



कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEE'S PROVIDENT FUND ORGANISATION
(Ministry of Labour and Employment, Govt. of India)
क्षेत्रीय कार्यालय, मुंबई -III, कांदिवली
REGIONAL OFFICE, MUMBAI- III, KANDIVALI
प्लॉट नं.222 भविष्य निधि भवन, चार्कोप, कांदिवली(प), मुंबई - 67
PLOT NO 222 BHAVISHYA NIDHI BHAVAN, CHARKOP, KANDIVALI (W) MUMBAI-400067



निविदा आमंत्रण सूचना

कर्मचारी भविष्य निधि संगठन क्षे.का. कांदिवली में निम्नलिखित मानव संसाधन प्रदान किये जाने हेतु प्रतिष्ठित, अनुभवी और आर्थिक रूप से मजबूत मानव संसाधन सेवा प्रदान करनेवाली कंपनियों / फर्मों / एजेसियों से अनुबंध की तिथि से एक वर्ष की अवधि के लिये दो बोली प्रणाली यानि तकनीकी बोली और वित्तीय बोली के अंतर्गत मुहरबंद निविदाएँ आमंत्रित की जाती है। यह अवधि विभाग द्वारा आगे बढ़ाया या घटाया जा सकता है।

क्रम.सं.	सेवा के नाम	अनुमानित आवश्यकता	वर्ग	स्थान
1.	डाटा एंट्री ऑपरेटर	15 से 20	अर्ध कुशल	पता: २२२, भविष्य निधि भवन, कांदिवली (पश्चिम), मुंबई-४०००६७

2. नियम व शर्तें, पूर्व योग्यता मानदंड आदि निविदा-दस्तावेज (प्रपत्र) में शामिल कर दिया गया है और क.भ.नि.स. क्षे. का. कांदिवली से किसी भी कार्य – दिवस पर सुबह 9:30 बजे से शाम 5:00 बजे तक रु. 500/- केवल (अप्रतिदेय) के डिमांड ड्राफ्ट जो SBI A/C EPFO KANDIVALI मुंबई के नाम से देय हो, बनाकर प्राप्त किया जा सकता है अथवा कर्मचारी भविष्य निधि संगठन की वेबसाइट www.epfindia.gov.in से डाउनलोड किया जा सकता है।

3. अनुसूची :

- (i) निविदा प्रपत्र जारी करने की अंतिम तिथि : 29-12-2016, 05:00 बजे तक
- (ii) निविदा प्रपत्र जमा करने की अंतिम तिथि : 30-12-2016, 05:00 बजे तक
- (iii) निविदा खोले जाने की तिथि : 02-01-2017, 03:00 बजे
- (iv) निविदा खोले जाने का स्थान : क्षे.भ.नि.आ.-II, का केबिन, क.भ.नि.सं., क्षे.का.कांदिवली (पश्चिम), मुंबई-400067

4. इच्छुक और पात्र कंपनी / फर्म / एजेंसी अपने पूर्ण रूप से भरे हुये निविदा-दस्तावेज के साथ एक लाख रुपये के ई.एम.डी. (Earnest Money Deposit / बयाना), जो डिमांड ड्राफ्ट / पे ऑर्डर के रूप में SBI A/C EPFO KANDIVALI के नाम से देय हो, अपने अपेक्षित दस्तावेज के साथ कर्मचारी भविष्य निधि संगठन, 222, भविष्य निधि भवन, कांदिवली (पश्चिम), मुंबई-400067 कार्यालय के रखवाल अनुभाग में रखे गये निविदा बॉक्स में जमा कर सकते है।

5. यह कार्यालय निविदा में संशोधन करने / निविदा दस्तावेज के किसी भी नियमों या शर्तों को वापस लेने या कोई भी नोटिस देकर या बिना कोई कारण बताये किसी एक या सभी निविदाओं को अस्वीकार करने का अधिकार सुरक्षित रखता है। इस संबंध में क्षेत्रीय भविष्य निधि आयुक्त क्षे.का. मुंबई-III का निर्णय अंतिम और सभी पर बाध्यकारी होगा।

