



**CEMENT CORPORATION OF INDIA LIMITED
(A GOVT. OF INDIA ENTERPRISE)**

**REGD. OFFICE: CORE-V, SCOPE COMPLEX
7-LODHI ROAD, NEW DELHI-110 003**

Tender Notice for hiring of manpower agency for supply of DEOs/Drivers/Record Keepers/Hindi Assistants

CCI invites sealed tenders/Bids (Techno-Commercial & Financial Bid in separate envelope) from reputed agencies for hiring of Data Entry Operators/Drivers/Record Keepers/Hindi Assistants for a period of two years. The detailed specification, other terms & conditions are available on our website www.cementcorporation.co.in and can also be obtained from Manager(Admn.) on any working day from 11.05.2015 to 20.05.2015 between 10.00 AM to 5.00 PM. CCI reserves the right to cancel the tender process without assigning any reason whatsoever.



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Ref: _____

Dated: _____

Sub: Tender Notice for hiring of manpower agency for supply of Data Entry Operators/Drivers/Record Keepers/Hindi Assistants for Corporate Office of CCI

Cement Corporation of India Limited (CCI) intends to hire manpower agency for supply of Data Entry Operators/Drivers/Record Keepers/Hindi Assistants for a period two years (_____ to _____) as per the following terms and conditions:-

General Conditions

The educational qualification and nature of duties in respect of Data Entry Operator/Driver/Record Keeper/Hindi Assistant are given below:-

I) **Data Entry Operator**

Category	Speed words pm.	Proficiency in
Graduates and above	40 w.p.m. (English) 30 w.p.m. (Hindi)	Window OS, MS Office (Word, Excel)

II) **Driver**

The candidate must be 10th class pass. He should be able to read and write Hindi/local language and English. He should possess as valid driving license and must have 5 years experience in line.

III) **Record Keeper**

He should be able to read and write Hindi/local language and English. The job description includes file correspondence, receipts, maintaining file records according to the filing system used etc. The educational qualifications are as follows:-

Category	Speed words pm.	Proficiency in
Matriculates but not graduates	35 w.p.m. (English) 25 w.p.m. (Hindi)	Window OS, MS Office (Word, Excel)

IV) Hindi Assistant

The candidates should have a Bachelor Degree of recognized University with Hindi/English medium in any subject and Hindi and English as main subjects at degree level with full knowledge of translation from English to Hindi and vice-verse and having proficiency in Hindi/English typing on computer. Should have experience of at least 5 years in Govt./private company. Preference will be given to candidates having Masters Degree in Hindi/English and having experience of translation.

Terms and Conditions

1. The contractor/bidder should have at least 5 years previous experience of deploying/supplying above staff to Govt. Departments/Public Sector Company/Private Company in a time bound manner and the sealed quotations should be accompanied with necessary proof of execution of such order.
2. The service provider company/firm/agency/bidder must have a turnover of Rs.75 Lakhs per annum during the last three financial years i.e. 2011-12, 2012-13 & 2013-14.
3. The service provider company/firm/agency/bidder should have completed at least one year contract of value not less than Rs.10 Lakhs per annum related to providing similar services in a single contract.
4. The contractor/bidder should have valid service tax, PF, ESI, CST/VAT/TIN, TAN, trade tax registration, labour department registration and PAN which is to be quoted in the sealed quotation.
5. The Data Entry Operator/Driver/Record Keeper/Hindi Assistant shall be paid as per the prevailing wages prescribed by the Minimum/Wages Act, of the Delhi Government.
6. The rates per month & per day for supply of Data Entry Operator/Driver/Record Keeper/Hindi Assistant for each of the above mentioned categories shall be quoted by the bidders in their financial bid.
7. The amount quoted should be applicable for the entire period of contract and no request for enhancement will be entertained. However, in case the applicable wages/taxes/PF/ESI etc. are changed statutorily, effect to the same would be given by CCI to that extent
8. The contractor/bidder shall be liable to pay the minimum rates of wages received from time to time by the Govt. of National Capital Territory of Delhi, New Delhi. The bills not accompanied with the copies of the orders issued by

the Govt. of National Capital Territory of Delhi, New Delhi regarding the revised rates shall not be entertained for payment.

9. Copy of necessary documents/certificates with respect to the eligibility of all Data Entry Operator/Driver/Record Keeper/Hindi Assistant shall be submitted before their deployment.
10. The relationship between CCI and the contractor/bidder would be that of the Customer and a Service provider and none of the employee or agents of the contractor/bidder shall ever be treated or deemed to have been the employee of CCI. The contractor/bidder shall explain this nature of relationship to all his employees or agents before deploying them for services to be rendered to CCI. As a token of their agreement for such a relationship, a signed declaration by the employee/agent shall be obtained by the contractor/bidder from his employees and /or agents and be produced as and when called upon to do so by the customer/CCI.
11. The contractor/bidder would be liable to ensure that all the statutory payments, like ESIC, PF, minimum wages, etc., if applicable, are paid by him, in time as applicable to them under law. The evidence of compliance to this effect shall be submitted to CCI by the contractor/bidder every month along with the bill, failing which payment of the bill may be withheld or stopped. The customer/CCI will, in no way be responsible for or associate itself with payment of any statutory liabilities or the salary paid or payable to the personnel engaged by the contractor/bidder.
12. The contractor/bidder shall be liable to submit along with bill the certified copies of bank passbooks reflecting therein entries of the wages paid to its employees in accordance with the Minimum Wages Act prescribed by Govt. of India/Govt. of National Capital Territory of Delhi for Data Entry Operator/Driver/Record Keeper/Hindi Assistant from time to time. The bills not accompanied with the copies of passbook shall not be entertained for payment. Non- compliance to this effect may even lead to termination of services and agreement thereof.
13. The contractor/bidder shall specify the amount charges by it towards service charges and service tax.
14. The contractor/bidder shall be duty bound to immediately replace any Data Entry Operator/Driver/Record Keeper/Hindi Assistant, whose services are not found satisfactory by CCI.
15. The payment for the services provided shall be processed on or before 15th of the following month on presentation of bill and after the satisfaction of CCI by 7th positively.

16. The contractor/bidder should ensure that the salaries/wages are paid to the workers on 7th of every month without deduction of any other service charge of any kind.
17. The deployment/supply of Data Entry Operator/Driver/Record Keeper/Hindi Assistant shall be made within 10 days on placing the order. Time is of essence in this context and therefore, in case of any failure on the part of the successful bidder to deploy/supply eligible Data Entry Operator/Driver/Record Keeper/Hindi Assistant within the specified time, a penalty @Rs. 1,000 per day may be levied if the Data Entry Operator/Driver/Record Keeper/Hindi Assistant are not deployed/supplied within the stipulated time limit i.e. 3 working days. CCI shall have the power to cancel the order at risk and cost of the supplier, without any further reference to the successful bidder.
18. The contractor/bidder shall deploy maximum of ten Nos. of manpower____from 9:30 A.M. to 6.00 P.M. for five days in a week except Saturday and Sunday for the Service mentioned above. Immediate replacement shall be provided in case of absence of any worker.
19. The payment will be made on the attendance of the persons and pro-rata deduction shall be made in absence of any person on any day.
20. In case, so required, some/all workers can be asked to work on declared holidays/Saturdays/Sundays for which they may be paid the rates as per contract. In case of specific requirements, some/all workers can be asked to work beyond the office hours for which they may be paid for extra hours as per the contract.
21. CCI reserves the right to increase or decrease the number of Data Entry Operator/Driver/Record Keeper/Hindi Assistant to be deployed by the service provider as per the requirement of CCI.
22. Proper Uniform and identification card shall be provided by the contractor/bidder to the persons deployed as Data Entry Operator/Driver/Record Keeper/Hindi Assistant. It must be ensured that the same are worn while at work and that I.D. cards are displayed on person.
23. The contractors/bidders shall ensure that Data Entry Operator/Driver/Record Keeper/Hindi Assistant deployed by it maintain discipline of the highest order and that they restrict themselves to their assigned work only.
24. Data Entry Operator/Driver/Record Keeper/Hindi Assistant shall not use the information/data provided to them or handled by them in any unauthorised manner. If any instance of such unauthorised use comes to the notice of CCI, the agency shall be liable for damages.

25. Any incidence of inappropriate behaviour by any of the Data Entry Operator/Driver/Record Keeper/Hindi Assistant or any interference by them in the official functioning shall be viewed very seriously and may even lead to termination of the contract, if need be.
26. The Customer/CCI shall not be responsible, in any way, with regards to any injury, damage or mishap which may happen to any of the employees or agents of the contractors/bidder, during or after the duty hours in the premises of the Customer/ CCI or in course of discharge of their duties.
27. None of the employees of the contractors/bidders, deployed for any services to be rendered by the latter to the Customer/CCI shall have any right or claim against the customer/CCI to absorption or job with the Corporation on the basis of any such services rendered by him.
28. Any damage caused to any equipment/article or item available at the premise of the customer/CCI due to negligence of the employees/agent of the contractors/bidders shall be on his account and he will be liable to make good the loss to the customer/CCI. The amount involved, if any, may at the discretion of the customer/CCI, be recovered/deducted from the payment due to the contractors/bidders.
29. The work of the contractors/bidders shall be reviewed every two months by the Committee recommending this contract.
30. If, on the basis of the report of the committee, the customer/CCI finds that the contractor/bidder has failed to perform as specified in the contract, she/he may direct that a sum of Rs.1,000/- per day, as damages for breach of contract may be recovered from the contractor/bidder.
31. If on the basis of the report of the committee, the customer/CCI either at his own or on report by the committee finds that the work/service rendered by the contractor/bidder are extremely unsatisfactory, he may, without any notice to the contractors /bidder, terminate the contract forthwith. The letter communicating such termination of the contract shall be served on the contractor/bidder in person or by registered post at the address mentioned in this contract or on the last known address.
32. Without prejudice to the right of the customer/CCI for termination of the contract as mentioned in the preceding paragraph, in this contract may be terminated by either party by giving one month's written notice to the other party.
33. In case of any dispute, Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and Venue will be the Corporate Office of CCI. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the

proposed contract shall be nominated /appointed by CCI and he/she shall not be a person below the rank of General Manager.

34. The contractors/bidders are required to submit two bids i.e. techno-commercial bid and financial bid in the prescribed format i.e. Annexure -I and Annexure -II respectively. Both the bids separately sealed should be submitted in a single sealed cover duly marked as " Data Entry Operator/Driver/Record Keeper/Hindi Assistant " located at CCI, Core No. 5, 7th Floor, Scope Complex, 7-Lodhi Road, NEW Delhi 110003. by 12.00 hours by 02.06.2015. No bid shall be received after 1200 hours. The technical bids shall be opened at 2:00 P.M. on the same day. The date of opening of financial bids will be intimated later on to the Tecno-Commercially qualified bidder.
35. All the rates must be written both in figures and in words. Correction if, any are to be made by crossing out, initialling, dating and re-writing. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting /cutting, insertions shall be authenticated and attested.
36. Rates/quotations should be signed by the Tenderer with its current business address and PAN.
37. The Tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same.
38. Financial bids of only those bidders, which are techno-commercially qualified, will be opened thereafter in the presence of interested bidders, who may wish to be present.
39. The bidder will have to submit EMD of Rupees Rs.42,000/- (Rupees Forty two thousand only) in the form of Demand Draft/Postal order/Banker's Cheque of Scheduled Bank drawn in the favour of **Cement Corporation of India Limited** payable at New Delhi along with technical bid. The earnest money shall bear no interest. Quotation received without the requisite EMD will summarily be rejected.
40. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidders withdraw or the details furnished in Annexure -I & II are found to be incorrect and false during the tender selection process. EMD of selected bidder will be returned on furnishing performance guarantee.
41. The successful bidder will have to make a performance security deposit of Rs.2.00 lacs (Rupees Two lacs only) in the form of demand draft/Bank guarantee from a commercial bank regarding providing of Data Entry

Operator/Driver/Record Keeper/Hindi Assistant during the subsistence of the contract. This security deposit shall be forfeited in the event of violation of any of the terms and conditions of this tender by the bidder or in the event of any verifiable complaint of non-payment of minimum wages as per law.

42. The tender details are also available at Notice Board in CCI – Scope/Nehru Place and can be downloaded from official website of the Company i.e. cci_co@cementcorporation.co.in.
43. CCI reserves the right to reject any or all tenders or cancel the Tender Inquiries without assigning any reason whatever.

BIDDER'S PARTICULARS

1. Name of the Bidder _____
2. Full Address of the Bidder _____
3. Name of the Authorised Signatory _____
4. Name & address of the officer to whom _____
all reference shall be made regarding this tender.
 - (a) Telephone _____
 - (b) Fax No. _____
 - (c) E-mail _____
 - (d) Mobile _____
5. Contact person:-
 - (a) Telephone _____
 - (b) E-mail _____
 - (c) Mobile _____
6. Background and experience for last 5 years in providing services of Data Entry Operator/Driver/Record Keeper/Hindi Assistant with full particulars.
7. Documents showing the turnover of Rs. _____ - (Rupees _____ only) per annum during the last 3 Financial years.
8. Documents showing completing at least one service of value not less than Rs. _____ (Rupees _____ Only) per annum.
9. Financial Status i.e. evidence of filing of IT Returns along with final accounts for the FYs 2011-12, 2012-13 & 2013-14:
10. Service Tax Registration no. with evidence:
11. CST/VAT/TIN No. with evidence:
12. Trade Tax Registration No.
13. PAN number with evidence:
14. Labour Department Registration No. with evidence:
15. PF Registration No. with evidence:
16. ESI Registration No. with evidence:
17. Specify the educational qualification and work experience of every person to be deployed

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future including the forfeiture of my EMD amount.

(Signature of Authorized Signatory with date and seal)

FINANCIAL BID DOCUMENT

(For Data Entry Operator/Driver/Record Keeper/Hindi Assistant)

1. Name of the party:
2. Address (With tele. no. & Fax No.):
3. Name & Address of the Proprietor /Partners/Directors (with mobile numbers):
4. Particulars of Bid per Data Entry Operator/Driver/Record Keeper/Hindi Asstt.

S. No.	Particulars	Amount (in Rs.) per month			
		DEO	Driver	Record Keeper	Hindi Asstt.
1	Wages as per present NCR rate.				
2.	PF Contribution				
3.	ESI Contribution				
4.	Other liabilities				
5.	Service tax				
	Grand Total				
6.	Rate per day for Saturday/Sunday/Holiday				
7.	Rate per extra hour				

Note: All the charges statutory or otherwise borne should be given separately.

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(Signature of Authorized Signatory with date and seal)