

**National e-Governance Division  
Ministry of Electronics & Information Technology  
Govt of India**

**Notice Inviting Tender for Engagement of Agency for outsourcing of Manpower in NeGD**

**Online bids** are invited on single stage two bid systems for “**Empanelment of Manpower Agency**” to NeGD. Manual bids shall not be accepted. Tender documents may be downloaded from **NeGD website <http://negd.gov.in>** (for reference only) and **CPPP website <https://eprocure.gov.in/eprocure/app>** as per the schedule given in the **CRITICAL DATE SHEET** as under-

**CRITICAL DATE SHEET**

<b>Published Date</b>	<b>10<sup>th</sup> August 2018</b>
<b>Bid Document Download / Sale Start Date and Time</b>	<b>10<sup>th</sup> August 2018 1500hrs</b>
<b>Bid Submission Start Date and Time</b>	<b>11<sup>th</sup> August 2018 1500hrs</b>
<b>Bid Submission End Date and Time</b>	<b>20<sup>th</sup> August 2018 1500hrs</b>
<b>Technical Bid Opening Date and Time</b>	<b>20<sup>th</sup> August 2018 1530hrs</b>
<b>Presentation on HRIS</b>	<b>23<sup>rd</sup> August 2018 1100hrs</b>
<b>Financial Bid Opening Date &amp; Time</b>	<b>27<sup>th</sup> August 2018 1530hrs</b>

**Section – I**

**Invitation of Bids**

- 1.1 National e-Governance Division (NeGD) proposes to “**Empanelment of Manpower Agency**” for **outsourcing of manpower in NeGD**.
- 1.2 Bids shall be submitted **online only** at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in ‘Instructions to the Contractors/Tenderer for the e-submission of bids online’ through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>. Bid documents may be scanned at 100 dpi with black & white option which helps in reducing the size of the scanned document.
- 1.3 **Only one tender** shall be submitted by the participating contractor or contractors. A breach of this condition will render the tenders of both parties liable to rejection.
- 1.4 The tenderer shall **not temper/modify the tender form including downloaded price bid template in any manner** downloaded from the NeGD website [www.negp.gov.in](http://www.negp.gov.in) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>. In

case if the same is found to be tempered/ modified in any manner, the tender will be completely rejected, the Executive Managing Director will be forfeited and the tenderer will be liable to be banned from doing business with NeGD.

- 1.5 Participating tenderers are advised to visit the NeGD website [www.negp.gov.in](http://www.negp.gov.in) and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to the closing date of submission of tender for any corrigendum/ addendum/ amendment in the tender.

## **Section – II**

### **Submission of Tender**

- 2.1 **Only online submission of tender shall be accepted.** Tender submission via Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.
- 2.1.1 The tender shall be **submitted online in two parts, viz., technical bid and financial bid.** The tender must be submitted in the prescribed pro-forma provided in **Annexure – I and Annexure – II.** Tenders not submitted in the prescribed pro-forma are liable to be rejected.
- 2.2 **Earnest Money Deposit (EMD) & Performance Bank Guarantee (PBG)**
- 2.2.1 **Earnest Money Deposit** of Rs. 1, 00,000/- (Rupees One Lakh Only) is to be deposited electronically through RTGS in the account of Digital India Corporation – NeGD. Bank details are given as below. Bidders are required to submit details of the EMD payment during the time of Bid Preparation.
- BANK Details for payment through NEFT/RTGS:**  
Bank Name – Bank Of India (BOI), CGO Complex-Branch, Delhi  
Account Number – 604810110001865  
IFSC Code – BKID0006048
- 2.2.2 **Performance Bank Guarantee (PBG):** The successful bidder shall furnish an unconditional and irrevocable bank guarantee of **Rs.5,00,000/- (Rupees Five Lakh Only)** in the favor of Digital India Corporation - NeGD, New Delhi. This guarantee shall remain valid for a minimum period of ninety (90) days beyond the date of completion of all the contractual obligations.

2.2.3 **Hard copy of the original instruments** in respect of earnest money deposit, original copy of affidavits, and credit facility certificate must be submitted at the office of **Sr. General Manager (Admin.), National e-Governance Division, 4<sup>th</sup> Floor Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi – 110003** by 1200hrs on the date of technical bid opening as given in the Critical Date-sheet.

2.2.4 The bids will be opened as per the date and time mentioned in the **Critical Date Sheet**.

### 2.3 **Technical Bid**

The Technical bid must be submitted in the prescribed proforma given in “**Annexure – I**”, along with the documents given below-

2.3.1 Self Attested scanned copies of PAN No., GST Registration No. and Registration Certificate of the firm.

2.3.2 Self Attested scanned copies of documents in support of possession of requisite experience by the firm.

2.3.3 Earnest money deposit as given in para 2.2.1

2.3.4 An affidavit on a Rs. 10/- stamp paper duly attested by Notary Public to the effect that the agency is / has not been black listed by any office of Central Government / State Government /PSU along with an undertaking to the effect that the said firm would abide by the terms and conditions of NeGD contained in the present NIT and in the format given in “**Annexure-III**”.

2.3.5 Signed and scanned copy of audited Balance Sheet of last three Financial Years (FY 2017-18 (Provisional), FY 2016-17 & FY 2015-16), showing the firm’s turnover. If selected in the Technical Bid, then at the time of signing of contract a copy of certified audited balance sheet for Financial Year 2017-18 will be required to be submitted.

### 2.4 **Financial Bid**

The Financial bid may be furnished in the prescribed pro-forma given in “**Annexure-II**”.

2.4.1 The Financial Proposal/Commercial bid format along with the tender document is provided as BoQ\_XXXX.xls at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download BoQ\_XXXX.xls as given on the website and quote their offer/rates in the prescribed column and upload the same in the commercial bid. The **Bidder shall not temper/modify the downloaded price bid template in any manner**. If the same is found

to be tempered/ modified in any manner, the tender will be completely rejected and the Executive Managing Director (EMD) will be forfeited and the tenderer will be liable to be banned from doing business with NeGD.

2.4.2 The rates shall be quoted in Indian Rupee (INR) only.

2.4.3 The rates will be inclusive of all taxes (except GST), fees, levies, etc. and any revision in the statutory taxes, fees, etc during the currency-contract period will be the sole responsibility of the Bidder.

2.4.4 In case of any discrepancy or difference in the amounts in figures and words as indicated in the bid, then the amount in words will prevail and will be considered.

2.4.5 The payment to the Agency will be made at any Bank Account maintained in India by way of ECS/RTGS/NEFT after deducting the Tax Deducted at Source (TDS) as applicable.

2.4.6 The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

### **Section – III**

#### **3.1 Eligibility Criteria & Qualification of Bidder**

The tendering Company/Agency/Firm should fulfill the following technical specification:-

- 3.1.1 The Bidder should have completed at **least 5 years** in business of outsourcing manpower services to Organizations other than NeGD as on the last date of submission of bid.
- 3.1.2 The Bidder should have a combined turnover of not less than **Rs. 30, 00,000/- (Rupees Thirty Lakhs Only) for preceding three years.** The turnover should consist of **only the commission earned on manpower services by the Agency** and not the total salary routed through the company. The bidder shall submit financial statement/ or CA certificate of preceding three years in support of the same.
- 3.1.3 The Bidder should have **at least 3nos of clients**, with at least one client being a Government organization/PSU. Certificate from the Client should be furnished.
- 3.1.4 In order to establish the track record of potential bidders towards compliance of statutory provisions and records of fulfillment of EPF, ESI etc, the bidder shall submit **EPF & ESI statements for the preceding two years.**

- 3.1.5 The bidder must **have a live online web based HR Management system accessible to both employees and employer** for the generation of Monthly Salary Slips, Form 16, Leave & attendance management, Performance appraisal, EPF sent, Talent development, HR Policies etc. The Bidder who does not have a web based HRIS system will be treated as non eligible and will be rejected without providing any reason.
- 3.1.6 The bidder **must be registered with the statutory Central and State authorities.** viz. ESI, EPF, Income Tax, Goods & Service Tax Number (GSTN) and should have a valid Labour License for supply of Manpower as mentioned in the tender document. Relevant documents must be submitted to establish the same.
- 3.1.7 The Agency may be a sole proprietary concern, partnership firm or a Company and should be registered with the concerned legal entity in India.
- 3.1.8 The Agency shall submit a **self declaration stating that the agency is/ has not been black listed/suspended/debarred/banned by any office Central Government or State Government or PSU during the last five years.** A declaration duly signed and sealed by the authorized signatory needs to be submitted.
- 3.1.9 Attested copy of the satisfaction certificate from the Organizations in which the Agency is presently providing similar services need to be enclosed separately.
- 3.1.10 The Agency shall also be liable for depositing all taxes, levies, cess etc on account of the services rendered by the Agency from time to time to the concerned authorities as per extant rules and regulations on the matter.
- 3.1.11 The Tax Deducted at Source (TDS) shall be deducted as per the provisions of Income Tax law, as amended from time to time and a certificate to this effect shall be provided by NeGD to the concerned Agency.
- 3.1.12 The agency shall submit a certificate of positive net-worth certified by Chartered Accountants or Statutory auditors of the bidder as on 31<sup>st</sup> March, 2017.
- 3.1.13 The agency should have ISO 9001:2015 Certification.
- 3.1.14 Office of the bidder should be located in Delhi – NCR area.

## 3.2 Scope of Work

### 3.2.1 **Existing Manpower Transfer**

- i) The selected agency will work on the existing manpower deployed in NeGD which are on the payroll of the current vendor without any charges being paid either by resources or by existing vendor. The details of exiting manpower are as follows:

Sr No	Resources Description (hired through contractual agencies) as on 06.04.2018	Total Nos. of Employees
1	Executive Assistant(s)/ Office Assistant(s)/Help Desk/ Data Entry Operator	13 nos.
2	MTS/Cleaners	20 nos.
3	Developers/Designers/ Other Technical Experts	07 nos
4	Consultant	02 nos.
	<b>Total Resources as on 06.04.2018</b>	<b>43 nos.</b>

\*The monthly CTC of above resources is Rs.14 Lakh approximately.

- ii) The vendor will also recruit new manpower as per requirements from NeGD

3.2.2 **HR policies** will be decided by NeGD and will be conveyed from time to time to the concerned Agency. The Agency should follow the defined processes as per NeGD directives.

### 3.2.3 **Pre-Recruitment phase: Formulate Recruitment Strategy, Policies & Practices**

- (i). Liase with NeGD to obtain the list of open position & numbers with the accompanying Job Descriptions for the open positions as detailed under the scheme.
- (ii). Release of advertisements in Newspaper/Job portals for open market hiring of candidates for NeGD.
- (iii). Providing regular MIS and other reports as per format agreed upon by NeGD.
- (iv). Building NeGD brand as an employer of choice through various initiative specifically in the social media.

### 3.2.4 **Selection Phase**

- (i). Management of responses to job vacancy advertisement from interested candidates.
- (ii). Short-Listing of prospective candidates
- (iii). Interview & Evaluation of candidates along with required logistical support for selection process including support to NeGD panel.
- (iv). Conduct negotiation with selected candidates, including verification of work experience, verification of educational

qualification, background verification and police verification of the selected candidates.

### **3.2.5 Post recruitment – Joining Phase**

- (i). Completion of joining and post joining formalities by the Agency
- (ii). Provide overall induction training to the selected candidates.

### **3.2.6 HR-Management System**

- (i). Use the web based HR Management System to streamline HR processes and provide services of the following HRIS modules:
  - Employee Information Portal
  - Leave & Attendance Management
  - Compulsory core, Induction & HRIS management
  - Dedicated Helpdesk to deal with issues of resources deployed at NeGD.

### **3.2.7 Statutory**

- (i). Ensure all compensation and benefits related processes are handled smoothly.
- (ii). Ensure that statutory and regulatory compliances, including Taxes are adhered to consistently
- (iii). Manage all necessary statutory requirements related to joining and relieving of candidates including accounting and administrative process of the candidates deputed at NeGD

3.2.8 The selected agency will provide the medical insurance coverage of Rs. 3 Lakhs covering employee(s) & family (dependant only) of respective employee(s). Premium for the same will be borne by NeGD on submission of premium receipts and supporting documents against issuance of the same. The Agency should explain various insurance policy options and work out the most cost effective policy.

3.2.9 NeGD reserves full rights to accept/reject the manpower supplied by the agency even after selection of manpower without assigning any reason whatsoever.

3.2.10 Salary package will be decided by NeGD after due evaluation of candidates selected/finalized.

3.2.11 Salaries will be disbursed to the manpower by 1<sup>st</sup> day of every month.

3.2.12 Necessary deductions i.e PF/ESI/Income Tax etc will be done by the Agency and necessary documents including Salary Slips will be made available to the employees by the 5<sup>th</sup> of every month. Form 16 will be made available to the employees before 1<sup>st</sup> June of each calendar year.

3.2.13 Character verification & Police Verification of the hired manpower hired will be conducted by the selected agency.

### **3.3 Evaluation of Bids**

3.3.1. Bids will be evaluated on Technical and Financial criteria.

3.3.2. A minimum score of 80 out of 100 is required for qualifying in the technical bid evaluation. Financial bids of only those bidders will be opened who attain a minimum score of 80 out of 100 in the technical evaluation.

#### **Technical Bid Parameters:-**

<b>No</b>	<b>Parameters</b>	<b>Marks</b>
<b>1</b>	Number of years providing similar service: More than 15 years – 15 points 10-14 years – 10 points 05-09 years – 05 points	<b>15</b>
<b>2</b>	Client profile – Number of Corporates, Government organizations/PSUs (list of clients to be enclosed with the technical bid) 10 and above – 15 points 06-09 clients – 10 points 03-05 clients – 05 points	<b>15</b>
<b>3</b>	Number of satisfied clients (certificate from client organization to be attached) 10 and above - 15 points 06 – 09 – 10 points 03 – 05 - 05 points	<b>15</b>
<b>4</b>	Sound financial standing of the tendering firm in terms of the combined turnover for preceding 2 years (should count only the commission earned by the company on manpower services and not the total salary routed through the company). More than – 40Lakh – 15 points Rs. 31Lakh to 40 Lakh – 10 points Rs. 20 Lakh upto 30 Lakh - 05 points	<b>15</b>
<b>5</b>	Presentation on HRIS portal including the following: • <b>Individual Payroll System:</b> salary slips, tax	<b>40</b>

	provision/ form 16, inputs and F&F <ul style="list-style-type: none"> <li>• <b>Recruitment System:</b> job portal access, In house advertisement system</li> <li>• <b>Employee Database, Leave &amp; Attendance:</b> leave record, user login, employee record and verification system (academic &amp; financial)</li> </ul> * An Online HRIS System accessible to employees	
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**Financial Bid Parameters:-**

3.3.3. The contract will be awarded on L1 Basis as per the Financial Bid “Annexure II” submitted by bidders

**Section – IV**

**Terms & Conditions**

- 4.1 PANEL:** Based on the score of financial parameters, NeGD may at its discretion prepare a panel containing up to two manpower agencies for obtaining services. The ratio may depend on services of the vendors. The decision on ratio will be finalized by Head, Admin, NeGD and will be binding on both the selected agencies.
- 4.2 TENURE OF CONTRACT:** The tenure of the contract shall be for two years. However, the competent authority in NeGD may at its discretion allow for extension of the tenure of contract up to two spells, of one year each subject to satisfactory services of the firm.
- 4.3 PROHIBITION OF SUB CONTRACT –** The agency shall not appoint any sub-contract for this work under any circumstances.
- 4.4 RESOLUTION OF DISPUTE –** In case of any dispute, the decisions of P&CEO, NeGD shall be final and binding.
- 4.5 SUBMISSION OF BILL/INVOICE –** The agency will pay salaries of all the resources by 1<sup>st</sup> of every month as per the Performance & Attendance report provided by NeGD. For reimbursement purpose, the Bills/Invoices will be submitted at NeGD office by 7<sup>th</sup> of every month along with supporting documents like Salary Slips, EPF contribution Certificate, Attendance/Leave details etc.
- 4.6 PAYMENT –** The payment shall be released on due submission of Bills/Invoices along with supporting documents as mentioned above at para 4.5, by Cheque or ECS transfer. A credit period of 4 weeks shall be allowed by the contractual agency.
- 4.7 The Agency will provide Single Point of Contact to NeGD, available 24X7 on call.**

- 4.8 A meeting on mutual convenience will be held in NeGD with the Representative of the Agency on 1<sup>st</sup> week of every month to resolve the issues concerning resources deputed at NeGD.**
- 4.9** The Agency shall take over the existing manpower on its rolls, details of which shall be supplied by the first party without any charges from the employees or vendor. It shall ensure that the takeover along with all formalities is smooth. It shall co-ordinate with NeGD and concerned employees in this regard. Thereafter, as per requirement of NeGD the manpower will have to be supplied by the second party within 30 days of award of work. The expenses for advertising will be borne by NeGD.
- 4.10** The persons supplied by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. Before deployment, the character and antecedents of persons will be verified by the Agency through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect shall be submitted to this office. The agency will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Agency shall withdraw such employees who are not found suitable by the NeGD for any reasons immediately on receipt of such a request.
- 4.11** Appointment in NeGD through the Agency will be on purely temporary basis and the contractual manpower deployed by the Agency will not be eligible or entitled and also cannot claim any benefit/compensation/ absorption of services in this office under the provision of Industrial Disputes Act, 1947 or Contract Labor (Regulation & Abolition) Act, 1970. An Undertaking in this regard from contractual manpower will be furnished by the employee/agency to NeGD.
- 4.12** The Agency's resources shall not divulge or disclose any details of office, operational process, technical know-how, security arrangements and administrative/ organizational matters which are confidential and secret in nature to any person.
- 4.13** The functional control over the resources deployed by the Agency will rest with NeGD.
- 4.14** NeGD may require the Agency to dismiss or remove from the site of work any manpower deployed in NeGD, employed by the agency, who may be incompetent or for his/ her/ their misconduct and the agency shall forthwith comply with such requirements. The Agency shall replace within period of 10 days any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.

- 4.15** The agency will be wholly and exclusively responsible for payment of wages to the manpower engaged by it in compliance with the statutory obligations under related rules and regulations as applicable from time to time including the Minimum Wages Act, Employees Provident Fund Act, ESI Act etc. and also NeGD shall not incur any liability or expenditure whatsoever on the resources employed by the agency on account of any such obligation. The agency will be required to provide particulars of EPF & ESI of its resources engaged in NeGD. The Agency will comply with all statutory provisions of law, rules and regulations of the Act and keep NeGD informed about any amendment in the law from time to time.
- 4.16** The agency will make the payment of Monthly salary of the preceding month of the manpower deployed at NeGD latest by 1<sup>st</sup> of succeeding Month and also submit the bills in duplicate for payment. NeGD will release the payment within a month from the date of submission of claim, complete in all respects, such as submission of documentary evidence towards payment of P.F. /ESI in respect of the manpower. Tax, if any shall be deducted at source as per the relevant Act.
- 4.17** Payment to the agency would be strictly on the basis of certification of satisfactory services and attendance record given by the officer with whom the personnel is attached and attendance as per the Bill/ Invoice preferred by the agency.
- 4.18** No wage/remuneration will be paid to the deployed manpower for the days of absence from duty.
- 4.19** The agency will also provide services of the manpower required for a shorter duration of time if required in case of any exigencies as per requirement of NeGD
- 4.20** The agency shall be reachable at all times and due acknowledgement shall be immediately given on the same day for any messages sent via phone/ e-mail/special messenger from NeGD. The Agency shall strictly observe the instructions issued by NeGD in fulfillment of the contract from time to time.
- 4.21** NeGD shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the manpower of the agency.
- 4.22** If NeGD suffers any loss or damage on account of negligence, default or theft on the part of the resources of the agency, then the agency shall be liable to reimburse to this office for the same. The agency shall keep NeGD fully indemnified against the damage by resources engaged by the Agency. For any accident or casualty occurred to any resources deployed by the Agency during the time of working, the liability that will arise out of the accident will be the sole responsibility of the Agency. The responsibility will remain exclusively with the

Agency and NeGD will in no way be held responsible for the same or any other clause mentioned above.

- 4.23** NeGD operates five days a week and the working hours would be 8.30 hours per day from 9.00 am to 5.30 pm including half an hour lunch break during the working days. However, if the concerned resource may have to work beyond office hours on certain occasions, then no compensation or additional remuneration shall be paid in such a case.
- 4.24** If the resource is called for work on Saturday, Sunday and/ or any gazetted holidays, then the resource shall be paid extra as per the rates approved by the NeGD.
- 4.25** The claims in bills regarding Employees State Insurance, Provident Fund and GST etc. should be necessarily accompanied with relevant documentary evidence. A requisite portion of the bill amount /whole of the bill amount shall be held up till sufficient documentary evidence is furnished, at the discretion of NeGD.
- 4.26** Tax Deducted at Source (TDS) shall be deducted as per the provisions of Income Tax Act, as amended from time to time, and a certificate to this effect shall be provided by the agency to NeGD.
- 4.27** The successful bidder shall furnish a security deposit of Rs.5,00,000/- (Rupees Five Lakhs Only) in the form of an account payee demand draft drawn in favour of NeGD – Digital India Corporation or a Fixed Deposit Receipt (FDR) from a Nationalized/Commercial Bank or a Bank Guarantee from a Nationalized/ Commercial Bank in an acceptable form safeguarding the interest of NeGD in all respects. The security deposit shall remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations of the agency and shall be returned to the contractor without any interest. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by NeGD or in non-compliance of the terms of agreement by the agency.
- 4.28** The successful bidder will enter into an agreement with NeGD for supply of suitable and qualified manpower as per the requirement of NeGD, against the terms and conditions on a Rs. 100/- non judicial stamp paper. The said above stamp paper for execution of agreement will be arranged by the bidder.
- 4.29** Initially the Agreement will be signed for a period of two years commencing from the date of execution of agreement and shall continue to be in force in the same manner, unless terminated in writing. The contract/agreement is extendable by a period of two years on a yearly basis based on mutual consent subject to satisfactory performance of the agency.
- 4.30** The agency shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of NeGD.

- 4.31** Subject to terms & conditions of this document, if the agency fails to deliver the services within the time period (s)specified in the contract, the procurer shall without any prejudice to other remedies under the contract, shall impose a penalty of Rs.500/- per week and a maximum of Rs. 10,000/-.
- 4.32** The agreement can be terminated by either party by giving a three months notice in advance. If the agency fails to give a written three months notice for termination of the Agreement, then wages of 1 month and any other amount due to be paid to the Agency from NeGD shall be forfeited.
- 4.33** On expiry of the agreement as mentioned above, the agency will withdraw all its resources and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the resources of the agency, it shall be the entire responsibility of the agency to pay and settle the same and in no way NeGD shall be held answerable and accountable.
- 4.34** Any dispute arising out of the contract shall be settled within the jurisdiction of Delhi.
- 4.35** The bidders have to obtain required license from the licensing authority of respective Department/Circle/Division or other units before deployment of resources in this office.
- 4.36** If any amount is found payable by the bidders towards, wages, allowances and statutory dues in respect of resources or any loss to NeGD's office property, the same shall be adjusted from the security deposit to the extent so determined reserving right to recover the deficit amount through other modes of recovery including the right to terminate the agreement without notice.
- 4.37** The Agency will be responsible for faithful compliance of the terms and conditions of this contract/ agreement. In the event of any breach of agreement, the same may be terminated and the security deposit will be forfeited by NeGD and getting the work done from any other agency at second party's risk and cost, or any other action as deemed fit by NeGD.
- 4.38** NeGD will not be liable to pay any amount in respect of dedicated resource deputed at NeGD by the agency to deal with the contractual manpower of NeGD. Basic requirements such as Laptop/Desktop, Data Cards etc as per the entitlement will be provided by NeGD. However in case of any loss, the concerned resource will be held responsible and necessary recovery(s) will be made.
- 4.39** NeGD, the competent authority holds the complete authority to cancel/revoke the tender at any point during the process, without providing any clarification to the bidders.

**NATIONAL E-GOVERNANCE DIVISION****Ministry of Electronics & Information Technology**4<sup>th</sup> Floor, Electronic Niketan, 6 CGO Complex, Lodhi Road New Delhi – 110003**Technical Bid for Empanelment of Agency for outsourcing of Manpower to NeGD.****Annexure -I**

<b>s.no</b>	<b>Particulars</b>	<b>Details to be filled by the Agency</b>
<b>1</b>	Name of the Firm / Agency	
<b>2</b>	Registered office/business address of the agency	
<b>3</b>	Year of Incorporation/Constitution of the Firm/Agency	
<b>3</b>	Name of Contact Person(s)	
<b>4</b>	Address with telephone, Fax numbers, Email and	
<b>5</b>	name(s) of the contact person (s)	
<b>6</b>	Income Tax - PAN No. (Attach copy of PAN)	
<b>7</b>	GST No. (Attach copy of Goods & Service Tax Number)	
<b>8</b>	Whether registered with Registrar of Firms/Companies.	
<b>9</b>	Date of Registration (Attach copy of Registration)	
<b>11</b>	(i) ESIC Registration with Code No. (ii) EPF Registration No. (iii) PAN/TAN Card No. (iv) Goods & Service Tax No.  Customer Profile (Attach copy of orders/proof)	
<b>12</b>	Infrastructure details Whether the agency is providing manpower to reputed institutional customers like Central Government/State Government/any PSU etc. Give names of institutions where the agency is Empanelled providing such services. <b>(Attach copy of Orders /proof)</b>	
<b>13</b>	Names, address & telephone numbers of three big corporate clients may be provided	YES/NO .... Turnover for :-

	for obtaining necessary confirmation regarding the standard of service and other relevant details	
<b>14</b>	Whether the agency has achieved annual sales turnover of <b>Rs. 5 crores</b> in any of the last 2 financial years, Please attaché copies of annual financial accounts, CA certified regarding income from supply of manpower	FY 2015-16 Rs ..... FY 2016-17 Rs .....

**17. Details of key resources of the agency**

Sl. No.	Name of resources/ personnel	Designation	No of years working with Agency	Contact number	Any other information
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					

18. Details of EMD :  
Demand Draft No.....

Date of issue .....

Name of issuing bank.....

19. Any other relevant information:

20. **Verification** – The application for empanelment should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information, the application shall be liable for rejection besides initiation of penal proceedings by NeGD if it deems fit.

Signature of authorized signatory  
Name:  
Date:  
Place:

Seal of Company

**NATIONAL E-GOVERNANCE DIVISION**

**Ministry of Communication & Information Technology**

4<sup>th</sup> Floor, Electronic Niketan, 6 CGO Complex, Lodhi Road New Delhi – 110003

**Annexure - II**

**Financial Bid for Empanelment of Agency for Outsourcing of Manpower for NeGD**

1. Name and address of Company / Agency/ Firm

<b>1</b>	<b>2</b>	<b>3</b>
<b>No</b>	<b>Description</b>	<b>Percentage of Service Charges to be Levied from NeGD in % (Percent) of CTC of Resources</b>
1	For Technical/Non-Technical Resources	

\* CTC of employees will be decided by NeGD.

\* GST as applicable will be paid extra

Name & Signature of Authorized Signatory

Mobile No:\_\_\_\_\_

E-Mail ID:\_\_\_\_\_

Seal of the Company

**NATIONAL E-GOVERNANCE DIVISION**

**Ministry of Communication & Information Technology**

4<sup>th</sup> Floor, Electronic Niketan, 6 CGO Complex, Lodhi Road New Delhi – 110003

**Annexure – III**

**DECLARATION (To be given on a stamp paper of Rs. 10/-)**

I, Mr. / Ms. / Dr. \_\_\_\_\_ Son / Daughter

/Wife of Shri \_\_\_\_\_ Proprietor / Partner / Director,

a authorized signatory of the Company / Firm / Agency, namely M/s

\_\_\_\_\_ 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;

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law;

4. I do hereby undertake that the Company / Agency / Firm shall comply with all statutory provisions relating to Goods & Service tax and any other taxes / Acts / Rules relevant to the matter and in case any liability arises on CERC on this account, the Company / Agency / Firm shall bear the same;

5. It is also certified that the Company / Firm / Agency namely M/s \_\_\_\_\_ having its registered office

at \_\_\_\_\_ has not been black-listed by any Government organization or Public Sector Undertaking (PSU).

Name & Signature of Authorized Signatory

Mobile No: \_\_\_\_\_

E-Mail ID: \_\_\_\_\_

Seal of the Company