-Sd-
सहायक भ.नि.आयुक्त
क्षे.का.कांदिवली, मुंबई-III



कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEE'S PROVIDENT FUND ORGANISATION
(Ministry of Labour and Employment, Govt. of India)



क्षेत्रीय कार्यालय, मुंबई -III, कांदिवली
REGIONAL OFFICE, MUMBAI- III, KANDIVALI
प्लॉट नं.222 भविष्य निधि भवन, चार्कोप, कांदिवली(प), मुंबई - 67
PLOT NO 222 BHAVISHYA NIDHI BHAVAN, CHARKOP, KANDIVALI (W) MUMBAI-400067

No.MH/KAN/PF/CT/

Date:

Notice Inviting Tenders

Sealed tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound supplier of Manpower Service Companies/ Firms/ Agencies for providing below mentioned manpower for Employees Provident Fund Organization, R.O., Kandivali for a period of one year from the date of contract. The period may be further extended or reduced by the department.

Sl. No	Name of Service	Approximate requirement	Category	Location
1	Data Entry Operators	15 to 20	Semiskilled	222, Bhavishya Nidhi Bhavan, Sec- 03 Charkop Market Kandivali (West) Mumbai 400 067

2. The terms and conditions, pre-qualification criteria etc are incorporated in tender document and can be purchased from EPFO, RO Kandivali on any working day between **9:30 am to 5:00 pm** on supply of Demand Draft of Rs. 500.00 only (non refundable) drawn in favour of SBI A/C EPFO KANDIVALI payable at Mumbai or the same may also be downloaded from the EPFO website www.epfindia.gov.in

3. Schedule:

- (i) Last date for sale of tender document: 29.12. 2016 till 5.00 PM
(ii) Last date & time for submission of tender: 30.12. 2016 till 5.00 PM
(iii) Date & time for opening of Technical Bid: 02.01.2017 at 3.00 PM
(iv) Place of opening the Tender: RPF-III Chamber, EPFO, R.O. Kandivali (w)

4. The interested and eligible Company/ Firm / Agency may submit their tender document complete in all respect along with Earnest Money Deposit (EMD) of Rs. **100,000/- (Rs. One Lac only)** by DD/Pay Order in favour of SBI A/C EPFO KANDIVALI and other requisite documents by 05.00 pm of 30.12.2016 in the Tender Box kept at **Caretaker section**, Employees Provident Fund Organisation, 222, Bhavishya Nidhi Bhavan, Kandivali (w), Mumbai – 400 067. The tenders shall not be entertained after this deadline under any circumstances whatsoever.

5. This Office reserves the right to amend/ withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Regional P. F. Commissioner, RO Kandivali, Mumbai – III in this regard shall be final and binding on all.

-Sd-

Assistant. P.F. Commissioner
R.O Kandivali, Mumbai –III

1. Nature of work for Data Entry Operator :

Data Entry Operator will perform work of entry of data in computer as assigned from time to time.

