

Government of India  
Ministry of Statistics & Programme Implementation  
National Statistical Systems Training Academy  
(NSSTA)

1.1 **Notice Inviting Tender (NIT)** for engagement of an Agency for providing Manpower Services to the National Statistical Systems Training Academy (NSSTA), Plot No. 22, Knowledge Park-II, Greater Noida -201310 (UP) on contractual basis.

1.2 Online bids are invited under Two Bid Systems from reputed, experienced and financially sound Firms/ Companies for providing Manpower Services to the National Statistical Systems Training Academy (NSSTA), Greater Noida on contractual basis.

1.3 Tender document may be downloaded from MoSPI's website [www.mospi.gov.in](http://www.mospi.gov.in) (for reference only) and Central Public Procurement Portal (CPPP) site <http://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under:

Published Date	26.10.2018 (4:30 PM)
Bid Document Download Start Date	27.10.2018 (9:00 AM)
Bid Submission Start Date	27.10.2018 (9:00 AM)
Bid Document Download End Date	26.11.2018 (10:00 AM)
Bid Submission End Date	26.11.2018 (10:00 AM)
Bid Opening Date	27.11.2018 (11:00 AM)

1.4 Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/ Tenderer for the e-submission of the bids online through the CPPP for e Procurement at <https://eprocure.gov.in/eprocure/app>.

1.5 Tenderer who has downloaded the tender from the MoSPI's website [www.mospi.gov.in](http://www.mospi.gov.in) and CPPP's website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/ modify the tender form including downloaded price bid template in any manner.

1.6 **EMD Payment:** Earnest Money Deposit of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand Only) is to be deposited at NSSTA, Greater Noida in the form of Demand Draft in favour of the Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi. The EMD received from the tenderers will be returned without any interest immediately after the process of award of contract is over. Bidders are required to submit the details of EMD payment at the time of Bid submission.

1.7 Intending tenderers are advised to visit again MoSPI's website [www.mospi.gov.in](http://www.mospi.gov.in) and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum/ addendum/ amendment.

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Government of India  
Ministry of Statistics & Programme Implementation  
National Statistical Systems Training Academy  
(NSSTA)

Online bids are invited under Two Bid systems for engagement of an Agency for providing Manpower Services to the National Statistical Systems Training Academy (NSSTA), Plot No. 22, Knowledge Park-II, Greater Noida- 201310 (UP) on contractual basis.

**2 (A)- ELIGIBILITY CRITERIA:**

The tendering Agency must fulfil the following conditions in order to be eligible for technical evaluation of the bid;

- (i) The Agency should be registered with the concerned Govt. authorities under the Contract Labour (Regulation & Abolition) Act, ESI Act, Provident Fund Act and any other act as may be necessary for providing such Services.
- (ii) The agency should have PAN/ TAN number under Income Tax Act and Goods & Service Tax (GST) Registration.
- (iii) There should be no legal suit/ criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in-force and should not be blacklisted by the any Government organization.
- (iv) The Agency should have minimum three (3) years' experience (from the bid opening date) in providing manpower for the jobs such as Librarian, Asstt. Librarian, Sr. System Analyst, Jr System Analyst, Section Officer/ Chief Caretaker, UDC/ Field Asstt., Personal Assistant (PA), Assistant/ Asstt. Caretaker, Sr. Accounts Officer, Accounts Officer, Accountant to the Central Government Ministries/ Departments, State Governments and PSUs. **Experience for providing manpower other than these posts will not be considered as experience.**
- (v) The bidder must have successfully executed/ completed similar services (as mentioned in (iv) above) over the last three years i.e. the current financial year and the last three financial years:-
  - a) Three similar completed services costing not less than the amount of Rs.24.00 lakh each; or
  - b) Two similar completed services costing not less than the amount of Rs.30.00 lakh each; or
  - c) One similar completed service costing not less than the amount of Rs.48.00 lakh.
- (vi) The average annual financial turnover of the Agency during last 3 years ending 31<sup>st</sup> March, 2018 should be at least Rs.18.00 lakh. The Audited Balance Sheet duly certified by Chartered Accountant is to be submitted.
- (vii) The Agency should have its registered Office in Delhi/ Uttar Pradesh/ NCR.

## **2 (B)- INSTRUCTIONS TO TENDERERS:**

### **Submission of Tender**

The tender shall be submitted online in two part, viz. Technical bid and Financial bid as per details given in Para 1.4 to 1.6 of NIT. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/ Fax/ email or any other means shall not be considered and therefore no further correspondence will be entertained in this matter.

### **2 (C)- TECHNICAL BID:**

The following documents are to be furnished by the bidders along with the Technical Bid as per **Annexure-I (A) and I (B)** of the tender document;

- (i) Signed and scanned copy of the certificate (s) of registration with the concerned Govt. Authorities under the Contract Labour (Regulation & Abolition) Act, ESI Act and Provident Fund Act.
- (ii) Signed and scanned copy of PAN/TAN number and Goods & Service Tax (GST) Registration.
- (iii) Scan and scanned copy of the undertaking by agency as per Annexure-III & IV of the tender document.
- (iv) Signed and scanned copy of proof/ certificate (s) of having minimum three (3) years' experience (from the bid opening date) in providing Manpower for the jobs such as Librarian, Asstt. Librarian, Sr. System Analyst, Jr System Analyst, Section Officer/ Chief Caretaker, UDC/ Field Asstt., Personal Assistant (PA), Assistant/ Asstt. Caretaker, Sr. Accounts Officer, Accounts Officer, Accountant to Central Government Ministries/ Departments, State Governments and PSU's.
- (v) Signed and scan copy of executed/ completed similar services (**as mentioned in para 2 (A) (v) of eligibility criteria above**) for the last three years.
- (vi) Signed and scanned copy of proof (**Audited Balance Sheet duly certified by Chartered Accountant**) indicating that the average annual financial turnover of the Agency during last 3 years ending 31<sup>st</sup> March, 2018 is at least Rs.18.00 lakh.
- (vii) Signed and scan copy of the proof that the Agency has its registered office in Delhi/ Uttar Pradesh/ NCR.

### **2 (D)- FINANCIAL BID:**

Financial bid is to be submitted as per format given in **Annexure-II**. Bidder shall not tamper/ modify downloaded financial bid template in any manner. In case, if the same is found to be tampered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with MoSPI.

## **3. DETAILS OF STAFF REQUIRED ON CONTRACTUAL BASIS:**

3.1 The details of the required Contractual Staff along with requisite qualification/ experience is as under:

S No	Category of Contract Staff	No of Post	Educational Qualification	Experience
1	Sr. System Analysts	1	<p>Master's Degree in Statistics/ Mathematics/ Operation Research/ Physics or Economics / Commerce with Statistics with one year of 'B' level of DOECC/ PGDCA</p> <p><b>Or</b></p> <p>Bachelor degree in Engineering/ Computer Science of recognized university or equivalent</p> <p>Equivalent professional degree with at least 55% of marks or its equivalent grade of "B" in the UGC 7 point scale plus a consistently good academic record <b>from a reputed University / Inst.</b></p>	<p>(i) At least 3-5 years in system designing/ programming in reputed firm/ org.</p> <p><b>Desirable:</b> Actual Designed &amp; developed Systems/ computer Programmes; thorough with C++, FoxPro, Oracle, SQL, ASP.net etc.; Visual basic; handled data processing; worked on large IT network on WINDOWS platform.</p>
2.	Jr. System Analysts	1	<p>Bachelor's Degree in Statistics/ Mathematics/ Operation Research/ Physics or Economics/ Commerce with Statistics with one year of 'A' level of DOECC/ PGDCA</p> <p><b>Or</b></p> <p>Degree in Engineering/ Computer Science/ Bachelor in Computer Science (BCA) of recognized university or equivalent.</p>	<p>(i) 3 years' experience in data processing work, out of which at least 1 year experience should be in actual programming on electronic computer.</p> <p><b>Desirable:</b> Actual Designed &amp; developed Systems/ computer programmes/ through with C++, Foxpro, Oracle, SQL, ASP.net etc./ Visual basic/ handled data processing / worked on large IT network, on WINDOWS platform.</p>
3.	Librarian	1	<p>(i) Bachelor's Degree of a recognized University or equivalent</p> <p>(ii) Master's Degree in Library Science of a recognized University/ Institute or equivalent in Library Science/ Information Science/ Documentation or an equivalent professional degree with at least 55% of marks or its equivalent grade of "B" in the UGC 7 point scale plus a consistently good</p>	<p>(i) At least 3-5 years of experience in a supervising capacity in a reputed library, Experience of computerising of Library activities.</p> <p>(ii) Evidence of working/ managing computerization of a big Library system.</p> <p>(iii) Experience of working on Libsys is <b>Essential.</b></p> <p><b>Desirable:</b> Certificate Course in Computer Application from a recognized Institute</p>

			academic record from a reputed University/ Inst.	
4.	Assistant Librarian	1	(i) Bachelor's Degree from recognized University or equivalent (ii) Bachelor's Degree in Library Science/ Library & Information Science from recognized University/ Institute.	At least two year working experience in a reputed computerized library.  <b>Desirable:</b> Certificate Course in Computer Application from a recognized Institute
5.	Section Officer	1	Graduate from a recognized University/ Institution or equivalent	(i) Candidates should have experience of at least <b>5</b> years of working in an equivalent/ similar posts in a Government Organisation/ Department, PSUs on Regular/ contract basis.  (ii) Proficiency in English, computers usage etc. The candidate should be fully aware with the various Rules and Procedures followed in disposing Government work in the capacity of the concerned posts.  (Preference will be given to retired persons, who have worked in Govt. Ministry/ Department/ PSUs in similar or equivalent post, Age less than 65 years)
6.	UDC/ Field Asstt.	2	(i) Bachelor's degree from recognized University or equivalent  (ii) Diploma (minimum of 6 months) in Computer course from recognized institute.	(i) At least one year working experience in office administration in a Government Organisation/ Department/ PSUs on Regular basis/ Contract basis.  (ii) Good knowledge of English, noting, drafting; letter writing etc; Knowledge of working on MS office/ internet and capable to work on a computer independently.  <b>Desirable:</b> 4 years of regular service in the grade of LDC or equivalent.  (Preference will be given to retired persons, who have worked in Govt. Ministry/ Department/ PSUs in similar or equivalent post, Age less than 65 years)
7.	Personal Assistant (PA)	5	(i) Bachelor's degree from recognized University or equivalent.	(i) Minimum 1 year of experience of working in an equivalent/ similar post in Govt. Ministry/

			(ii) Diploma (minimum of 6 months) in Computer course from recognized institute.	Department/ PSUs on regular or contract basis.  (ii) Good knowledge of English; Knowledge of MS office, internet etc; Typing speed of 45 words per minute  <b>Desirable:</b> Stenography speed of 120 words per minute; Hindi Typing
8.	Assistant/ Asstt Caretaker	3	(i) Graduate from recognized University.  (ii) Passed Foundational Course in Computer Application from recognised Institute	(i) Minimum 3 years' experience of working in Govt. Ministry/ Dept./ PSUs on regular or contract basis in similar capacity.  (ii) Good knowledge of English; noting and drafting; letter writing etc. Knowledge of working on office/ internet and capable to work on a computer independently.  (Preference will be given to retired persons, who have worked in Govt. Ministry/ Deptt./ PSUs in similar or equivalent post, Age less than 65 yrs)
9.	Sr. Accounts Officer	1	Bachelor's degree from recognized University or equivalent.	Minimum 5 years' experience of working in an equivalent/ similar post in Govt. Ministry/ Deptt/ PSUs on regular or contract basis.  (Preference will be given to retired persons, who have worked in Govt. Ministry/Deptt./PSUs in similar or equivalent post., Age less than 65 yrs)
10.	Accounts Officer	1	Bachelor's degree from recognized University or equivalent	Minimum 3 years of experience of working in an equivalent/ similar post in Govt. Ministry/ Deptt/ PSUs on regular or contract basis.  (Preference will be given to retired persons, who have worked in Govt. Ministry/Deptt./PSUs in similar or equivalent post., Age less than 65 yrs)
11	Sr. Accountant/ Accountant	1	Bachelor's degree from recognized University or equivalent	Minimum 3 years of experience of working in an equivalent/ similar post in Govt. Ministry/ Deptt/ PSUs on regular or contract basis.

3.2 The staff requirement as indicated at Para 3.1 above is only tentative and may vary. Any variation in the requirement of staff shall be communicated to the Agency.

#### 4. TERMS AND CONDITION:

4.1 The bidders should submit the complete tender documents only after satisfying each and every condition laid down in the tender document. Every document of the technical bid should be duly signed by the bidder with seal of the firm/ agency.

4.2 No inquiry, verbal or written, shall be entertained in respect of acceptance/ rejection of the quotation. Quotation must be unconditional.

4.3 The bidders may be required to show the original documents, if NSSTA demands for the same.

4.4 Each agency/ bidder should submit only one bid. No alternate bid from the same bidder will be considered. In such a case all the bids of the Agency/ Bidder will be rejected.

4.5 The original copy of the scan documents uploaded along with technical bids may be asked by NSSTA for verification.

4.6 Initially the contract will be awarded for a period of 2 years, which can be extended/ shortened/ terminated based on the requirement/ discretion of NSSTA.

4.7 **EMD: Earnest Money Deposit (EMD) of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand Only)** through a Demand Draft issued by any scheduled bank in Delhi/ Noida/ Greater Noida drawn in favour of "Pay and Accounts Officer", Ministry of Statistics and Programme Implementation, New Delhi may be deposited at NSSTA, Greater Noida. The Bids received without EMD shall not be considered for technical evaluation. The EMD shall remain deposited with NSSTA till the period of validity of offer. The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is over. Bidders are required to submit the details of EMD payment at the time of Bid submission.

4.8. The successful Agency will be required to execute an agreement with NSSTA within the period specified in the award letter. **In case the successful agency fails to enter into the agreement with NSSTA within the specified date mentioned in the award letter, the EMD deposited by such Agency shall stand forfeited without giving any further notice.**

4.9. **Security Deposit:** The successful tenderer will have to deposit a performance security/ security deposit amounting to 10% of the total contract value for one year in the form of Bank Guarantee/ Pay Order/ Demand Draft in favour of "Pay & Account Officer, Ministry of Statistics and Programme Implementation, New Delhi as Performance Security. The Security Deposit should be valid beyond 90 days of the completion of the contract. No interest will be paid to the Contractor for the amount of Security Deposit during the period of agreement. The Security Deposit will be returned without any interest after successfully competition of the contract. This amount, however, be confiscated in case of refusal or failure to provide satisfactory services or backing out in midstream.

4.10 The law which is to apply to the Contract and under which the Contract is to be constructed shall be Indian Law. The Courts of Delhi/ Greater Noida shall have

exclusive jurisdiction in all the matters arising in the Contract including execution of Arbitration Award.

4.11 The contractual manpower upon joining, shall submit himself/ herself to the orders of the NSSTA and of the Officers/ Authorities under whom he/ she may be placed from time to time by the NSSTA during the period of contract and shall at all times obey the rules prescribed and shall whenever required to perform such duties as may be assigned to the candidate by the HOD or any other officer of the NSSTA.

4.12 The contractual manpower shall deploy himself/ herself efficiently and diligently and to the best of his/ her ability on part of NSSTA and that he/ she will devote his/ her whole time to the duties of the service and shall not engage directly or indirectly in any trade/ business or occupation on his/ her own account that he/ she shall not (except in case of accident or sickness certified by a Civil Surgeon/ Authorized Medical Officer) abstain from duties without having obtained permission from the concerned controlling officer or any other authorized Officer. The contractual manpower shall not be entitled for remuneration for the period of absence from duties.

4.13 Only one paid leave would be permissible for the contractual manpower deployed and the benefits of the holiday (s) would not be permissible if the person is absent from duty on both the preceding and succeeding day of Holiday (s).

4.14 All contractual staff are expected to wear prescribed dress at NSSTA.

4.15 The person to be employed/ deployed against these posts shall not be more than 60 years of age. For retired Govt. Servant, the age shall not be more than 65 years.

4.16 The contractual staff deputed to NSSTA shall not be changed by the firm/ agency without consent of NSSTA. However, if the person leaves the agency midway due to reasons beyond the control of the agency then the agency has to ensure the replacement of an equally qualified/ experienced person.

4.17 The agency shall also be responsible to provide all the benefits viz. PF, ESI, Bonus, etc., to the eligible contractual staff engaged by the agency. The agency shall obtain license under Contract Labour (R&A) Act, 1970, registration with EPF and ESIC as may be applicable.

4.18 Upon selection of a candidate for posting on contractual basis by NSSTA, the placement agency shall immediately provide the joining letter to the candidate along with a copy to NSSTA, indicating therein, the breakup of the salary to be offered to the contractual employees along with other terms and conditions. The agency shall also forward duly verified requisite documents of the selected candidates to NSSTA.

4.19 NSSTA reserves the right to accept or reject in part or full any or all the offers without assigning any reason whatsoever. The decision of the Academy shall be final in this regard.

4.20 The rates to be quoted shall be for 8:30 hours working including 30 minutes of lunch hours. The normal office hour is between 9:00 AM to 5:30 PM. Holidays shall be applicable according to Government's rules and regulation.



4.21 The modal schedule of quoted rates (to be filled in by bidder) is as per Annexure-II. In case of award of contract, the quoted rate shall remain in force for entire period of contract.

4.22 The agency shall provide a panel of eligible candidates as per qualification/ experience criteria as stipulated in Section 3.1 for their selection against various posts to NSSTA. A committee constituted by NSSTA will select the candidates through interview process.

4.23 The agency shall not subcontract the work.

## **5. TERMS OF PAYMENT:**

5.1 The selected agency will submit the monthly bills in duplicate on the first working day of the succeeding month.

5.2 The placement agency shall make regular and full payment of salaries and other payments as due, as per the labour laws to its personnel deployed on contract basis at NSSTA and furnish necessary proof whenever required. The payment to personnel by the Contractor should be made on or before 7<sup>th</sup> of every month. However, 7<sup>th</sup> being holiday, wages should be paid on the preceding working day of that month.

5.3 No advance payment shall be made to the agency in any condition. The agency shall make the full payment to its employees deputed at NSSTA every month. Thereafter, NSSTA will make the payment to the agency. The agency shall submit proof of payments made to the contractual staff for previous months to NSSTA.

5.4 The proofs in respect of all statutory deductions made by agency including EPF, ESI issued by the concerned organizations for the previous month will be submitted by the agency to NSSTA.

5.5 NSSTA shall release due amount after making recoveries, if any, through Electronic Clearance System (ECS) in favour of the Agency. In case, NSSTA receives any complaint regarding non-payment of wages from any contractual staff, the amount payable to these staffs will be recovered from the security deposit of the agency and the same shall be paid to contractual staff.

5.6 The agency must ensure that no other charges except statutory charges should be deducted from the individual concerned contractual staff. NSSTA will deduct income tax at source as applicable under Income Tax Act 1961 and TDS under GST, as applicable.

## **6. TERMINATION OF SERVICES AND PENALTY CLAUSE:**

6.1 During the period of employment, performance of the selected candidates shall be assessed by NSSTA from time to time and the employment can be short terminated based on the assessment.

6.2 The NSSTA having proper authority, shall terminate the services, without any prior notice to the candidates found to be prima-facie guilty of any in-subordination, intemperance, moral turpitude or other misconduct, participation in strikes/ agitations/ Union/ Association or of any breach or non-performance of any of the provisions of

these conditions or if otherwise found unsuitable for the efficient performance of his/her duties.

6.3 The NSSTA may terminate the services of any contractual manpower without any prior notice/ assigning reasons thereof.

6.4 The contractual appointment shall cease to exist automatically on expiry of the contract period/ agreement without any separate notice to the candidates. In case of any dispute/ interpretation, the decision of NSSTA will be treated as final.

6.5 If the agency fails to provide eligible manpower as per criteria mentioned in Section 3.1, against any or all the posts after signing the agreement, the agency will be penalized with a penalty of Rs.200/- per day per post subject to a maximum of Rs.20,000/- per month. The penalty will be deducted from the security deposit of the agency.

6.6 In case of any recruitment on regular basis as per the Recruitment Rules notified by Government against these posts during the Contract period, the contract in respect of that post will be terminated, with one month notice in advance.

7. **ARBITRATION CLAUSE:-** In case of any disputes between the parties viz. National Statistical Systems Training Academy (NSSTA) on one hand and the agency/ firm awarded the Contract on the other hand, arising out on account of scope of work and other mandatory liabilities as stated in the Contract Agreement, the dispute shall be referred to an Arbitrator as per **Arbitration and Reconciliation Act 1996, in Delhi/ Noida jurisdiction.**

#### 8. **EVALUATION CRITERIA:**

8.1 The service charges to be quoted by bidder should be over and above zero percent. Zero percent includes all derivatives of zero upto 0.9999 and thereof. Accordingly, in case of "Nil" service charges, the bid of the bidders shall be treated as un-responsive and will not be considered.

#### 8.2 **Criterion for Evaluation of technical bid:**

8.2.1 The Technical bids will be scrutinized on the basis of Basic Eligibility Criteria as detailed in Section-2 (A) of the Tender Document. Technical bid will be evaluated as per criteria laid down in Annexure I (A) and I (B). The minimum technical qualifying marks for an agency is 50 as per details in Annexure I (B).

#### 8.3 **Criterion for Evaluation of financial bid:**

8.3.1 Financial bids will be opened only of the technically qualified bidder. The L 1 would be decided on the basis of Quality and Cost Based Selection (**QCBS**). The details are as under:

- (i) 60% weightage will be awarded for Technical Evaluation and 40% weightage Financial Evaluation.
- (ii) Technical bid will be assigned a technical score (Ts) by using formula  $T/T_{high}$ .
- (iii) Financial bid will be assigned a financial score (Fs) by using formula  $C_{low}/C$  (where C is the total quoted cost i.e. total amount in Annexure II)

(iv) **Composite Score= Ts x 0.60 + Fs x 0.40**

(v) **The bidder with highest composite score would be awarded the contract.**

8.3.2 A detailed example for above calculation for reference is explained below:

*["As an example, the following procedure can be followed. In a particular case of selection of an agency for a particular service, it was decided to have minimum qualifying marks for technical qualifications as 50 (Fifty) and the weightage of the technical bids and financial bids was kept as 60: 40 (Seventy: Thirty). In response to the tender enquiry, three proposals, A, B & C were received. The technical evaluation committee awarded the following marks as under:*

*A: 75 Marks*

*B: 80 Marks*

*C: 90 Marks*

*The minimum qualifying marks were 50 (fifty) thus, all the three proposals were found technically suitable. Using the formula  $Ts=T/T_{high}$ , the following technical points are awarded by the evaluation committee:*

*A:  $75/90 = 83$  points= $Ts$*

*B:  $80/90 = 89$  points= $Ts$*

*C:  $90/90 = 100$  points= $Ts$*

*The financial proposals of each qualified consultant were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under;*

*A: Rs. 120*

*B: Rs. 100*

*C: Rs. 110*

*Using the formula  $Fs=C_{low}/C$ , the committee gave them the following points for financial proposals:*

*A:  $100/120 = 83$  points= $Fs$*

*B:  $100/100 = 100$  points= $Fs$*

*C:  $100/110 = 91$  points= $Fs$*

*In the combined evaluation, thereafter, the evaluation committee calculated the composite score as under:*

*Proposal A:  $83 \times 0.60 + 83 \times 0.40 = 83$  points*

*Proposal B:  $89 \times 0.60 + 100 \times 0.40 = 93.4$  points*

*Proposal C:  $100 \times 0.60 + 91 \times 0.40 = 96.4$  points*

*The three proposals in the combined technical and financial evaluation were ranked as under (H= highest):*

*Proposal A: 83 points: H-3*

*Proposal B: 93.4 points: H-2*

*Proposal C: 96.4 points: H-1*

*Proposal C at the evaluated cost of Rs.110 (Rupees One Hundred Ten Only) will be declared as winner and will be recommended for negotiations/approval, to the competent authority”].*

**ANNEXURE-I (A)****PROFORMA FOR TECHNICAL EVALUATION**

The agencies are requested to furnish the following information/ documents for Technical evaluation:

<b>S No</b>	<b>Particulars</b>	<b>Detailed to be filled up</b>	<b>Page No</b>
1	Name of the agency		
2	Name of the proprietors/ Directors		
3	Whether Firm is registered & license holder under:		
3 (i)	Contract Labour (Regulation & Abolition) Act (signed & scanned copy to be enclosed)		
3 (ii)	ESI Act (signed & scanned copy to be enclosed)		
3 (iii)	Provident Fund Act (signed & scanned copy to be enclosed)		
4	Signed and scanned copy of PAN/TAN		
5	Signed and scanned copy of Goods and Service Tax (GST) Registration		
6	Signed and scanned copy (ies) of the proof of having a minimum of three years' experience in providing manpower similar to that desired by NSSTA in Para 2 (A) (iv) of eligibility criteria.		
7	Signed and scan copy of executed/ completed similar services (as mentioned in para 2 (A) (v) of eligibility criteria) in the last three years.		
8	Signed and scanned copy of proof ( <b>Audited Balance Sheet duly certified by Chartered Accountant</b> ) indicating that the average annual financial turnover of the Agency during last 3 years ending 31 <sup>st</sup> March, 2018 is at least Rs.18.00 lakh.		
9	Signed and scan copy of Annexure- III and IV		
10	Signed and scanned copy of the document/ certificates indicating that the Office is located in Delhi/ Uttar Pradesh/ NCR.	Office Address: Email: Phone:	
11	Details of Earnest Money Deposit (EMD)		

Note: Submission of documentary proof for the entire above Qualifying Requirement is mandatory. In case of absence of documentary proof the bid is liable to be rejected. Also, the documentary proofs attached should be duly attested by authorized person(s). NSSTA may demand original documents for verification.

**Signature(s)**  
**(Name & Address of the Tenderer(s)**  
**With Official Seal)**

**Place:**

**Date:**

**TECHNICAL EVALUATION CRITERIA**

<b>S No</b>	<b>Parameters</b>	<b>Criteria</b>	<b>Max Marks</b>	<b>Mark assigned</b>	<b>Details as per the criteria (to be filled by Agency)</b>
(1)	(2)	(3)	(4)	(5)	(6)
1	Manpower services [as mentioned in Para 2(A) (iv) above] provided on contract basis by firm to .....(as on March, 2018)  (name of the Department of Central/ State Govt/ PSUs may be indicated and proof to be attached)	Central/ State Govt/ PSU(s) for  i. More than or equal to 3 years but less than or equal to 5 years  ii. More than 5 years but less than 8 years  iii. equal to 8 years and more	20	8  14  20	
2	Organisations (Central/ State Govt/ PSUs) to whom the agency has provided the similar services [as mentioned in Para 2(A) (iv) above]  (Documentary proof to be attached)	i. 2-4 organisations  ii. 5-8 organisations  iii. More than 8 organisations	20	6  12  20	
2	Category of highly skilled manpower provide by the firm on contract basis during last three years in Central/ State Govt/ PSUs.  (Scanned and signed copy of proof to be attached)	i. Clerical  ii. Administrative like Section Officer/ Caretaker etc.  iii. Technical like System Analysts, Librarian/ Asstt Librarian  iv. Financial like Sr Account	40	6  14  10  10	

		Officer/ Account Officer etc			
3	Average annual Turnover during last three years as per audited balance sheet should be minimum Rs.18.00 lakhs.  (Scanned & Signed Copy of the turnover statement as above duly Certified by Chartered Accountant to be attached as proof)	i. More than or equal to Rs.18.00 lakh but less than Rs.1.00 crore  ii. More than or equal to Rs.1.00 crore but less than Rs.5.00 crore.  iii. More than or equal to Rs.5.00 crore.	20	8  14  20	
<b>Total Marks</b>			100		

**Minimum technical qualifying marks for an agency is 50.**

**Documentary proof should be furnished for all the information mentioned above at Annexure –I(B).**

(After Technical Evaluation, Financial bids will be opened for only the technically qualified bidders who have scored minimum 50 marks)

**Signature(s)**  
**(Name & Address of the Tenderer(s)**  
**With Official Seal)**

**Place:**

**Date:**

**ANNEXURE – II****PROFORMA FOR FINANCIAL BID**

Name of Post	No of Post	Monthly Pay (to be paid to the employee, inclusive of EPF/ESI)	Service Charges of the agency (mention % also)	Sub Total [(ii)+(iii)]	GST on column (iv) (mention % also)	Total [(iv)+(v)]	Total requirement of fund [(vi) x (i)]
	(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)
Sr System Analyst	1						
Jr System Analyst	1						
Librarian	1						
Asstt Librarian	1						
Section Officer/ Chief Caretaker	1						
Asstt/ Assistant Caretaker	3						
UDC/ Field Assistant	2						
Personal Assistant	5						
Account Officer	1						
Sr. Account Officer	1						
Sr Accountant/ Accountant	1						
<b>Total</b>							

**Total amount:** Rs...../-

**Total Amount (in words):**

Rupees.....  
.....only

**Signature(s)**  
**(Name & Address of the Tenderer(s)**  
**With Official Seal)**

**Place:**

**Date:**



**DECLARATION**

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

2. I have carefully read and understood all the terms and conditions of the tender  
and undertake to abide by them. We are not involved in any major litigation that may  
have impact of affecting or compromising the delivery of the services as required under  
this tender.

3. The information/documents furnished along with the above 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(s)**  
**(Name & Address of the Tenderer(s)**  
**With Official Seal)**

**Place:**

**Date:**

**Annexure-IV**

**UNDERTAKING BY THE AGENCY**

I, \_\_\_\_\_ on behalf of \_\_\_\_\_ (Name of the firm/agency) hereby declare that there is no legal suit/criminal case pending or contemplated of legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in force and company is not black listed by any Government Organisation.

I, \_\_\_\_\_ on behalf of \_\_\_\_\_ (Name of the firm/agency) hereby declare that our organisation or the staff to be provided has no business or direct family relationship with member(s) of NSSTA and /or NSSTA employees or persons positioned in or on the Board of these two organisations by whatever process.

I, \_\_\_\_\_ on behalf of \_\_\_\_\_ (Name of the firm/agency) hereby undertake that all relevant statutory requirements will be complied with.

I, \_\_\_\_\_ on behalf of \_\_\_\_\_ (Name of the firm/agency) understand that if the above declaration is found incorrect, the present engagement would be terminated and \_\_\_\_\_ (Name of the firm/agency) would be debarred from any further engagement by NSSTA ever.

**Signature(s)**  
**(Name & Address of the Tenderer(s)**  
**With Official Seal)**

**Place:**

**Date:**