the information furnished above are true and correct and no material information has been suppressed.

Date:  
Place:

Signature of the authorized person  
Name:  
Seal:

  
C. A. JOSEPH  
अवर सचिव/Under Secretary  
इस्पात मंत्रालय/Ministry of Steel  
भारत सरकार/Govt. of India  
लोक भवन, नई दिल्ली-110011  
New Delhi-110011

**DECLARATION REGARDING BLACKLISTING/DEBARRING FROM TAKING  
PART IN GOVERNMENT TENDERS**

To be executed & Attested by Public Notary / Executive Magistrate on Rs 10/-

(Stamp Paper by the Bidder)

I/We Proprietor / Partner(s) Director(s) of M/s.....hereby declare that the firm/company namely M/s..... has not been blacklisted or debarred in the past by any other Government organization from taking part in Government tenders. I/We also declare that no contract of M//s.....has been cancelled by Ministry of Steel.

OR

I/We Proprietor / Partner(s) Director(s) of M/s.....hereby declare that the firm/company namely M/s..... was blacklisted or debarred by .....from taking part in Government tenders for a period of.....The period is over on .....and now the firm/company are entitled to take part in Government tender. In case the above information found false I/we are fully aware that the tender/contact will be rejected/cancelled by the Ministry of Steel and the Earnest Deposit/Security Deposit shall be forfeited.

Signature of Bidder with Seal

Name.....

Date.....

Capacity in which signed.....

Name and Address of the firm :

Seal of the firm should be Affixed

  
सी. ए. जोसेफ  
C. A. JOSEPH  
अवर सचिव/Under Secretary  
इस्पात मंत्रालय/Ministry of Steel  
भारत सरकार/Govt. of India  
उद्योग भवन, नई दिल्ली-110011  
Udyog Bhawan, New Delhi-110011

**DETAILS OF BANK ACCOUNT**

(Real Time Gross Settlement (RTGS) / National Electronic Fund Transfer (NEFT) Facility for Receiving Payments)

S. No.	Particulars	To be filled by the bidder
1.	Name of Account Holder	
2.	Address of Account Holder	
3.	Name of the Bank	
4.	Name and Address of Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institute responsible.

Date :  
Place :

(Signature of Account Holder)  
Name:  
Designation:  
Seal:

Note: Please attach a photocopy of cheque

  
सी. ए. जोसेफ  
C. A. JOSEPH  
अवर सचिव/Under Secretary  
इस्पात मंत्रालय/Ministry of Steel  
भारत सरकार/Govt. of India  
उद्योग भवन, नई दिल्ली-110011  
Udyog Bhawan, New Delhi-110011

## ANNEXURE – VII

FINANCIAL BID

(Bids for DATA ENTRY OPERATOR and MULTI TASKING STAFF)

1. Name of the Company/Firm/Agency :
2. Bids for the
3. Details of Earnest Deposit:

DD/PO/No. & Date :  
Name of the Bank &  
Branch :

Sl. No.	Component of Rate	Amount in Rupees in two decimal place	Remarks
1.	Monthly wage Rate for DEO (Skilled) (Not less than minimum wages notified by the Labour Department NCT of Delhi)	16858.00	Only for Display
2.	Year wage Rate for DEO(Skilled) (Monthly wage Rate X 12)	202296.00	Only for Display / Formula Field
3.	No. of DEO Skilled	22.00	Only for Display
4.	Monthly wage Rate for MTS (Un-Skilled) (Not less than minimum wages notified by the Labour Department NCT of Delhi)	13896.00	Only for Display
5.	Year wage Rate for MTS(Un-Skilled) (Monthly wage Rate X 12)	166752.00	Only for Display / Formula Field
6.	No. of MTS Un-Skilled	12.00	Only for Display
7.	Total Value (SNo 2*SNo 3+SNo 5* SNo 6)	6451536.00	Only for Display / Formula Field
8.	Employees provident Fund @ 13.15% or as per latest govt. Notification	848376.98	Only for Display / Formula Field
9.	Employees State Insurance @ 4.75% or as per latest govt. Notification	306447.96	Only for Display / Formula Field
10.	Contractors Admn/Service Charge in Rupees		Bider input / Edit
11.	GST @18% or as per latest Govt. Notification	1369144.97	Only for Display / Formula Field

12	Grand Total (Total from 7 to 11)	8975505.91	Only for Display / Formula Field
----	----------------------------------	------------	----------------------------------

Note : Please fill the price bid template as directed in Remarks columns and upload the same on CCP portal as Price Bid