2. General Instruction for Tenders:

- i. The Employees Provident Fund Organisation (Regional Office), 222, Bhavishya Nidhi Bhavan, Kandivali (w), Mumbai – 400 067 requires the services of a reputed, well established and financially sound Manpower Company/Firm/Agency for providing manpower to perform Job of Data Entry Operator.
- ii. The agency should be covered under the EPF/ESIC Act and shall extend the benefits of PF and ESIC and also shall comply with the other statutory regulations, Service Tax and Labour Laws. Copies of Registration should be enclosed. Monthly PF-ECR print and monthly ESI contribution print from respective websites shall be provided.
- iii. The agency should pay fair wages to its employees as per Minimum Wages Act of Central Government as applicable and pay Bonus, Leave salary as per relevant provisions. While quoting the rates agency should consider Basic, DA as per minimum wages of Central Government.
- iv. Employer share and PF & ESIC contribution shall be limited to the statutory wage ceiling and will be borne by EPFO. The agency shall quote the expenditure in following heads: Basic +D.A, PF, ESIC & service charge. Bonus, Leave Salary, MLWF, Service Tax, any other Government tax /dues as applicable would be paid by this office whenever due.
- v. The contract is likely to commence w.e.f. **01.02.2017** and would continue for period of one year. The period of the contract may be further extended on same terms and conditions after the completion of contract provided the requirement of the Department for augmenting its present manpower persists at that time or may be curtailed/terminated before the contract period owing to deficiency in service or induction of regular manpower in this office. The Office, however, reserves right to terminate this initial contract at any time after giving one week notice to the selected service providing Company/Firm/Agency without assigning any reason.
- vi. The interested Company/firm/Agency may submit tender document, complete in all respect, along with Earnest Money Deposit (EMD) of Rs. **1,00,000/-** (Rupees One Lakh Only) by DD/Pay order in favour of SBI A/c EPFO KANDIVALI and other requisite documents by **05:00 P.M on 30.12.2016** in the Tender Box kept at **Caretaker section** in Employees Provident Fund Organisation EPFO, 222, Bhavishya Nidhi Bhavan, Kandivali (w), Mumbai – 400 067
- vii. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested Agencies are advised to submit two separate sealed envelopes super-scribing “Technical Bid for providing manpower” and “Financial Bid for providing manpower”. Both sealed envelopes should be kept in a third sealed

- envelope super-scribing "Tender for providing manpower to Employees Provident Fund Organization, RO, Mumbai-III".
- viii. The Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh Only), refundable (Without interest), should be necessarily accompanied with the Technical Bid of the Agency in the form of Demand Draft/Pay Order from any of the Commercial Bank drawn in favour of **SBI A/c EPFO KANDIVALI** valid for a period of 90 days. Offer not accompanied by earnest money of the requisite amount with proper validity will be summarily rejected.
- ix. The successful agency should deposit security deposit (Performance security) @ 10% of total value for One Year or Rs. 01 Lac whichever is higher, within 15 days from the date of award of the contract in the form of DD favouring "**SBI A/C EPFO KANDIVALI**".
- x. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligation of the contractor.
- xi. Conditional bids shall not be considered and will be out rightly rejected at the very first instance.
- xii. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet 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 cutting, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids. All the pages of the bid be signed by the authorized signatory in ink with rubber stamp of the agency.
- xiii. The tendering Company/Firm/Agency is required to enclose duly attested documents mentioned in technical bid, failing which their Tender shall be summarily/out rightly rejected and will not be considered any further.
- xiv. All documents of technical bid should be properly tagged.
- xv. The envelope containing Technical Bid shall be opened first on the scheduled date and time in the presence of the representatives of the Company, Firm/Agency, if any, who wish to be present on the spot at that time. Representatives, who wish to be present at the time of opening of bid shall submit ID-proof and proof of representing agency beforehand. Performance on Technical Bids shall be evaluated by a Technical Evaluation Committee. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date & place to be notified later in presence of short listed contractors or their authorized representatives.
- xvi. The competent authority i.e. Regional P.F. Commissioner-I Employees Fund Organization (Regional Office) 222, Bhavishya Nidhi Bhavan, Kandivali (w), Mumbai – 400 067 reserves the right to terminate any or all bid/s without assigning any reason.
- xvii. The bidder shall quote the technical & Financial bids as per the format enclosed at Annexure I & II

3. Technical Requirements:

The tendering Service Provider Company/Firm/Agency should fulfill the following technical specifications:

- i. The registered Office or one of the Branch Office's of the service Provider Firm/Agency/ should be located either in Mumbai or in any of the satellite Towns of Mumbai.
- ii. The services provider Firm/Agency should be registered with the appropriate registration authority.
- iii. Service provider Company/Firm/Agency should have its own Bank Account.
- iv. Service Provider Company/Firm/Agency should be registered with Income Tax and Service Tax departments.
- v. Service provider Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund Organization and Employees State Insurance Acts.
- vi. Service Provider Company/Firm/Agency should have at least three Years experience in providing manpower to private and/or public sector Company/Banks and Government Departments etc.
- vii. The service Provider Company/Firm/Agency should have average annual financial turnover during the last 3 years ending 31st March of the previous financial year should be minimum of Rs **75 Lac** .
- viii. The service provider Company/Firm/Agency to submit affidavit stating that the agency is not been black listed by centre/State Government/PSU.

Non compliance of any of the above condition by the Services Provider/Firm/Agency will amount to non-eligibility for the service for which tender has been floated and their tender be ignored summarily.

4. Terms and Conditions:

A. General:

- i. The contract is likely to commence from **01.02.2017** and shall continue for a period of one year, unless it is curtailed or terminated by this Office owing to deficiency of service, sub-standard quality of Attendants deployed, breach of contract, reduction or cessation of the requirements of work.
- ii. The contract shall automatically expire one year from commencement of the contract unless extended further by the mutual consent of contracting Agency and this Office.
- iii. 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 written consent of this Office.
- iv. The tenderer will be bound by the details furnished by his/her to this department, 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 result in appropriate action besides termination of contract.
- v. Financial bids of only those tenders who are technically responsive shall be evaluated.
- vi. The **Employee's Provident Fund Organization, Mumbai-III** reserves right to terminate the contract during any period of contract after giving a week's notice to the contracting Agency.
- vii. The contracting Agency shall ensure that the manpower deployed in the **Employees' Provident Fund Organization, Mumbai-III** conform to the technical specifications and skills prescribed in the Tender Document.
- viii. The manpower deployed by the Agency shall be required to work as per schedule mentioned in scope of work for respective category.
- ix. The contracting Company Firm/Agency shall furnish the following documents in respect of the individual Applicant/Candidate who would be deployed by it in this Department before the Commencement of work.
 - a. List of Applicant/Candidate sought listed by Agency for deployment in Employees Provident Fund Organization (Regional Office) containing full details i.e. date of birth, marital status, present and permanent address etc.
 - b. Bio-data of persons.
 - c. Character certificate from a Gazetted officer of the Central/State Government
- x. In case the person deployed by the successful Company/Firm/Agency commits any act of omission/commission that amount to misconduct/indiscipline/incompetence and security risks, the 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 EPFO (Regional Office) within 2 days of being brought to their notice.

- xi. The tendering company shall provide identity cards to the personnel deployed in the EPFO (RO Kandivali) carrying the photograph of the personnel and personal information as to name, DOB, age and identification mark etc. ID card thus provided by the agency should be worn by the personnel during all the times in EPFO premises.
- xii. The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative organizational matters are not divulged or disclosed to any person by its personnel deployed in the Organisation.
- xiii. The service provider shall ensure proper conduct of his/her personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work etc.
- xiv. **The agency shall depute a coordinator, out of the deployed personnel, who would be responsible for immediate interaction with the organization so that optimal services of the persons deployed by the agency could be availed without any disruption.**
- xv. The selected Agency shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons. **The delay by the Agency in providing a substitute beyond three working days shall attract liquidated damages @Rs.200 per day (per such case) on the service providing Agency, besides deduction in payment on pro-rate basis.**
- xvi. It will be the responsibility of the service providing Agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency). This Office will have no liabilities in this regard.
- xvii. For all intents and prepossess, the service providing Agency shall be the “Employer” within the meaning of different Labour Legislations in respect of personnel so employed and deployed in this office. **The persons deployed by the Agency in the EPFO (Regional Office) shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against, Employees Provident Fund Organization (Regional Office) Mumbai-III.**
- xviii. The service providing Agency shall be solely responsible for the redress of grievance/resolution of disputes relating to persons deployed. This Office shall, in no way, be responsible for settlement of such issues whatsoever.
- xix. This office 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.
- xx. The person deployed by the service providing Agency shall not claim or shall be entitled to pay, perk and other facilities admissible to casual, ad hoc, regular confirmed employees of this office during the currency of after expiry of the contracts.
- xxi. 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 not any relaxation for absorption in the regular/otherwise capacity.

