

Government of India
Ministry of Statistics & Programme Implementation
National Statistical Systems Training Academy (NSSTA)
Tender No. Y-11011/6/2014/NASA

- 1.1 **Notice Inviting Tenders (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, (U.P.) on contractual basis.
- 1.2 Online bids are invited under Two Bid Systems for providing manpower services to the National Statistical Systems Training Academy (NSSTA) on contractual basis.
- 1.3 Tender documents may be downloaded from MOSPI website www.mospi.gov.in (for reference only) and CPPP site <http://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

Published Date	19.03.2015
Bid Document Download Start Date	19.03.2015
Bid Submission Start Date	20.03.2015
Bid Document Download End Date	27.04.2015
Bid Submission End Date	28.04.2015
Bid Opening Date	29.04.2015

- 1.4 Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/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 Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>'.
- 1.5 Tenderer who has downloaded the tender from the MOSPI website www.mospi.gov.in and Central Public Procurement Portal (CPPP) 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. 1,00,000/- (Rupees One Lakh only) is to be deposited at NSSTA, Greater Noida in the form of Demand Draft/ Pay Order in favour of the Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi. 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 Preparation.
- 1.7 Intending tenderers are advised to visit again MOSPI website 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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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, (U.P.) on contractual basis

2 (A). Eligibility Criteria

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

- 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.
- 2.2 The Agency should have a PAN/TAN number.
- 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 and should not be black listed by the any Government organization.
- 2.4 The Agency should have minimum three (3) years' experience in providing manpower such as Librarian, Asst. Librarian, Sr. System Analyst, Jr System Analyst, Section Officer, UDC/Field Asstt., Personal Assistant (PA), Assistant/ Care Taker, Sr. Accounts Officer, Accounts Officer, Accountant to Central Government Ministries/Departments, State Governments and PSU's. Experience for providing manpower other than these posts will not be considered as experience.
- 2.5 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 Central Government Ministries/Departments, State Governments and PSU's.
- 2.6 The Agency should have its registered office in Delhi/ Greater Noida / Noida.

2 (B) Instruction to Tenderers

Submission of Tender

The tender shall be submitted online in Two part, viz., Technical bid and Financial bid as detailed in para 1.4 to 1.6. 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 shall not be considered. No 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 of the tender documents.

- Signed and scanned copy of the certificate of registration with the concerned Govt. authorities under the Contract Labor (Regulation & Abolition) Act, ESI Act, Provident Fund Act, Service Tax under Central Excise Act
- Signed and scanned copy of PAN/TAN number.
- Scan and scanned copy of the undertaking by agency as per annexure-II of the tender document
- Signed and scanned copy of the service tax return of last three year.
- Signed and scan copy of proof/certificate of having minimum three (3) years' experience in providing manpower such as Librarian, Asst. Librarian, Sr. System Analyst, Jr System Analyst, Section Officer, UDC/Field Asstt., Personal Assistant (PA), Assistant/ Care Taker, Sr. Accounts Officer, Accounts Officer, Accountant to Central Government Ministries/Departments, State Governments and PSU's.
- Signed and scan copy of the satisfactory performance certificates issued by at least two (2) of the Government Organization where it is providing manpower in support of its having rendered satisfactory services along with contract agreement signed by the agency for providing the services.
- Signed and scan copy of the proof that the Agency has its registered office in Delhi/ Greater Noida / Noida.

2 (D) Financial BID:

Financial bid is to be submitted as per format given in Annexure-III. Bidder shall not tamper/modify downloaded financial bid template in any manner. In case if the same is found to be tempered / 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 Contract Staff Required

Sl. No	Category of Contract Staff	No of Post	Educational Qualification	Experience
1	Sr. System Analyst	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>Or</p> <p>Bachelor degree in Engineering/ Computer Science of recognized university or equivalent</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) 3-5 years in reputed firm / org.</p> <p>(ii) Actual 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.	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>Or</p> <p>Degree in Engineering / Computer Science / Bachelor in Computer Science (BCA) of recognized university or equivalent from a reputed University / Inst.</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>(ii) Actual Designed & 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	Bachelor's Degree of a recognized University or equivalent and 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 academic record from a reputed University / Inst.	(i) At least 3-5 years of experience in a supervising capacity in a reputed library, Experience of computerising Library activities. (ii) Evidence of working / managing computerization of a big Library system (iii) Experience of working on Libsys is Essential.
4.	Assistant Librarian	1	Graduates from a recognized Institute/ University and Degree in Library Science/Library & Information Science.	At least two year working experience in a computerized library.
5.	Section Officer	1	Graduate from a recognized University/Institution with proficiency in English, computers usage. The candidates should be fully aware with the various Rules and Procedures followed in disposing Government work in the capacity of the concerned posts.	Candidates should have experience of at least 5 years of working in a Government Organisation/Department, PSUs on Regular /contract basis. Central Govt. retired employee from the post of Section Officer/Account Officer/Under Secretary would be preferred.
6.	UDC/Field Asstt.	2	Graduate from a recognized University. Good knowledge of English: noting and drafting: letter writing etc. Knowledge of working on MS office/internet and capable to work on a computer independently.	At least one year working experience in office administration in a Government Organisation/Department/PSUs on Regular basis/contract basis. 4 years regular service in the Grade of LDC or equivalent. Preference will be given to those having experience of working in a Govt. set up.

7.	Personal Assistant (PA)	5	Graduates from a recognized Institute/ University. Good knowledge of English; Typing speed of minimum 45 words per minute; Knowledge of working on MS Office / internet and fully capable of working on personal computer. Desirable;- Stenography speed of minimum 120 words per minute;	Minimum 1 year of experience of working in an equivalent/ similar post in Govt. Ministry/ Department/ PSUs on regular or contract basis.
8.	Assistant/ Care Taker	3	Graduate from 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.	Minimum 3 years experience of working in Govt. Ministry/ Dept. / PSUs on regular or contract basis in similar capacity.
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/ Dept. / PSUs on regular or contract basis.
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.
11	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.

3.1 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.

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 documents. Every document of the technical bid should be 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 bids 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 bid may be asked by NSSTA for verification.
- 4.6 Initially the contract will be awarded for a period of 1 year, which can be extended/shortened terminated based on the requirement/discretion of NSSTA.
- 4.7 Earnest Money Deposit (EMD) of **Rs. 1,00, 000/- (Rupees one lakh only)** through a demand draft/FDR/Banker's cheque/Bank Guarantee drawn on any scheduled bank in Delhi/Noida/Greater Noida drawn in favour of "Pay and Accounts Officer", Ministry of Statistics and Programme Implementation, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001 may be deposited at NSSTA, Greater noida. Quotation received without earnest money deposit (EMD) shall not be considered.
- 4.8 Successful Bidders shall submit a performance guarantee or security deposit of **Rs. 3,00,000/- (Rupees three Lakh only)** in the form of demand draft/FDR/Banker's cheque/Bank Guarantee drawn on any scheduled bank in Delhi/Noida/Greater Noida drawn in favour of "Pay and Accounts Officer", Ministry of Statistics and Programme Implementation, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001. The security deposit should be valid for a period of two months on the date of expiry of the contract.
- 4.9 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.
- 4.10 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.

- 4.11 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.
- 4.12 All contractual staff are expected to wear prescribed dress at NSSTA.
- 4.13 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.
- 4.14 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 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.
- 4.15 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, there in, the breakup of the salary to be offered to the contractual employees along with other terms and conditions.
- 4.16 NSSTA reserves the right to accept or reject in part or full any or all the offers without assigning any reason whatsoever. 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.
- 4.17 The modal schedule of quoted rates (to be filled in by bidder) is as per Annexure-III. In case of award of contract, the quoted rate shall remain in force for a whole period of contract.
- 4.18 The agency shall provide a panel of eligible candidates as per qualification/experience criteria as stipulated in Section 3.0 for their selection against various posts to NSSTA. A committee constituted by NSSTA will select the candidates through interview process.

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 7th of every month. However, 7th 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 payments 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.

6. Termination of Services and Penalty Clause

- 6.1 During the period of employment, performance shall be assessed by NSSTA 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 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.
- 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 3.0, 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.
- 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 Technical bids will be scrutinized on the basis of Basic Eligibility Criteria as detailed in Section-2 (A) of the Tender Document. Financial bids will be opened only of the technically qualified bidder. The **L I** would be decided on the basis of monthly expenditure on salaries of contractual staff and service charges for providing manpower to NSSTA taken together.
- 8.2 In case of "Nil" service charges over and above the monthly salary paid to the contractual employees, the bid of the bidders shall be treated as un-responsive and will not be considered.

Performa for Technical Evaluation

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

1	Name of the proprietors/ Directors	
2	Item	Yes/No (upload the documentary proof in each case)
	Whether Firm is registered & license holder under Contract Labour (Regulation & Abolition) Act	
	ESI Act	
	Provident Fund Act	
	Service Tax under Central Excise Act	
3	Whether the firm has a permanent Account Number (PAN/TAN)	
4	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 and agency is not black listed by any Government organization.	
5	Copy of service tax returns submitted for last three (3) year	
6	Does the agency have a minimum of 3 (three) years of experience (as on 10 th August,, 2014) for providing manpower similar to that desired by NSSTA	
7	Satisfactory performance certificate issued by at least two (2) of the Central/state Govt. Deptt./PSU.	
8	The Agency should have its main office or own branch in NCR.	Office Address: ... E-mail Phone no.
9	Details of Earnest Money Deposit	

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.

Authorized Signatory _____
Name _____
Designation _____

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 and company is not black listed by any Government Organisation.

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 NSSTA's and/or NSSTA 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 NSSTA ever.

(Signature)

Name:

Address:

Date:

National Statistical Systems Training Academy

Performa for financial bid

S. No.	Posts Rate Per Month Per employee (Rs.)	Sr System Analysts	Jr. System Analysts	Librarian	Assistant Librarian	Section Officer	Assistant/ Assistant caretaker	UDC/Field Assistant	Personal Assistant	Account Officer	Sr. Accounts Officer	Sr. Accountant /Accountant	Total	
														(i)
(ii)	Service Charges of the agency													
(iii)	Total [(i) to (ii)]													
(iv)	Service Tax on total of col-(iii)													
(v)	TOTAL (iii+iv)													
(vi)	No of employees required	1	1	1	1	1	3	2	5	1	1	1		
(vii)	Total requirement of fund (Rate per month per employee x No. of employees required)													