File No. 31/2/2016-Adm 
Government of India 
Ministry of Mines

Room No. 303D, Shastri Bhawan, 
New Delhi dated the 29th August, 2016

TENDER NOTICE

1. Sealed tenders are invited from reputed, experienced and financially sound Manpower Companies/ Firms / Agencies for providing skilled Data Entry Operators (Graduate) in Ministry of Mines for a period of one (1) year.

2. Complete Tender Documents can be downloaded from the website of this Ministry and [http://eprocure.gov.in/cppp/](http://eprocure.gov.in/cppp/)

3. The interested Companies/Firms/Agencies can submit the tender documents complete in all respect along with Earnest Money Deposit (EMD) of **Rs. 50,000/-** and other requisite documents and deposit the same in the Tender Box kept at the Information & Facilitation Center, Ministry of Mines, Garage No. 23, Shastri Bhawan, New Delhi. The Last date of receipt of tender is 19.09.2016 at 1500 hours. The tender will be opened by the Tender Opening Committee of the Ministry on 20.09.2016 at 1200 hours.

(M.S. Kasottie)

Under Secretary to the Govt. of India

曼尼辛格卡索蒂亚 / MAN SINGH KASOTTIA

Under Secretary

Ministry of Mines

New Delhi
SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The Ministry of Mines, located at Shastri Bhawan, New Delhi, requires the services of reputed, well established and financially sound Manpower Companies / Firms / Agency to provide Data Entry Operators.

2. The contract is likely to be for period of one (1) year. The period of the contract may be further extended provided the requirement of the Ministry for data entry Operators persists at that time or may be curtailed, terminated earlier owing to deficiency in service or substandard quality of manpower deployed by the selected company / Firm / Agency. The Ministry, however, reserves right to terminate this initial contract at any time after giving one week notice to the selected service providing Company / Firm / Agency.

3. This Ministry has initial requirement for 12 (twelve) skilled Data Entry Operators (Graduate) (who are well conversant with computers and essentially well trained in MS Word language and also desirably possess knowledge of Excel/Power Point/packages/languages. The requirement of the Ministry may increase or decrease during the initial period of contract also.

4. The interested Companies/Firms/Agencies can submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees fifty thousand only) and other requisite documents and deposit the same in the Tender Box Kept at the information & Facilitation Center, Ministry of Mines, Garage No. 23, Shastri Bhawan, New Delhi. The last date of receipt of tender is 19.09.2016 at 1500 hours.

5. The interested agencies are advised to submit the sealed envelope super scribing “Bids for providing Data Entry Operators” to Ministry of Mines”.

6. The Earnest Money Deposit (EMD) of Rs. 50,000 (Rupees fifty thousand only), refundable (without interest), should be necessarily accompanied with Demand Draft / Pay Order drawn in favor of Pay & Accounts Officer, Ministry of Mines, New Delhi falling which the tender shall be rejected summarily.

7. The successful tenderer will have to deposit a Performance Security Deposit of Rs. 1,50,000/- (Rupees one lakh fifty thousand only) in the form of Fixed Deposit Receipt (FDR) made in the name of the Company / Firm / Agency but hypothecated to the Pay & Accounts Officer, Ministry of Mines, New Delhi or Demand Draft in favor of the Pay & Accounts Officer, Ministry of Mines, New Delhi covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.

8. The tendering Companies / Firms / Agencies are required to enclose photocopies of the following documents (self-attested), along with the Bid, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further:
   (a) Self-attested copy of registration certificate of agency/form/company for providing manpower.
   (b) Self-attested copy of PAN in respect of the firm/individual as the case may be;
(c) Self-attested of Service Tax registration letter / Certificate;
(d) Self-attested copy of the P.F. registration letter / Certificate;
(e) Self-attested copy of the E.S.I. registration letter / Certificate;
(f) Certified documents in support of entries made in the Bid application;
(g) Details of agreement made by company for the 3 years with at least 3 Ministries/Department along with proof.
(h) Undertaking to be furnished by the service provider that the service provider having no legal suit/criminal case pending against its proprietor or any of its Directors(in the case of Private Ltd. Company) or having not been earlier convicted on grounds or moral turpitude or for violation of laws in force.

9. The conditional bid 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 Bid Application must be initialed by the person authorized to sign the tender bids.

11. The Bids shall be opened on the scheduled date and time (At 12.00 Hours on 20.09.2016), by the Tender Opening Committee in the presence of the representatives on the spot at that time.

12. The Ministry reserves the right to withdraw/cancel the tender any time without assigning any reason.

13. Cost of filling up the tender will be borne by the tenderer.

TECHNICAL REQUIREMENTS FOR THE TENDERING Company / Firm / Agency

1. The tendering manpower Company / Firm / Agency should fulfill the following technical specifications
   (a) The Registered Office or one of the Branch Offices of the manpower Company / Firm / Agency should be located either in Delhi / New Delhi/NCR.
   (b) The manpower Company / Firm / Agency should be registered with the appropriate registration authority;
   (c) The Company / Firm / Agency should have at least three years’ experience in providing manpower to Public Sector Companies / Banks and Government Ministry/Departments etc.; (Proof of which is required to be attached).
   (d) The Company / Firm / Agency should have its own Bank Account;
   (e) The Company / Firm / Agency should hold a valid PAN card;
   (f) The Company / Firm / Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
TECHNICAL REQUIREMENTS FOR DATA ENTRY OPERATORS TO BE DEPLOYED BY THE SUCCESSFUL COMPANY / FIRM / AGENCY IN THE MINISTRY OF MINES

1. She/he should be at least Graduate and below 40 years of age;
2. She/he should have Typing speed of 40 words per minute in English;
3. She/he should be conversant with the working of the computer and should necessarily have knowledge of MS Word and preferably of LAN functions, MS Excel and MS Power Point packages;
4. She/he should have Character certificate from atleast one Gazetted Officer of the Central Government;
5. His/her antecedents should have been got verified by the agency from the local police authorities.
6. The personal so engaged will be paid as per the monthly wages prescribed by the Govt. of NCT. The rates will be enhanced as and when the minimum wages are revised by the Govt. of NCT.

[Signature]
Man Singh Khatridding | Precedent Secretary

dated 14/01/2020 | Ministry of Mines

[Signature]
Manpreet Singh | Govt. of India
APPLICATION – BID (Technical side)

1. For Providing Data Entry Operators to Ministry of Mines.

2. Name of Tendering Company:/__________________________________________
   
   Firm / Agency
   (Attach certificate of registration)

3. Name of proprietor / Director : __________________________________________
   of Company / Firm /agency ____________________________________________

4. Full Address of Reg. Office: ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   
   Telephone No. : ____________________________________________
   FAX No. : ____________________________________________
   E-Mail Address : ____________________________________________

5. Full address of Operating /Branch Office
   : ____________________________________________
   ____________________________________________
   ____________________________________________
   
   Telephone No. : ____________________________________________
   FAX No. : ____________________________________________
   E-Mail Address : ____________________________________________

6. Banker of Company / Firm / agency with full address:
   (Attach certified copy of statement of A/c for the last three years)
   
   Telephone Number : ____________________________________________ Of Banker

7. PAN Card No. : ____________________________________________
   (Attach Self-attested copy)

8. Service Tax Registration No. : __________________________________________
   (Attach Self-attested copy)

9. E.P.F. Registration No. : __________________________________________
   (Attach Self-attested copy)

10. E.S.I Registration No. : __________________________________________
11. Give details of the major similar contracts handled by the tendering Company / Firm / Agency during the last three years in the following format:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details of client along with address, telephone and FAX numbers</th>
<th>Amount of contract (Rs. Lacs)</th>
<th>Duration of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

12. Additional information, if any
(Attach separate sheet, if required)

14. Details of Earnest Money Deposit: Rs. 50,000/- (Rupees fifty thousand only)

D.D. / P.O No. & Date: __________________________________________________

Drawn of Bank: ________________________________________________________

Date: ____________________________ Name: ____________________________

Place: __________________________ Seal: ____________________________

Signature of authorized person

[Signature]

[Stamp]
DECLARATION

1. I, ____________________________ Son / Daughter / Wife of Shri ____________________________ Proprietor/Director/authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this document;

2. I have carefully read and understood all the terms and conditions of the tender for providing Data Entry Operator to Ministry of Mines, New Delhi 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:

Place:

Full Name:

Seal:
APPLICATION – BID (Financial side)

1. For Providing Data Entry Operators to Ministry of Mines.
2. Name of tendering Company/Firm/Agency:
3. Rate per person / per month (8 hour per day excluding ½ hr. Lunch) are as follows:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Component of Rate</th>
<th>Amount (Rs.) (for clerical and non-technical staff)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Graduates and above</td>
</tr>
<tr>
<td>1.</td>
<td>Monthly Wages per person deployed (as per Minimum Wages Act of the Govt. of NCT)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Employees Provident Fund @ --% of 1 above (as per law)</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Employees State Insurance @--% of 1 above (as per law)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Service Tax Liability @-----% of -----------</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Service Charge</td>
<td></td>
</tr>
<tr>
<td>Total(Column 1 to 5)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Quoted rates should not be less than the Minimum Wages as laid down in the Minimum Wages Act, 1948 as applicable in the NCT of Delhi. As Col. No. 1, 2 & 3 is as per extant orders/rules, the tender will be awarded on the basis of service charge quoted by the bidder. Service charge quoted should not be less than TDS deducted at source.

Date:  
Place: 
Name:  
Seal: 

Notes:
1. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.
TERMS AND CONDITIONS

General
1. The contract is likely to be for a period of one (1) year unless it is curtailed or terminated by this Ministry owing to deficiency of service, sub-standard quality of Data Entry Operators deployed, breach of contract, reduction or cessation of the Data Entry Operation requirements etc.
2. The contract shall automatically expire unless extended further by the mutual consent of contracting agency and this Ministry.
3. The contract may be extended, on the same terms and conditions with some addition / deletion / modification, for a further specific period mutually agreed upon by successful service providing Company / Firm / Agency and Ministry of Mines.
4. The contracting Company / Firm / 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 consent of this Ministry.
5. The Ministry, at present, has requirement of 12 skilled Data Entry Operators on urgent basis. The requirement of the Ministry may increase or decrease during the period of initial contract also and the tender would have to provide additional Data Entry Operators if required on the same terms and conditions.
6. The tenderer will be bound by the details furnished by him / her to this Ministry, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her liable for legal action besides termination of contract.
7. The Ministry of Mines reserves right to terminate the contract during initial period also after giving a week’s notice to the contracting agency.

LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

8. The contracting agency shall ensure that the individual Data Entry Operators deployed in the Ministry of Mines conform to the technical specification of age, educational and qualifications prescribed at page No.5 of the Tender Document.
9. This Ministry is a Central Government office and has five days working (i.e. Monday to Friday) in a week from 9000 hrs. to 1730 hrs. with a lunch break of ½ hour from 1300 hrs. Besides this, the Ministry also observes the Gazetted holidays notified by the Government of India from time to time. However, depending upon the urgency of work, the personnel may be required to work late (beyond office hours) or on holidays, for which no additional remuneration will be paid.
10. Every Data Entry Operator recommended by the service provider will have to go through a screening test to be conducted by the service provider prior to engagement. Any Data Entry Operator engaged after clearing the test and subsequently found not suitable by any officer to whom he/she is attached, will be replaced by a new personnel immediately and will not be transferred to any other officer.
11. TDS and other taxes as applicable will be deducted from each bill.
12. The contracting Company / Firm / Agency shall furnish the following documents in respect of the individual Data Entry Operators who will be deployed by it in this Ministry before the commencement of work:

(a) List of persons deployed;
(b) Bio-data of the person;
(c) Self-attested copy of matriculation certificate containing date of birth;
(d) Self-attested copy of Graduation certificate;
(e) Character certificate from at least one Gazetted officer of the Central / State Government;
(f) Certificate to the effect that character & antecedents of manpower being provided by the Agency have been verified.

13. In case, the person employed by the successful Company / Firm / Agency commits any act of omission / Commission that amount to misconduct / indiscipline / incompetence, the successful Company / Firm / Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the Ministry.

14. The tendering Company / Firm / Agency shall replace immediately any of its personnel who is found unacceptable to this Ministry because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from the Ministry.

15. The person deployed shall be required to report for work at 09.00 hrs. and would leave at 1730 hrs. In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted.

16. The agency shall depute a coordinator who would be responsible for immediate interaction with the Ministry of Mines so that optimal services of the persons deployed by the agency could be availed without any disruption.

17. The provision of manpower shall have to be made available on requisition in time as per the exigencies of work. Any undue delay in the matter will be considered as breach of contract and will be dealt accordingly. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his / her personal reasons. In case, on requisition, manpower is not provided within a period of two days, an amount of Rs.500/- per day per vacancy will be deducted from the amount payable to the service provider.

18. It will be the responsibilities of the service providing agencies to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this Ministry will have no liabilities in this regard.

19. For all intents and purposes, the service providing agency shall be the "Employer" within the meaning of different Labor Legislations in respect of Data Entry Operators so employed and deployed in this Ministry. The persons deployed by the agency in the Ministry shall not have claims of any Master and Servant relationship nor have any principal and agent relationship nor have any principal and agent relationship with or against Ministry of Mines.

[Signature]
M. S. K. Kasottia
Under Secretary
Ministry of Mines
New Delhi
20. The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. The Ministry shall, in no way, be responsible for settlement of such issues whatsoever.

21. The Ministry shall not be responsible for any damages, losses, claims, 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.

22. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of this Ministry during the currency or after expiry of the contract.

23. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in this Ministry of Mines.

**LEGAL**

24. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wage, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this Ministry.

25. Tendering agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to Ministry of Mines to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

26. The tendering agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of this Ministry or any authority under Law.

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

28. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and a result thereof the Ministry is put any loss / obligation, monitory or otherwise, the Ministry will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monitory terms.

**FINANCIAL**

29. The Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs. 50,000/- (Rupees fifty thousand only) in the form of Demand Draft / Pay order drawn in favor of Pay & Accounts Officer, Ministry of Mines, New Delhi failing which the tender shall be rejected out rightly.

30. The EMD in respect of the agencies which do not qualify the Bid shall be returned to them without any interest upon award of the contract to the successful bidder. However, the E.M.D. in respect of the successful tenderer shall not be adjusted
towards the Performance Security Deposit. Further, if the agency fails to deploy 12 Data Entry Operators against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice.

31. The successful tenderer will have to deposit within 5 days, a Performance Security Deposit of Rs. 1,50,000 (Rupees one lakh fifty thousand Only) in the form of Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the Pay & Account Officer, Ministry of Mines, New Delhi covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.

32. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this Ministry besides annulment of the contract.

33. The agency shall raise the bill, in triplicate, along with attendance sheet [duly verified by Section Officer (Adm.) in respect of the persons deployed and submit the same to Section Officer (Adm.) in the first week of the succeeding month.

34. Attendance will be verified from the BAS system installed in the Ministry. All DEOs will be required to mark their attendance (entry and exit) on BAS.

35. The claims in bills regarding Employees state Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of this Ministry.

36. The amount of pre-estimated agreed liquidated damages calculated @ Rs.500/- per day on account of delay, if any, in providing a suitable substitute for the period beyond two working days by the agency shall be deducted from the monthly bills of the service providing Company / Firm/ Agency in the following month.

37. The Joint Secretary (Ministry of Mines) reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

(M.S. Kasottia)
Under Secretary to the Govt. of India
ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Application- Technical Bid;
2. Self-attested copy of registration certificate of agency for providing manpower;
3. Self-attested copy of PAN card in respect of the individual/firm as the case may be;
4. Self-attested copy of the latest IT return filed by agency;
5. Self-attested copy of Service Tax registration certificate;
6. Self-attested copy of the P.F. registration letter / certificate;
7. Self-attested copy of the E.S.I. registration letter / certificate;
8. Details of agreement made by company for the last 3 years in at least 3 Ministries/Departments along with proof.
9. Undertaking to be furnished by the service provider that the service provider having no legal suit/criminal case pending against its proprietor or any of its Directors( in the case of Private Ltd. Company) or having not been earlier convicted on grounds or moral turpitude or for violation of law in force and that the firm has not been black listed/banned by any other Ministry/Department of the Govt. of India

ORDER FOR ARRANGEMENT OF DOCUMENTS BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF DATA ENTRY OPERATORS.

List of short listed by agency for deployment in Ministry of Mines containing full details i.e. date of birth, marital status, address etc.

1. Bio-date of all persons.
2. Character certificates from atleast one (1) Gazetted Officer of the Central / State Government in respect of all persons;
3. Certificate of verification of antecedents of all persons by local police authority.

[Signature]

मानविक अभिमृत्तिका / MAN SINGH KASOTTIY
उच्च सचिव / Under Secretary
भारत सरकार / Ministry of Mines
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi