



Government of India
Ministry of Statistics & Programme Implementation
NATIONAL ACADEMY OF STATISTICAL ADMINISTRATION
Plot No. 22, Knowledge Park-II, Greater Noida – 201308, (U.P.)

PHONE: 0120-2328902
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Tender No. Y-11011/6/2008-Trg
Dated: 1st December, 2010

TENDER DOCUMENT

FOR PROVIDING MANPOWER SERVICES
TO
THE NATIONAL ACADEMY OF STATISTICAL ADMINISTRATION (NASA),
PLOT NO. 22, KNOWLEDGE PARK-II, GREATER NOIDA – 201308, (U.P.)
BY
A PRIVATE MANPOWER AGENCY

Last date for submission: 23rd December, 2010 ; 14.00 HRS.

Opening of Technical Bid: 15.30 HRS. ON THE SAME DAY

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National Academy of Statistical Administration (NASA)
Plot No-22, Knowledge Park-II, Greater Noida, Gautam Budh nagar-201308

No. Y-11011/6/2008-Trg

Date: 1st December, 2010

Sub.: Quotation for Annual Rate Contract for Engagement of Staff on Contract Basis in NASA

1.0 Invitation to Bid

- 1.1 National Academy of Statistical Administration (NASA) invites bids for engagement of an Agency which can provide manpower on contractual basis. The tender document is also available on the website – www.mospi.gov.in and www.tenders.gov.in
- 1.2 The tender document is available free of cost. You are invited to submit your bids, which shall be both Technical (**Annexures III, IV, V and VII**) (including Earnest Money Deposit (EMD) of Rs.50,000/-) and Financial (**Annexure VI**) in separate sealed covers superscribed as "**Part A: Technical Bid**" and "**Part B: Financial Bid**", and be sealed in a separate bigger envelope superscribed as "**Quotation for Annual Rate Contract for Engagement of Staff on Contract Basis in NASA**" and addressed to The Director & Head of Office, NASA latest by 23rd December,2010 at 1400 hrs. EMD should be submitted under a separate cover super scribing "EMD". Any bid not accompanied by the required EMD shall not be opened. You are also requested to send the signed copy of terms and conditions of tender documents as enclosed at **Annexures I and II** along with Technical Bids. Date of opening of Technical Bids 23rd December, 2010 at 15.30 hrs. Date and time of opening of financial bids shall be communicated to the technically qualified bidders later on.
- 1.3 Any other information may be obtained from the Deputy Director General , NASA Plot No-22,Knowledge Park-II, Greater Noida, Gautam Budh nagar-201308, India; during office hours on all working days (except on Saturday, Sunday and Govt. Holidays) between 10:30 hrs to 13:00 hrs and 14:30 hrs to 16:30 hrs.
- 1.4 The schedule for bid process is as follows:

Last date and time for depositing the Bid in NASA's Tender Box	
Date and time of opening of Technical Bids	
Date and time of opening of Financial Bids	To be intimated later on to the technically qualified bidders by telephone / Email
Submission of Bids	Tender Box on Ground Floor(Reception area),NASA Plot No-22,Knowledge Park-II, Greater Noida, Gautam Budh Nagar-201308 India
Phone/ Fax	Tel : 011-2324902 Fax : 011-2328905

- 1.5 No further discussion/ interface will be granted to bidders whose bids have been disqualified NASA. reserves the right to accept or reject in part or full any or all the offers without assigning any reason whatsoever.
- 1.6 NASA will not entertain any claim of any nature, whatsoever, including without limitations, any claim seeking expenses in relation to the preparation of Bids or any other expense till award of contract.

2.0 Qualifying Requirements

The Agency should meet the following criteria for evaluation of bids (Please fill details in the format at Annexure – III):

- 2.1 The Agency should be registered with the concerned Govt. Authorities under the Contract Labor (Regulation & Abolition) Act, ESI Act, Provident Fund Act, Service Tax under Central Excise Act and any other act as may be necessary for providing such services. (The documentary proof of such registrations should be enclosed.)
- 2.2 The Agency should have a PAN and the proof of the same should be enclosed.
- 2.3 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. The Agency should provide an undertaking for the same in the format as enclosed at 'Annexure-VII'.
- 2.4 The Agency should produce a copy of the Service Tax returns submitted for the last year. The Agency should also provide an undertaking that it will comply with all relevant statutory norms.
- 2.5 The Agency should have minimum three (3) years experience in providing manpower.
- 2.6 The Agency should also attach satisfactory performance certificates issued by at least two (2) of the companies where it is providing manpower in support of its having rendered satisfactory services to such companies/ Govt. deptt. during the last year.
- 2.7 The Agency should have its main office/ branch in Delhi/ Greater Noida / NCR area to participate in the bid.

3.0 Details of Contract Staff Required

Sl. No	Category of Contract Staff	No of Post	Educational Qualification	Experience
1	Sr. System Analyst	1	<p>Masters in Computer Application(MCA) / 'B' level of DOEACC Or Master's degree in Science, Mathematics, Statistic, Operations Research with one year 'A' level of DOEACC/ PGDCA</p> <p>55% of marks or its equivalent grade of "B" in the UGC 7 point scale plus a consistently good academic record. From a reputed University / Inst.</p>	<p>(i) At least 3-5 years in a reputed firm / org. (ii) Actually Designed & 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.	DPA (B)	1	<p>Bachelor's Degree in Computer Science/Computer Applications (BCA)/ Or Bachelor's degree in Science, Mathematics, Statistics, Operations Research with 'A' level of DOEACC/ PGDCA</p> <p>55% of marks or its equivalent grade of "B" in the UGC 7 point scale plus a consistently good academic record. From a reputed University / Inst.</p>	<p>(i) At least 3-4 years in a reputed firm. (ii) Experience of working on - C++, Visual basic ; handled data processing; worked on large IT network, on WINDOWS platform; Working exp on data processing software like SPSS, MS Office etc. is desirable.</p>
3.	Documentation Officer	1	<p>Master's Degree 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 academic record. From a reputed University / Inst.</p>	<p>(i) At least 3-5 years of experience as Documentation Officer. (ii) Evidence of working / managing computerization of a big Library system</p>
4.	Library Attendant	2	<p>1. Graduates from a recognized Institute/ University. 2. Certificate in Library Science/Library & Information Science. 3. 6 months Basic Computer certificate / diploma course from any reputed / recognised Institution.</p>	<p>At least one year working experience in a computerized library.</p>

Sl. No	Category of Contract Staff	No of Post	Educational Qualification	Experience
5.	UDC/Field Asstt.	5	Graduate from a recognized University. Good knowledge of English: noting and drafting : letter writing etc. Knowledge of working on office/internet and capable to work on a computer independently.	At least one year working experience in office administration in a reputed organisation. Preference will be given to those having experience of working in a Govt. set up.
6.	Personal Assistant (PA)	7	Graduates from a recognized Institute/ University. Good knowledge of English; Stenography speed of minimum 120 words per minute; Typing speed of minimum 45 words per minute; Knowledge of working on MS Office / internet and fully capable of working on personal computer.	Preferably with One year working experience in a reputed organisation. Preference will be given who have worked in Govt. Min /Depts. Retired persons below 55yrs. may also be considered.
7.	Data Entry Operator cum Office Assistant	8	Graduate with English as a subject up to 12 th Class. Proficiency in Data Entry Work, Working knowledge of Computer specially in MS Word/Excel/Acess/PowerPoint etc. Knowledge of typing (English) with a speed of 45 w.p.m or more.	Minimum two years working experience in a reputed firm and good command over English. Experience of working in a Govt. organisation will be preferred.
8.	Librarian	1	Good academic record with at least 55% marks or its equivalent grade of B in the UGC seven point scale in Masters' degree in Library Science/ Information Science/ Documentation or an equivalent professional degree; 55% of marks or its equivalent grade of "B" in the UGC 7 point scale plus A consistently good academic record. From a reputed University / Inst.	Minimum two years experience in reputed library. Working knowledge in a computerised Library.
9.	Account Assistant	1	M.Com/B.com from recognised university.	Minimum 2-3 years of experience in handling accounts work with knowledge of MS-Office. Preference will be given to those (including retired officers) having experience and knowledge of handling Govt. Accounts.
10	Section Officer/ Account Officer	1	Central Govt. retired employee from the post of Section Officer/Account Officer/Under Secretary	Central Govt. retired employee from the post of Section Officer/Account Officer/Under Secretary

3.1 The staff requirement as indicated at Para 3 above is only tentative and may vary. Any variation in the requirement of staff shall be communicated to the Agency at the sole discretion of the NASA.

4.0 Remuneration

The monthly remuneration to be paid to the contract staff to be engaged shall be as under:-

Sl. No	Name of the post / Scale of pay	No of post	Proposed consolidated salary on contractual engagement per month (Rs.)
1.	Sr. System Analyst (SA)	1	30,000
2.	DPA (B)/Programme Asst. 'B'	1	16,000
3.	Documentation Officer	1	18,000
4.	Library Attendant	2	75,00
5.	Personal Assistant (PA)	7	9,000
6.	UDC/Field Staff	5	7,500
7.	Data Entry Operator-cum- office assistant	8	10,000
8.	Librarian	1	15,000
9.	Account Assistant	1	10,000
10.	Section Officer/ Account Officer	1	15,000

5.0 Overtime

- (i) Overtime per day will be paid at the rate of monthly remuneration divided by 26.
- (ii) Overtime per hour will be paid at the rate of monthly remuneration divided by 208 (26 X 8 = 208).

GENERAL TERMS AND CONDITIONS

A. Definition of Terms

1. NASA shall mean “National Academy of Statistical Administration.” having its registered office at Plot No-22, Knowledge Park-II, Greater Noida, Gautam Budh Nagar-201308
2. Contractor/Agency/Firm means the Bidder whose bid will be accepted by NASA and shall include such successful Bidder, its legal representatives, successors and permitted assigns.
3. EMD shall mean Earnest Money Deposit.
4. Security Deposit shall mean Security Deposit against Contract awarded.
5. Bidder shall mean any applicant who is submitting the tender in reference to this document.

B. Receipt and opening of Tenders

1. Tenders duly filled in, will be received upto the time and date fixed for submission of tender and opened on the date and time indicated in the tender document. The tenders will be opened and the bidders or their authorized representative should be present at the time of opening of tenders.
2. If due date of receipt of tenders and/or that of opening of tender happens to be a closed day(s), the tenders would be received and opened on the next working day but the time of receipt and of opening will be remain the same.
3. NASA reserves the right to postpone and/or extend the date of receipt/opening of tenders or to withdraw the tender notice, without assigning any reason thereof. In such a case the bidders shall not be entitled to any form of compensation from the Academy.
4. Only the firms who have their main office or own branch in Delhi/ Gurgaon/ Noida/ Greater Noida/ Faridabad are eligible to participate in the bid. For operational convenience the bids submitted by the agencies which do not have their main office or own branch in these cities shall be out rightly rejected.

C. Preparation of Tender

1. The Bidders are required to submit the completed tender documents only after satisfying each and every condition laid down in the tender documents.
2. All rates shall be written both in figures and in words. In case of discrepancy between the words and the figures the rates indicated in words shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
3. Verifiable documentary proof should be furnished for each statement or figure mentioned in the Bid.

SPECIAL TERMS AND CONDITIONS

1. The quotation form should be clearly filled in by ink pen legibly or typed. The tenderer should quote the rates and amount quoted by him/them in figures and as well as in words. Alterations unless legibly attested by the tenderer, shall disqualify the quotation. The quotation form should be signed by tenderer's authorized representative. The forwarding letter should be signed along with quotation. Attested copies of the registration number of the firm, provident fund account number allotted by Provident Fund Commissioner and ESI number allotted by ESIC shall require to be enclosed.
2. Every page of the quotation should be signed by the tenderer with seal of the firm.
3. The placement agency should take care that the rate and amount should be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise make the quotation liable for rejection.
4. NASA will deduct income tax at source as applicable under Income Tax Act 1961.
5. Placement agency submitting a quotation has to submit all necessary documentary proofs related to Qualifying Requirements at **Annexure-III**.
6. After the award of the tender an amount of Rs.50, 000/- paid as EMD by the successful tenderer will be retained by NASA as security deposit for the due performance of the contract till the period of engagement of the Agency. In the event of any breach/violation or contravention of any terms and conditions contained herein by the tenderer, the said security deposit shall be forfeited by NASA.
7. Placement agency submitting a quotation would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the quotation.
8. Initially the contract will be awarded for a period of 1 year, which can be extended/short terminated based on the requirement/discretion of NASA.
9. That the placement agency shall comply with all the legal requirements and provisions under Minimum Wages Act, 1948 including obtaining license under Contract Labour (R&A) Act, 1970, registration with EPF and ESIC as may be applicable.
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 shall have exclusive jurisdiction in all the matters arising in the Contract including execution of Arbitration Award.
11. The contractual manpower upon joining, shall submit himself /herself to the orders of the NASA and of the Officers/Authorities under whom he/she may from time to time be placed by the NASA 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 NASA.

12. The contractual manpower shall deploy himself/herself efficiently and diligently and to the best of his/her ability as a part of NASA 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 first 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.
13. All Casual Staff are expected to wear prescribed dress code. Jeans, Skirts, T-shirt, Middy, Maxi are strictly not allowed.
14. The placement agency shall provide Casual Staff whose age shall be more than 18 years.
15. That the Casual Staff shall be available all the time as per their duty roster and they shall not leave their place of duty without prior permission of NASA authorities.
16. The persons deputed to NASA shall not be changed by the firm/agency. However if the person leaves company midway due to reasons beyond the control of the firm/agency then the agency/firm has to ensure the replacement of an equally qualified/experienced person.
17. That the Casual Staff shall work under overall supervision and direction of NASA.
18. That the placement agency shall also be responsible to provide all the benefits viz. PF, ESI, Bonus, etc., to the eligible staff engaged by the placement agency.
19. Quotation must be unconditional. Each Agency/ Bidder should submit only one bid. No alternate bids from the same bidder will be considered. In such a case all the bids of the Agency/ Bidder will be rejected outrightly.
20. The Casual Staff shall carry out such other duties as are entrusted to them from time to time.
21. That the quotation not confirming to these requirements will be rejected and no correspondence thereof shall be entertained whatsoever.
22. Upon selection of a candidate for posting on casual basis by NASA the placement agency shall immediately provide the joining letter to the candidate along with a copy to NASA indicating therein the breakup of the salary to be offered to the casual employees along with other terms and conditions.

23. Termination of Services

The conditions for termination are as follows:

- i. The contractual appointment shall cease to exist automatically at the end of the date mentioned in the contract agreement without any separate notice to the candidate.
- ii. The NASA shall terminate the services of the contractual manpower without any prior notice, if NASA is satisfied on Medical evidence that the candidate is unfit and is likely for consideration to continue to be unfit for reasons of ill-health for the discharge of his/her duties. Provided always that the decision of the NASA shall be final and binding on the candidate.

- iii. The NASA or its officers having proper authority, shall terminate the services, without any prior notice to the candidate 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.
- iv. The NASA or its authorized officers shall dismiss the candidate from the contract by giving one month notice to the candidate in writing at any time during the service without any cause assigned.
- v. During the period of employment performance shall be assessed by the NASA and the employment can be short terminated based on the assessment.
- vi. In case of dispute, interpretation the decision of NASA will be treated as final.
- 24. NASA reserves the right to accept or reject in part or full any or all the offers without assigning any reason whatsoever.
- 25. The details of the contract staff required are given at Para 3 and 4 of the tender document.
- 26. 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.
- 27. Holidays shall be applicable according to Government's rules and regulation.
- 28. The technical specification (to be filled in by bidder) is enclosed as Annexure III, IV, V and VII.
- 29. The schedule of rate (to be filled in by bidder) is enclosed as Annexure VI. In case of award of contract, the rate shall remain firm for a period of one year.

30. Terms of Payment

- i. The placement agency will submit the monthly bill in duplicate enclosing the certificates given below:-
 - a. The placement agency shall make regular and full payment of salaries and other payments as due, as per the labour laws to its personnel deputed under service contract and furnish necessary proof whenever required. The payment to personnel by the Contractor should be made on or before 7th of every month. However, 7th being holiday, wages should be paid on the preceding working day of that month. Along with monthly bill Placement Agency should enclose a certificate to the Enabling Service Unit of NASA to the effect that the personnel deputed for NASA work had received the payment as full and final from the Placement Agency for the said month.
 - b. Proof of payments made to your personnel for previous months.
 - c. Proof of challan/receipt issued by Regional Provident Fund Commissioner (RNASA) etc. for the payment made towards applicable Provident Fund, ESI etc. for the previous month and proof of payment towards compliance of other statutory provisions for the previous month for each persons hired by NASA.

- ii. NASA shall release due amount after making recoveries, if any, through crossed account payee cheque in favour of Placement Agency.
- iii. The Placement Agency shall promptly make payment to Regional Provident Fund Commissioner in respect of Provident Fund Contribution by Placement Agency and the amount deducted from salary/wages of deployed personnel towards their contribution to Provident Fund.
- iv. In case, NASA receives any complaint regarding non-payment of wages to your personnel the amount payable to these personnel will be recovered from your bill and paid to such personnel.
- v. Placement Agency would ensure that all its personnel would behave courteously and decently with employees of the NASA and also ensure good manners.
- vi. The agency to ensure that no other charges except statutory charges should be deducted from the individual concerned casual employee.

31. Earnest Money Deposit

All Technical bids and Financial bids should be accompanied by Demand Draft of Rs.50,000/- payable at New Delhi as Earnest Money Deposit in favour of Pay and Account Officer, Ministry of Statistics and Programme Implementation, new Delhi. EMD should be submitted under a separate cover super-scribing "EMD". Any bid not accompanied by EMD shall be treated as non-responsive.

32. Charges and Payments

Bills chargeable to the NASA shall be paid after every month of services rendered if found in order. In case of any complaint of non-fulfillment or any obligation under the contract, the NASA reserves the right to deduct the payments due from the Contractor from monthly bill(s).

33. Financial Bid

The financial bid duly signed is to be submitted in Envelope-B marked as FINANCIAL BID. Both Envelope-A and Envelope-B are to be placed in single envelope superscribing as "Quotation for Annual Rate Contract for Engagement of Staff on Contract Basis in NASA and is to be dropped in tender box kept at Reception Area of NASA, Plot No-22, Knowledge Park-II, Greater Noida, Gautam Budh nagar-201308. Technical bid (Envelope-A) will be opened at the first instance and evaluated by a committee. At the second stage, financial bids of only the technically acceptable offer shall be opened in the presence of the representatives of bidders, if they intend to be present at the time of opening of the bids for further evaluation and ranking before award of the contract.

In case the issues with regard to non-compliance of statutory dues payable to casual employees comes to our notice, NASA shall have the right to black list the Agency.

DECLARATION

I hereby accept all the above mentioned Terms and Conditions at Annexure - I and Annexure - II unconditionally.

Authorized Signatory _____
Name _____

Date

Designation _____

ANNEXURE-III

QUALIFYING REQUIREMENTS FOR TECHNICAL EVALUATION

The Agency not satisfying any of the following Qualifying Requirements would be rejected outrightly:

Sl.No	Item	Please Tick		Detail	Documentary Proof attached(Please Tick if Yes)	
1	2	3		4	5	
1	Whether Firm is registered & license holder under					
	Contract Labour (Regulation & Abolition)Act	Yes			Yes	
		No				
	ESI Act	Yes		ESI	Yes	
		No		No.....		
Provident Fund Act	Yes		PF	Yes		
	No		No.....			
Service Tax under Central Excise Act	Yes		Service Tax	Yes		
	No		Registration No.....			
2	Whether the firm has a permanent Account Number (PAN)	Yes		PAN.....		
		No				
3	Whether any legal suit/criminal case pending or contemplated or legal notice having being 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. (The Agency provide an undertaking for the same in the format as enclosed at 'Annexure-VII')	Yes			Yes	
		No				
4	Copy of service tax returns submitted for last year	Yes			Yes	
		No				
5	Does the agency have a minimum of 3(three) years of experience(as on 31 st July,2010) in providing casual staff simila to that desired by NASA	Yes			Yes	
		No				

Sl.No	Item	Please Tick		Detail	Documentary Proof attached(Please Tick if Yes)	
		Yes	No		Yes	No
6	Satisfactory performance certificate issued by atleast two (2) of the Central/state Govt. Deptt./companies where the Agency is providing manpower on contract basis in support of it having rendered satisfactory service to such companies during the last year.	Yes			Yes	
		No				
7	The Agency should have its main office or own branch in Delhi/Gurgaon/Noida/Greater Noida/Faridabad to participate in the bid.	Yes			Yes	
		No				

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).

Authorized Signatory _____
Name _____

Date

Designation _____

ANNEXURE-IV

**National Academy of Statistical Administration
Plot No-22, knowledge park-II, Greater Noida-201308
Technical Evaluation Criteria**

Sl.No	Parameters	Criteria	Maximum Marks	Marks Assigned	Details as per the Criteria (To be filled by the Agency)
(1)	(2)	(3)	(4)	(5)	(6)
1.	Total number of years of experience of providing manpower on contract basis (as on 31st July, 2010)	<p>(i) less than 3 years</p> <p>(ii) Equal to 3 but Less than 5 yrs</p> <p>(iii) Equal to 5 but Less than 10 yrs</p> <p>(v) Equal to or more than 5 yrs</p>	20	<p>0</p> <p>8</p> <p>16</p> <p>20</p>	
2.	Whether manpower has been provided on contract basis by the Company/ Agency to (as on 31st July, 2010) (Please indicate names of the companies also)	<p>Central/ State Government; PSU(s) for</p> <p>i. More than or equal to 3 years but Less than or equal to 5 yrs</p> <p>ii. More than 5 yrs but less than 10 years</p> <p>iii. Equal to 10 years and more</p>	15	<p>6</p> <p>10</p> <p>15</p>	

Sl.No	Parameters	Criteria	Maximum Marks	Marks Assigned	Details as per the Criteria (To be filled by the Agency)
(1)	(2)	(3)	(4)	(5)	(6)
3	Tornover as per last audited balance sheet (2008-09) or 2009-10 Best of Two) should be minimum Rs 1crore. Enclose necessary proof.	(i) More than or equal to Rs 1 crore but less than Rs 5 crore (ii) More than or equal to Rs 5crore but less than Rs 10 crore or equal to Rs 10 crore. (iii)More than or equal to 10 crore	15	5 10 15	
		Total Marks	50		

Minimum technical qualifying marks for an agency is 25.

Documentary proof should be furnished for all the information mentioned above at 'Annexure-IV'.

After Technical Evaluation, Financial Bids would be opened for only the technically qualified bidders who have scored minimum 25 marks and the Agency with the lowest bid among them will be engaged.

Authorized Signatory _____
Name _____
Designation _____
Date: _____

COMPANY/ AGENCY INFORMATION

The Bidder should also furnish the following information:

a.	Company Profile	To be enclosed
b.	Name(s) of the proprietors/ Directors	
c.	Registered Address of the firm Telephone No. Fax No.	
d.	E-mail Address of the agency / authorized person.	
e.	Name of the authorized Contact Person Telephone/Mobile No.	
h.	TIN No. / Sales Tax No.	
i.	Service Tax No.	
j.	Details of Earnest Money Deposit Name of the Bank Banker's Cheque No. & Date	

**National Academy of Statistical Administration
Plot No-22, knowledge park-II, Greater Noida-201308**

FINANCIAL BID

S.No.	Component	Quotation (in % of Remuneration*) Per month
1.	Service Fee/ Charges	
<i>Total</i>		

* Remuneration is inclusive of all statutory charges like PF, ESI Contribution, Bonus and other statutory compliances.

No other charges whatsoever, will be payable other than Service Charges and Service tax as applicable.

No service charges will be charged on the overtime paid to the casual staff.

Authorized Signatory

Name

Designation.....

Date

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 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.

I, _____, on behalf of _____ (Name of the firm/agency) hereby declare that our organization or the staff to be provided has no business or direct family relationship with member(s) of NASA's and/or NASA employees or persons positioned in or on the Board of these two organizations 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 NASA ever.

(Signature)

Name:

Address:

Place:

Date:
