

No.6/1/2013-Genl./ 908
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade
Udyog Bhavan, New Delhi.

New Delhi, dated 13th March, 2013

Tender Notice

Sub: Inviting Tenders/Bids for Manpower Services

Directorate General of Foreign Trade, Department of Commerce, Ministry of Commerce and Industry, Govt. of India, New Delhi invites quotation from duly registered Manpower Service Providers/ Agencies based in Delhi/Noida/Gurgaon for providing manpower services to this Directorate in the following categories:-

Data Entry Operators(19) and Stenographers(5).

The actual requirement of manpower as DEO is approximately 19 but it may vary from time to time, Standard/Benchmark for the services sought for Data Entry Operator is as under:-

- (a) Qualification-Graduate in any stream
- (b) Proficient in Computer Operations (MS Word, EXCEL & Power Point Internet)
- (c) Knowledge of typing in English /Hindi
- (d) Reading & Writing in Hindi & English
- (e) Knowledge of shorthand preferable

The actual requirement of manpower as stenographer is approximately 5 but it may vary from time to time, Standard/Benchmark for the services sought for Stenographer is as under

- (a) Qualification-Graduate in any stream
- (b) Proficient in Computer Operations (MS Word, EXCEL & Power Point Internet)
- (c) Knowledge of typing in English /Hindi
- (d) Reading & Writing in Hindi & English
- (e) Knowledge of shorthand having speed @80 word per minute.

2. Job will be awarded through Quality-cum-cost Based Selection approach. The interested firm may submit documents satisfying the technical bid requirements in a sealed cover superscribed with "Quotation for providing Data Entry Operators for technical bidding". The other sealed envelop containing the quoted rates and documents relating to acceptance of all the terms and conditions, etc. may be submitted super scribed with "Quotation for providing Data Entry Operators for Financial bidding". Thereafter, both the envelops may be placed in a third sealed cover superscribed with "Quotation for providing Data Entry Operators" addressed to FTDO (General Section), Room No. 202, Udyog Bhawan, New Delhi-110011 by 3.00 P.M on 3rd April, 2013. The technical and financial quotations will be opened on the same date at 3.30 P.M.. **The technical bid and financial bid will be as per Annexure-I and Annexure-II.**

3. Quotations of the short listed firms will be opened for the purpose of awarding the contract. The gross remuneration per month must clearly be indicated in the quotation. The monthly deductions such as EPF, ESI etc. should also be indicated. For any queries or more information, the undersigned may be contacted between 11.00a.m. to 3.00 p.m. on any working day up to 2nd April, 2013.

4. All the venders are requested to read and understand the terms and conditions of the contract before sending their quotations, as no change or violation of the terms and conditions are permissible once the quotation is accepted by this Department.


18-3-13

(Harit Kumar Shakya)
Foreign Trade Development officer
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Email address: haritk.shakya@nic.in

Copy to:-

1. FTDO (EDI), with the request to place the aforesaid Notice on the website of the DGFT for wider publicity.
2. CPP portal to publish the tender notice.

Terms & conditions of the contract are as under :-

1. The candidates should be graduate or with higher educational qualification with good knowledge of English and Hindi typing and proficient in computer operations with knowledge of MS Word, Excel, Internet etc. Candidates should have a minimum typing speed of 40 w.p.m. in English and 30 w.p.m. in Hindi. After deployment if at any point of time, if this office is not satisfied with the performance of any DEO/ Stenographer, the firm shall withdraw that DEO/ Stenographer and depute another DEO/ Stenographer whatsoever will be desired. Copies of educational qualifications, experience etc. of DEO/ Stenographer's to be deputed will be furnished to this office before they start working.
2. The manpower has to be provided within 15 days of award of contract. The character verification of individual DEO/Stenographer provided by the firm will be verified by the firm and a certificate to this effect will be provided before deployment. The firm will be held fully liable for the conduct of the DEO/Stenographer deployed. The firm will also get police verification done of all DEO's/Stenographer's deployed in this Directorate and shall ensure their bonafide.
3. The agency should also provide the following details:-
 - (i) Bank Account No.
 - (ii) Bank Code No
 - (iii) Bank Full Address:
 - (iv) E-Mail Address:
(proof in this regard may be attached.)
4. The agency should not have been blacklisted by any government organization during the last three years. A certificate in this regard may be attached.
5. It shall be the responsibility of the firm to fulfill all legal obligations viz provisions regarding minimum wages Act etc.
6. The firm will have to deposit an amount of Rs.50,000/- (Rupees Fifty Thousand only) in form of Bank Draft/FDR payable in favour of "The Accounts Officer, CPAO (DGFT), Department of Commerce, New Delhi. Quotation will not be entertained unless it is accompanied by a Bank Draft. The Bank Draft will be refunded to unsuccessful bidders.
7. The successful bidder will have to deposit a security amount equal to 5% of value of contract which shall be refunded within 60 days of completion of the job.
8. This office reserves the right for cancellation/rejection of any or all quotations without assigning any reason therefore. The office also reserves the right to remove any DEO/ Stenographer at any point of time without assigning any reason.
9. This tender is not transferable.

10. The firm must be registered with the Registrar of companies and with Delhi Sales tax Department for works contract tax.
11. The company should produce the attested photocopies of document related to allocation of Registration number, PAN number, Service Tax number & ESI Registration No.
12. The firm preferably should have an experience of contract for at least 10 years with two Government Departments in Delhi. The total annual value of which should not be less than Rs. 50 lakhs.
13. No advance payment in any case would be made. However, monthly payment after satisfactory completion of each month would be made.

PROFORMA FOR TECHNICAL BID

To,

The Deputy Director General of Foreign Trade
Directorate General Of Foreign Trade
Room No-202, Udyog Bhawan
New Delhi-110011

Sub:- Hiring of manpower services for Data Entry Operators and Stenographers in the DGFT.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General Of Foreign Trade letter No. 6/1/2013-Gen/ dated 13th March, 2013. The information regarding technical details as desired is as per following details:-

1. Name of tendering Company/Firm/Agency : _____
2. Name of Proprietor/Director of Company/Firm : _____
Agency.
3. Full Address of Reg. Office : _____
Telephone No : _____
Fax No. : _____
Email Address : _____
4. Previous Experience Details(No. of Data entry : _____
Operators/Stenographers In one or more
Government Departments/PSUsEtc. / No. of
years of experience etc, Copy must be attached)
5. The details of the PAN, Service tax number, : _____
ESI registration no and other Statutory
Registration.(Attached Copy)
6. Name of the organizations with similar contract : _____
(Copies of contracts & Satisfactory certificates
from concerned Departments/PSUs etc. is to be
enclosed)

7. EMD details (Amount, Name of the Bank, Branch: _____
DD date and No. etc.)

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorised Signature)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.

PROFORMA FOR FINANCIAL BID

To

The Deputy Director General of Foreign Trade
Directorate General Of Foreign Trade
Room No-202, Udyog Bhawan
New Delhi-110011

Sub:- Hiring of manpower services for Data Entry Operators and Stenographers in the DGFT.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General Of Foreign Trade letter No. 6/1/2013-Genl/ dated 13th March, 2013. The information regarding Financial details as desired is as per following details:-

Sl. No.	Description	Rate
1.	Data Entry Operator	
2.	Stenographer	

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorised Signature)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.