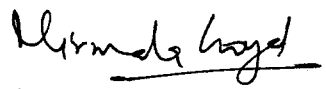


EXTENSION OF TENDER SUBMISSION DATE

This notification is in continuation of this Ministry's Notice Inviting Tender (NIT) floated on 13th May 2015 for engagement of staff on outsourcing basis in Special Cell. The last date of receiving the bid applications was 3rd June 2015. This Ministry has decided to extend the closing date for submission of bid applications by another one week.

The closing date of submission of tender will now be 11th June 2015 at 4.00 P.M and the opening date will be 12th June at 11.30 A.M. The other terms and conditions in the NIT will remain unchanged.

The tender documents are available in Ministry of Culture's website www.indiaculture.nic.in.


(Nirmala Goyal)
Deputy Secretary
Special Cell

No. 2-20/2015-Spl. Cell
Government of India
MINISTRY OF CULTURE
-(Special Cell)-

Vigyan Bhavan Annexe, New Delhi.


Dated the 13th May 2015.

Sub:- Calling for sealed quotations for outsourcing of manpower for Special Cell.

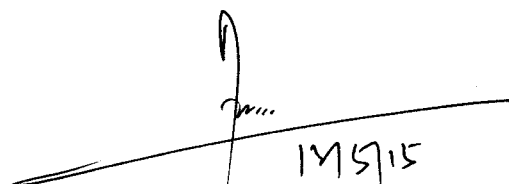
I am directed to invite rate quotations under single bid system from reputed private agencies/ contractors/ companies engaged in supply of manpower for providing the following types of manpower purely on outsourcing basis for a period of fourteen months up to 30th June 2016 subject to the following conditions:

S. No.	Post/ Designation	No. of vacancies	Minimum qualification required	Minimum in hand wages after making all statutory deductions, charges and taxes (Rs.)
1.	Personal Assistant	3	Post Graduation with computer operation & typing skills or Graduation with computer operation & typing and stenography skills	18,000/-
2.	Accountant	1	Graduation	18,000/-
3.	Data Entry Operator	3	Senior Secondary with computer skills	15,000/-
4.	Peon	4	Matriculation	12,000/-
5.	Peon-cum-Safaiwala	1	8 th Pass	

1. Special Cell, Ministry of Culture, is located in Vigyan Bhavan Annexe. The personnel so deployed have to report there for duty on time.
2. The company/ contractor/ firm/ agency will provide a list of personnel so deployed with permanent and present address along with their photographs. The contractor shall ensure that the manpower engaged by them is pre-verified for character and antecedents before deploying them for duty and the character verification of the personnel through local police should be furnished at the time of deployment.


13/5/2015

3. The duty of the personnel so deployed will be ordinarily from 09:00 AM to 5:30 PM on all Central Government working days. In case of need they have to work extra days for which separate remuneration will be paid.
4. The remuneration for extra days will be calculated by dividing the respective monthly remuneration by the number of days in that month. The maximum number of extra days will not exceed four in any given month.
5. Pay slips duly indicating details of pay (including statutory deductions made) of all employees should be given to each employee while distributing pay.
6. The persons so appointed will be eligible for eight casual leave and two Restricted Holidays in a year on *pro rata* basis (i.e., one day's CL for completion of 45 days duty and one RH on completion of 6 months). In case the person is required to attend office on Saturday/ Sunday/ Gazetted Holiday, he shall not be eligible for compensatory leave, conveyance or lunch allowance in lieu of work done on such holidays.
7. No TA/ DA/ HRA/ CCA/ Conveyance Allowance, etc. would be admissible for joining the assignment or during its course or on its completion. They shall not be entitled to any perquisites such as residential accommodation, etc.
8. The responsibility of statutory/ compulsory deductions like EPF, Income Tax, etc. will be of the agency/ contractor/ firm/ supplier. The company/ contractor/ firm/ agency should have minimum of three years experience of providing manpower in Government/ PSUs and also have a substantial turnover relating to supply of manpower to Government/ PSUs for last three consecutive financial years. The details of the information to be furnished are at **Annexure-I**.
9. The liability of service tax or any other tax will be borne by the contractor/ company/ firm/ agency.
10. Special Cell shall have the right to terminate the contract at any stage, without assigning any reason whatsoever. In case of any dispute, the decision of the Competent Authority of Special Cell, Ministry of Culture, will be final and binding.
11. The company/ contractor/ firm/ agency is required to obtain and deposit certificate/ licence issued by the designated office of the Ministry of Labour to employ manpower for this purpose under Section 13 of the Contract Labour (Regulation & Abolition) Act, 1970.
12. The company/ contractor/ firm/ agency shall be responsible for all acts of omission and commission on the part of the manpower engaged. The Ministry shall not be responsible in any manner whatsoever, in matters of injury/ death/ health, etc. of the company's/ contractor's/ firm's/ agency's employees performing duties under the contract.
13. The company/ contractor/ firm/ agency will be responsible for any damages done to the property of the Cell by the personnel so employed.
14. The company/ contractor/ firm/ agency shall be obliged and solely responsible to comply with all statutory requirements in respect of the manpower engaged by them and Special Cell shall not be a party to any dispute arising out of such deployment by the contractor.
15. The Ministry has the right to change/ replace the personnel at any point of time, if performance and/or conduct is found to be not up to the mark.



14/5/15

16. The selected company/ contractor/ agency/ firm should submit the pre-receipted bills in the format at **Annexure-II** in triplicate to Special Cell on monthly basis after completion of the month for payment. The bills should be unambiguous and detailed.
17. Complementary service by any service provider is not acceptable. If any service provider quotes administrative service charges as zero/ nil, it shall not be treated as a valid quote and shall summarily result in rejection as unresponsive even though the service provider is otherwise technically qualified.
18. The service provider will make payment of wages to the workers by 7th of every month. In case of failure to make payment of wages to the workers within the prescribed date, or short-payment is made by the service-provider, the performance security deposit of the service-provider is liable to be forfeited and the firm liable to be blacklisted.
19. The contract can be renewed at the appropriate time depending upon the requirement of the Department and performance of the contracting service-provider during the contract period.
20. The tendering agency shall immediately upon receiving a notice from the Department, replace its personnel who are found unacceptable to the Department because of security risk, incompetence, conflict of interest, improper conduct, etc..
21. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his/ her personal reasons.
22. Special Cell, Ministry of Culture, reserves the right to reject any/ all offers without assigning any reason thereof.
23. The selected firm will have to deposit a demand draft for Rs. 1,00,000/- drawn in favour of Drawing & Disbursing Officer, Special Cell, Ministry of Culture, as performance security.
24. TDS shall be deducted at prevalent rates (presently 2%) by Pay & Accounts Office, Ministry of Culture, while releasing payment.

2. The sealed rate quotations along with their complete profile, experience certificate from the Government/ PSUs for providing manpower and copies of balance sheet to substantiate their claim in Government to supply the abovesaid manpower may be submitted to Special Cell latest by 3rd June 2015 by 5:30 PM to the Under Secretary, Special Cell, Ministry of Culture, Room No. 254, Vigyan Bhavan Annexe, New Delhi. The quotations will be opened the next working day at 11:00 AM in the same room. Representatives of the firms who wish to be present at the time of opening of tender are welcome. The Ministry will not be bound to accept the lowest quotation and reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.

Yours faithfully,

(Arbab Aich)

Under Secretary to the Government of India

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Annexure-I

**Application for providing of Outsourced Accountant/PAs/Data Entry Operators/Group
"D"/Multi-Tasking Staff.**

1. Name of the tendering Company/Firm/Agency:-----

2. Name of the proprietor/Director of the Company/Firm/Agency:

3. Full address of the Reg. Office:-----

Telephone No. :-----

Fax No. :-----

E-mail Address :-----

4. PAN :-----

5. Service Tax No. :-----

6. E.P.F. Registration No.:-----

7. E.S.I. Registration No.:-----

8. Financial turnover of the tendering Company/Firm/Agency for the last 3 Financial Years.

Financial Year	Amount (Rs. Lakhs)	Remarks, if any
2012-13		
2013-14		
2014-15		

9. Details of last 3 years' experience in providing manpower with number to Govt. Department /PSU/MNC

Name of Office	Category of Manpower	Duration of Contract with amount of contract	No. of persons deployed

Date : -----

Place : -----

**Signature of the authorized
person (s) with seal**

SALARY OF OUTSOURCING STAFF FOR 201...

(FOR EMPLOYER'S BILL GENERATION)

DATA ENTRY OPERATORS (SKILLED)

Name	Minimum wages	PF @% on basic wages	ESI @% of minimum wages	Total of minimum wages + PF + ESI	Service charges @% of minimum wages	Total including service charges	Service tax @%	Grand total (rounded off)	No. of persons	Financial implication in this month
PERSONAL ASSISTANTS & ACCOUNTANT										
DATA ENTRY OPERATORS										
PEONS & SAFAIWALA										
TOTAL										