B. Fraud and Corrupt Practices:

- i. The applicant and their respective officers, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the EPFO (RO) may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.
- ii. Without prejudice to the right of the EPFO(RO) under Clause i.e. herein above, if an Applicant is found to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, during the Bidding Process, such Applicant shall not be eligible to participate in any tender or RFQ issued by the during a period of 2(two) years from the date such Applicant is found by the EPFO (RO) to have directly or through and agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as the case may be.
- iii. For the purposes of this clause 1, the following terms shall have the meaning hereinafter respectively assigned to them.
 - a. "Corrupt practice" means (i) the offering, giving, receiving or soliciting, directly or indirectly of anything of value to influence the actions of any person connected with the Bidding Process or (ii) save and except as permitted engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any concerning the project.
 - b. "fraudulent practice" means a misrepresentation or omission of facts or suppression of facts of disclosure of incomplete facts, on order to influence the Bidding Process;
 - c. "Coercive practice" means impairing or harming or threatening to impair or harm directly or indirectly, any person or property to influence to any person's participation or action in the Bidding Process;
 - d. "undesirable Practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective

- of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a conflict of Interest; and
- e. "Restrictive Practice" means forming a cartel arriving at any understanding or arrangement among Applicant with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

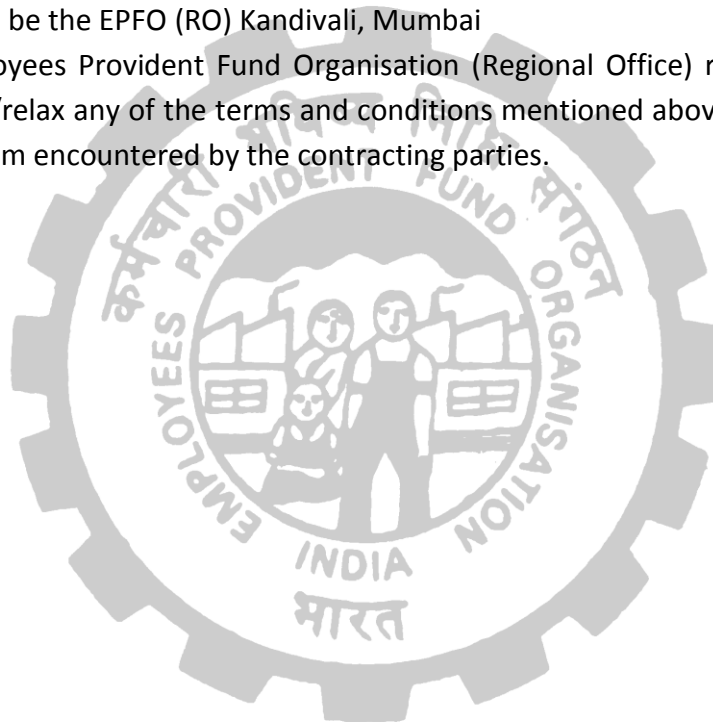
C. Legal

- i. The service provider shall be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund, and Employees States Insurances etc. in respect of the persons deployed by it in this Office and any other labour laws applicable in Mumbai.
- ii. The service provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it EPFO(RO) to concerned tax collection authorities from time to time as per extant rule and regulation on the matter.
- iii. The service provider shall maintain all statutory register under the applicable Law. The Agency shall produce the same, on demand, to the concerned authority of this Office or any other authority under Law.
- iv. The Tax Deduction at source (T.D.S.) shall be deducted 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 Office.
- v. In case, the selected Agency fails to comply with any statutory/taxation liability under appropriate law and as a result thereof the organization is put to any loss, obligation, monetary or otherwise, the EPFO (RO) 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 monetary terms.

D. Financial:

- i. The technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, Rs. 1,00,000/- (Rupees One Lakh only) in the form of Demand Draft/Pay Order drawn in favour of **SBI A/c EPFO KANDIVALI**, failing which the tender shall be rejected out-rightly.
- ii. The EMD in respect of the Agency which do not qualify the Technical Bid (First Stage)/ Financial Bid (second competitive stage) shall be returned to them without any interest. **Further, if the selected Agency fails to deploy manpower against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice.**
- iii. Bids, offering rates which are lower than the minimum wages (as applicable for Mumbai) for the pertinent category would be rejected.

- iv. The successful agency should deposit security deposit (Performance security) @ 10% of total value for One Year or Rs. 01 Lac whichever is higher, within 15 days from the date of award of the contract in the form of DD favouring **SBI A/c EPFO KANDIVALI**.
- v. In case of breach of any terms and conditions attached to this contract, the performance security Deposit of the Agency will liable to be forfeited by this organization besides annulments of the contract.
- vi. The Agency shall raise the bill, in triplicate, along with attendance sheet and payment as far as possible will be released by the second week of the succeeding month.
- vii. The Claims in bill regarding Employee 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 proof is furnished, at the discretion of this Organisation.
- viii. Settlement of disputes will be as per Indian arbitration and Conciliation Act-1996 and Venue will be the EPFO (RO) Kandivali, Mumbai
- ix. The Employees Provident Fund Organisation (Regional Office) reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.



Annexure I

Technical Bid

1	Name of Tendering Company/Firm/Agency (Attach certificates of registration)	
2	Name of proprietor/Director of Company/Firm/Agency with full address	
3	Full Address of Registered Office with Telephone No., FAX and E-Mails	
4	Full Address of operating/Branch Office with Telephone No., FAX and E-Mails	
5	Banker of Company/Firm/Agency with full address	
6	PAN/GIR No. (Attested copy)	
7	Service Tax Registration No. (Attested copy)	
8	E.P.F. Registration No. (Attested copy)	
9	E.S.I. Registration No. (Attested copy)	
10	Labour license No.(Attested copy)	
11	Registration number under Bombay shop and establishment act(attested copy)	
12	Registration with appropriate authority for providing security services(attested copy)	
13	No. and date of DD of Rs 500.00 towards tender document cost	
14	No. and date of DD of Rs 100000.00 towards EMD	
13	Turn over for previous 3 financial year(attach copies of balance sheet & IT return)	
14	Number of similar assignments Manpower provided to public/private/PSU in last 3 year by the Agency(Attach Copy in Annexure I-C format)	
15	Affidavit stating that the agency is not black listed by Centre/State Government/PSU (Attach copy)	

As required, we enclose herewith the complete set of copy of Tender documents (including Terms & Conditions) duly signed with seal affixed as a token of our acceptance.

Date:

Signature of authorized person with seal

Place:

Name:

Designation:

Note: Techno-commercial bid without EMD & Copy of complete set of tender documents duly signed with seal affixed is liable to be rejected.

Declaration

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 tender/ document.

2. I have carefully read and understood all the terms and condition of the tender and
undertake to abide to 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 documents would lead to rejection of my
tender at any stage besides liabilities towards prosecution under appropriate law.

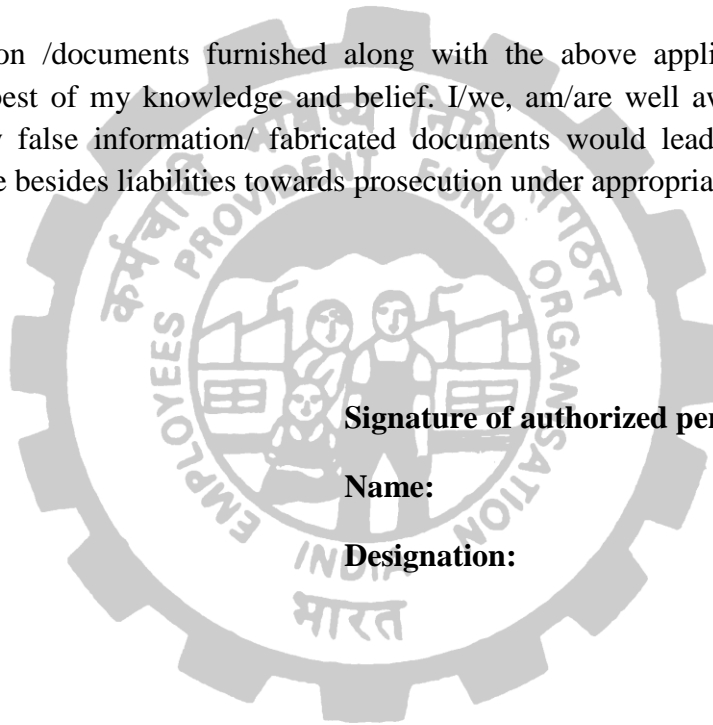
Date:

Signature of authorized person with seal

Place:

Name:

Designation:



Declaration about Fraud and Corrupt Practices

We certify that in last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that:

- a. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive, as defined in Section B of Fraud and Corrupt Practices of the Terms conditions of the document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority of any other public sector enterprises or any Government, Central or State; and
- b. We hereby certify the that we have taken steps to ensure that in conformity with the provisions of Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- c. We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicated or adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the project or which relates to a grave offence that outrages that moral sense of the community.
- d. We further certify that in regard to matter relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.

We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors/ managers/ employees.

Date:

Signature of authorized person with seal

Place:

Name:

Designation:

Annexure I-C

Work Experience

Sl. No.	Type of document(work order/Customer satisfaction letter/ work completion certificate)	Name of client	Period of contract	Value of contract(Data Entry Operator)
1				
2				

Note:

- Only relevant experience is to be mentioned.
- Experience which does not fit eligibility criteria need not be mentioned
- It will be responsibility of agency to establish that work was actually completed through production of customer satisfaction letter / work completion certificate etc.
- Experience mentioned without supporting documents would not be considered.

Date:

Place:

Signature of authorized person with seal

Name:

Designation:

Nature of Manpower:

Sr. No.	Requirement	No. of Person/ Specification	Category
1	Data Entry Operators	15 to 20 Persons	Semi-skilled

*Number of persons will be engaged as per requirement from time to time and paid at Daily rate. Regular requirement is for 5 days a week (Monday to Friday). If called on extra day amount as per daily rate will be paid per person.



Annexure II

Financial Bid

Name of tendering Service Provider Company/Firm/Agency:

1. Details of Earnest Money Deposit

Amount:

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

Drawn on Bank

2. Rates are to be quoted in accordance with the Minimum Wages Act, 1948 on per month basis and other by-laws applicable (inclusive of all statutory liabilities, taxes levies, cess, etc.)

Sl. No	Component of Rate	Amount for Data Entry Operator
1	Monthly Rate (As per Minimum Wages Act, 1948 applicable in Mumbai as on date of submission of proposal (Basic + D.A) at central Govt. rate.	
2	Employers Provident Fund @ % (subject to wage ceiling of Rs. 15000/month)	
3	Employers state Insurance @ %	
4	Contractors Administrative/ Service Charges #	
	Total (Column 1 to 4)	

* Bonus, Leave Salary, MLWF, Service Tax and any other Government Tax/Dues as applicable would be paid by this office whenever due.

Uniform Charges and other administrative overheads will be counted as part of Service charges.

Date:

Signature of authorized person with seal

Place:

Name:

Designation:

