



Fair Competition  
For Greater Good

## COMPETITION COMMISSION OF INDIA

Hindustan Times House, 7<sup>rd</sup> Floor,  
18-20, Kasturba Gandhi Marg,  
New Delhi – 110 001  
Tel: 011-23473400; Fax: 23704686

### TENDER DOCUMENT

**For providing Sr. Personal Assistants, Personal Assistants, Data Entry Operators and Office Attendants to the Competition Commission of India on outsource basis**

Sl. No.	Particulars	Date & Time
1.	Period of issue of Tender Document	27-12-2013 to 16-01-2014 between 1000 hrs to 17.30 hrs
2.	Last Date and time for submission of Tender Document	16-01-2014 up to 1500 hrs
3.	Date and time for opening of Technical Bids	16-01-2014 at 1600 hrs
4.	Opening of financial Bids of eligible Bidders	23-01-2014 at 1600 hrs
5.	Tender document fee (non –refundable) in the form of Demand Draft/ Pay Order drawn in favour of Competition Commission of India (Competition Fund) A/c payable at New Delhi	Rs. 1000/= (Rs. One thousand only)
6.	Likely date for commencement of deployment of required manpower	01.02.2014

## TENDER NOTICE

### For providing Sr. Personal Assistants, Personal Assistants, Data Entry Operators and Office Attendants to the Competition Commission of India on outsource basis

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1. The Competition Commission of India, is a Statutory body established under the Competition Act, 2002 to promote competition in Indian market, invites sealed tenders under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Companies for providing **Sr. Personal Assistant, Personal Assistant, Data Entry Operators and Office Attendant on outsource basis for a period of one year** from the date of contract.
2. The complete Tender Document with scope of work and terms & conditions can be downloaded from the website of this Commission i.e. [www.cci.gov.in](http://www.cci.gov.in). The last date of submission of tenders will be **1500 hrs on 16th January 2014**.
3. Tender document fee (non –refundable) of Rs.1000/- (Rs. One thousand only) in the form of Demand Draft/ Pay Order drawn in favour of Competition Commission of India (Competition Fund) A/c payable at New Delhi
4. The opening of tenders will take place at Competition Commission of India, 3<sup>rd</sup> Floor, HT House, 18-20, Kasturba Gandhi Marg, New Delhi – 110 001.
5. The validity of Tenders will be 90 days from the date of opening of Tenders.
6. The interested and eligible Companies may submit separate bids for various categories of personnel, complete in all respects along with Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One lakh only) in the form of Demand Draft/ Pay Order drawn in favour of Competition Commission of India (Competition Fund) A/c payable at New Delhi. The tenders shall not be entertained without EMD and after this deadline under any circumstances whatsoever.
7. The Technical Bids of tenderers will be opened on Thursday the 16<sup>th</sup> January 2014 at 1600 hrs at HT House, 3<sup>rd</sup> Floor, 18-20 K.G. Marg, New Delhi – 110 001 in the presence of authorized representative of Bidders as may wish to be personally present.
8. Competition Commission of India (CCI) reserves the right to amend / cancel any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the CCI in this regard shall be final and binding on all.

**Joint Director (Law & HR)**

## I. Scope of Work and General Instruction for Tenderers

i. Competition Commission of India, New Delhi requires the services of a reputed, well established and financially sound Manpower Company registered under Indian Companies Act for providing manpower to perform jobs assigned to outsource staff and should provide a copy of the Certificate of Incorporation. The Agency should provide an undertaking that they shall comply with all relevant statutory norms like minimum wages, employees' provident fund, Employees State Insurance and Service tax etc.

ii. This Commission has tentative (initial) requirement of the number of persons, category wise as given below:

Sr. No.	Category	Approximate number
1	Sr. Personal Assistants	20
2	Personal Assistants	10
3	Data Entry Operators	70
4	Office Attendants	80

However, above number may be subject to change depending on actual requirement. The qualification and experience required and job description of the categories of the persons to be deployed are given at **Annexure - A**

iii. The contract is likely to commence from 01.02.2014 and would continue for a period of one year. The period of the contract may be further extended after the completion of contract, provided the requirement of the Competition Commission of India for augmenting its present manpower persists at that time or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of manpower deployed by the selected Company or cessation of the requirement of work. Competition Commission of India, however, reserves the right to terminate this initial contract at any time after giving one week's notice to the selected service providing Company.

iv. Past experience and SATISFACTORY performance of similar work done for the Departments of the Government of India/Statutory Bodies/PSUs/ Private Sectors for last three years. (A list of such organizations being served may be provided). The reputation/track record of the bidder will be verified by CCI.

v. The Service Provider should have experience of providing such services on sufficiently large scale. The agency should have completed one such work where it has provided at least 80 persons in one organization during the last 2 years. The name/s of such organizations along with number of persons deployed may be submitted.

vi. The Service provider should have adequate facilities (infrastructure, qualified and expert manpower) for testing/screening of personnel to ensure that they conform to the given standards of knowledge/skill and experience before deployment. This aspect is also subject to evaluation/verification by CCI.

- vii. The Service Provider should have a valid license from the competent licensing authority under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971.
- viii. The provision of training facilities/up-gradation of skills of the persons deployed by the service provider, if any (this will be given weightage).
- ix. The Service Provider shall submit an affidavit stating that the Company is not / has not been black listed by Central/State Government/ any PSUs/Private Sector.
- x. The firm should be registered with Income Tax and Service Tax authorities.
- xi. The service provider should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act etc.
- xii. The Service Provider should have an office in Delhi/NCR.
- xiii. The turnover of the firm during the last 3 financial years should not be less than Rs. twenty Crore per annum from similar services. The company should have earned profit during the last three years.
- xiv. Service provider company should have its own Bank Account.
- xv. Persons deployed by the service provider shall not be less than 18 years of age.

**Non-compliance with any of the above conditions by the company will amount to non-eligibility for the service for which tender has been floated and its tender will be summarily rejected.**

## TECHNICAL SPECIFICATIONS

The interested Company may submit the tender document, complete in all respects, along with Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One lakh only) in the form of Demand Draft/ Pay Order drawn in favour of Competition Commission of India (Competition Fund) A/c and other requisite documents latest by 1500 hrs on Thursday 16<sup>th</sup> January 2014.

i. The tenders have been invited under two-bid system i.e. Technical Bid and Financial Bid. The interested Companies are advised to submit two separate sealed envelopes super-scribing **“Technical Bid for providing manpower on outsource basis”** in bold letters and **“Financial Bid for providing manpower on outsource basis”**

ii. The tendering Company is required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily / outrightly rejected and will not be considered any further:

PAN/GIR No.
Certificate of Incorporation
Service Tax Registration No.
E.P.F. Registration No.
E.S.I. Registration No.
Documents showing completing at least one service where it has provided 80 persons in one organization during last 2 years in single contract and turnover of the firm is not less than twenty crore per annum during last three years related to providing manpower resources.
Financial worthiness and competence to be substantiated through Income Tax Returns/Certificates. PAN/ST/TIN/VAT No./EPF Registration/ Annual Report, Audited Balance Sheet and Profit & Loss A/c. for the last 3 years
Affidavit stating that the Company is / has not been black listed by Central Government Departments/State Government/Statutory bodies/ Autonomous bodies/PSUs /Private Sector
List of similar assignments and number of Manpower provided to Central Government Departments/State Government/Statutory bodies/ Autonomous bodies/PSUs /Private Sector during the last three years by the Company (Attach attested copy)

iii. Conditional bids shall not be considered and will be rejected outrightly at the very first instance.

iv. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. **All the pages of the bid shall be signed by the authorized signatory in ink with rubber stamp of the company.**

v. The envelope containing Technical Bid shall be opened first on the scheduled date and time (At 1600 hrs. on 16<sup>th</sup> January 2014) in Competition Commission of India 3<sup>rd</sup> Floor, HT House, 18-20, Kasturba Gandhi Marg, New Delhi, in the presence of the representatives of the Company, if any, who wish to be present on the spot at that time. The Technical Bids shall be evaluated by a Technical Evaluation Committee. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on the specified date & time at Competition Commission of India 3<sup>rd</sup> Floor, HT House, 18-20, Kasturba Gandhi Marg, New Delhi in the presence of short listed contractors or their authorized representatives.

vi. The competent authority of Competition Commission of India, New Delhi reserves the right to annul any or all bids without assigning any reason.

vii. The bidder shall quote the Technical & Financial bids as per the format enclosed at Annexure I & II.

## TERMS AND CONDITIONS

### A. General

1. Payment Terms: The standard terms of payment are within 30 days from the date of submission of bills in triplicate along with work completion certificate certified by the competent authority in CCI. The payment shall be made through Cheque(s)/RTGS/NEFT/ECS.
2. Payment of salary by Service Provider: The Service Provider shall ensure that the salary to the persons so employed is made by 7<sup>th</sup> day of the succeeding month at least @ Minimum wages, including the Dearness Allowance, notified by the Government of National Capital Territory of Delhi from time to time. The payments shall be made by bank transfer or in the respective premises of the CCI, if need be.
3. Income Tax: The Income Tax/TDS and other statutory deductions, as applicable will be deducted from the payment. Tax deduction certificate will be issued to the Service Provider by CCI.
4. Penalty Clause: The service provider shall send the requisite number of persons within stipulated time after requisition from the Commission. In emergent cases, such as the person deployed falls sick or is not able to attend the office for the reason beyond his control continuously for more than 3 days, the Service Provider shall deploy a suitable substitute. If the contractor fails to deploy requisite number of persons due to default on his part or fails to send the substitute, without prejudice to any other right or remedy available under the law to the Commission on account of such breach, pro-rata recovery along with penalty equal to double the amount payable to the agency for deployment of that person, on pro-rata basis for the first ten days from the date of absence of the person from duty will be made. In case the Service Provider fails to provide suitable substitute(s) within ten days, additional penalty @ 1% of the total wage bill (excluding taxes) of that month will be imposed. The quantum of recovery will be decided by Competent Authority in CCI, which will be final and binding on the Service Provider.
5. Termination of the Contract: In case of any material violation of any of the terms and conditions by the Service Provider, the Commission reserves its right to unilaterally terminate the contract. In case of any dispute, the decision of the Competent Authority will be final and binding.
6. Revision of wages: In case of revision in minimum wages, in writing, by Government of NCT Delhi/Ministry of Labour and Employment, Government of India, the corresponding revised rates shall be payable by the CCI after the approval of Competent Authority in the CCI.

7. Statutory obligations: The Service Provider is required to deposit a valid license from the competent licensing authority under the provisions of Contract Labour (Regulation and Abolition) Act 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971 within 30 days of the date of the award of the contract. If the Service Provider refuses to provide license for any reason whatsoever or fails to deposit the license within the stipulated period of 30 days, the contract shall automatically stand terminated unless condoned by CCI and the Commission shall be at liberty to recover losses, if any, from the Service Provider.
8. The Service Provider shall be obliged and solely responsible to comply with all statutory requirements in respect of the manpower engaged by him and the Commission shall not be a party to any dispute arising out of such deployment by the contractor.
9. Security Considerations: The persons deployed by the Agency should not have any Police record/criminal cases against them and they should be deployed after police verification. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character verifications of the personnel through local police should be furnished at the time of deployment.
10. Place of Duty, Working Hours and Punctuality.
  - a. The Commission is presently housed at Hindustan Times House, K.G Marg, New Delhi-110001 and is also having its office at 14-B, HUDCO Vishala Building, Bhikaji Cama Place, New Delhi-11066. The personnel so deployed shall have to report for duty at the above places or a new location, in case there is change of office within NCR. No extra liability on this account will be borne by CCI.
  - b. The working hours of the Commission will be from 09.30 a.m. to 6.00 p.m.
  - c. The personnel deployed shall work for 8 hours (excluding ½ hr. lunch time) from 09.30 A.M. to 06.00 P.M. on all working days.
  - d. The manpower so deployed shall have to adhere to the punctuality strictly. Late arrivals, early departures and short leaves shall not be permitted.
  - e. If need arises, the outsource staff shall have to sit late or come early or attend the Office even on Saturday/Sunday/Gazetted Holidays (as per work requirements). For working in the office beyond office hours for period exceeding one hour or on Saturday/Sunday/Gazetted Holidays, payment will be on hourly basis.
  - f. Tenderers must quote rates for eight hours duty and on hourly basis over time for extra hours/holidays.
11. For interview and skill test the Service Provider has to send a list of candidates three times of the requirements (3x1) within a week's time from the date of placement of the requisition.
12. The responsibility of statutory/compulsory deductions like EPF/Income Tax/Service Tax etc. will be of the Firm/Supplier. No extra payment shall be made by the Commission.



13. The copies of appointment letter issued to the personnel deployed in the Commission shall be provided to the Commission.
14. The Service Provider before selecting the manpower will satisfy himself about the character and integrity of the persons proposed to be provided to the Commission. The Service Provider shall obtain a character certificate in respect of every such person from the school/college last attended by such person or a character certificate from a Gazetted Officer and a copy of such certificate should be made available to the CCI at the time of deployment.
15. The Service Provider will provide to the Commission a list of all personnel so deployed with permanent and present address along with their latest photographs.
16. The Service Provider shall be responsible for all acts of commission and omission on the part of the manpower engaged for the purpose. The Commission shall not be responsible in any manner, whatsoever, in matters of injury/death/health etc. of the Service Provider's employees performing duties under the contract.
17. It shall be responsibility of the Service Provider to issue the employment card/photo/identity card to the workers as per the prescribed format and maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulation & Abolition) Act.
18. The Agency shall arrange such facilities like EPF and ESI as provided for in the Contract Labour (Regulation and Abolition) Act, 1970 for the welfare and health of the workers deployed with the Commission.
19. The Service Provider shall replace within twenty four hours any of its personnel, if they are unacceptable to the Commission because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty/misconduct on the part of the manpower supplied by the agency, upon receiving written notice from Commission. Notwithstanding above, the Commission has the right to ask to change/replace the personnel at any point of time without assigning any reason.
20. The Service Provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider.
21. The Commission shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipments or vehicles of the personnel of the Service Provider.

22. The Service Provider will be responsible for any damages done to the property of the Commission by the personnel so employed. The CCI will be free to recover it from the security deposit given by the Agency or from any other dues.
23. The Service Provider's personnel working in the Commission should be polite, cordial, positive and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Commission. The Service Provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
24. The Service Provider shall ensure proper conduct of his persons in the office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work etc.
25. The Service Provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as all are of confidential/secret nature.
26. The Service Provider's personnel shall not have any right to claim any benefit/compensation/absorption/regularization of services with the Commission under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the Service Provider to this office.
27. Any dispute regarding working hours and compensation to be paid to the workers deployed will be the responsibility of the Service Provider and no representation will be entertained on this issue by the Commission.
28. The transportation, food, medical and other statutory requirements in respect of each personnel of the Service Provider will be the responsibility of the Service Provider and the Commission will not entertain any claim in this regard.
29. The Service Provider shall be contactable at all times and message sent by e-mail/Fax/Special Messenger from the Commission to the Service Provider shall be acknowledged immediately on receipt on the same day.
30. The Company shall depute two coordinators, who would be responsible for immediate interaction with the COMPETITION COMMISSION OF INDIA so that optimal services of the persons deployed by the company could be availed without any disruption.
31. The Service Provider shall not assign, transfer, pledge or sub-contract the performance or service without the prior written consent of the CCI.

32. Arbitration: Any dispute/difference arising out of or relating to this agreement including interpretation of its terms will be resolved through joint discussions of the concerned parties. However, if disputes are not resolved by joint discussions, then the matter will be referred to arbitration as per the provisions of Arbitration Act, 1940, where the Secretary, CCI or his/her nominee will be the Sole Arbitrator.
33. COMPETITION COMMISSION OF INDIA reserves right to terminate the contract at any point of time after giving a week's notice to the contracting Company.
34. The contracting Company shall ensure that the manpower deployed in the COMPETITION COMMISSION OF INDIA conforms to the eligibility conditions of age and educational and professional qualification, language skills and experience prescribed etc. in the Tender Document.
35. The selected Company shall ensure that the attrition rate of candidates will not exceed more than 5% in a year. The selected Company shall immediately provide a substitute in the event of any person leaving the job due to his/ her personal reasons.
36. For all intents and purposes, the service providing Company shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in the Competition Commission of India. The persons deployed by the Company in the Competition Commission of India shall not have claims of any Employer and Employee relationship nor have any principal and agent relationship with or against COMPETITION COMMISSION OF INDIA, NEW DELHI.

**B. FRAUD AND CORRUPT PRACTICES**

- i. The tenderer applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, CCI may reject a tender without being liable in any manner whatsoever to the tenderer if it determines that the tenderer has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.
- ii. Without prejudice to the rights of the CCI under Clause i hereinabove, if a tenderer is found by the Competition Commission of India to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such tenderer shall not be eligible to participate in any tender floated by CCI.

iii. For the purposes of this Clause-(i), the following terms shall have the meaning hereinafter respectively assigned to them:

a) "Corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or (ii) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any matter concerning the Project;

b) "Fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;

c) "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence to any person's participation or action in the Bidding Process;

d) "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and

e) "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

## **C. LEGAL**

i. The Company shall be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in COMPETITION COMMISSION OF INDIA. The Company shall furnish a certificate in each month that all statutory requirements have been fulfilled along with the bills for payment.

ii. The Service provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to CCI to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

iii. The Service provider shall maintain all statutory Registers under the applicable laws. The Company shall produce the same, on demand, to the concerned authority of COMPETITION COMMISSION OF INDIA or any other authority under law.

iv. The Tax Deduction at Source (T.D.S.) 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 to the Company by COMPETITION COMMISSION OF INDIA.

v. In case, the tendering Company fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the CCI is put to any loss, obligation,

monetary or otherwise, the CCI will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Company, to the extent of the loss or obligation in monetary terms.

#### **D. FINANCIAL**

i. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs. 1,00,000/= (Rupees One Lakh only) in the form of Demand Draft/ Pay Order drawn in favour of COMPETITION COMMISSION OF INDIA (COMPETITION FUND) A/C failing which the tender shall be rejected outrightly.

ii. The EMD in respect of the Company which does not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to it without any interest. Further, if the Company fails to deploy manpower against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.

iii. The Outsourced manpower to be hired shall be paid at least at the rate of minimum wages per month as per Govt. of Delhi's Minimum Wages Act plus obligatory payments towards EPF/ESI/Service Tax, as applicable.

iv. The successful tenderers will have to deposit a Performance Security @ 10% (Ten percent) of the contract value within 15 days of the receipt of the formal order/singing of agreement. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of COMPETITION COMMISSION OF INDIA (COMPETITION FUND) A/C or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of Service Provider Company but hypothecated to the COMPETITION COMMISSION OF INDIA. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.

v. In case of breach of any terms and conditions stipulated in the contract, the Performance Security Deposit of the Company will be liable to be forfeited by the Competition Commission of India besides annulment of the contract.

vi. The Company shall raise the bill, in duplicate, along with attendance sheet in respect of personnel deployed in the CCI in the first week of the succeeding month.

vii. The claims in bills regarding wages paid to the outsource manpower deployed, Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof (including copy of schedule of payment showing contribution towards ESI, PF etc. in respect of the outsourced manpower) pertaining to the concerned month's bill. A requisite amount/portion of the bill/whole of the bill shall be held up till the proof is furnished, at the discretion of the CCI.

viii. Any dispute or difference regarding the interpretation of the provisions of this agreement shall be resolved amicably between the parties. If the dispute is not resolved amicably, either party may refer the dispute or difference to the Secretary, Competition Commission of India (CCI) for arbitration, whose decision shall be final and binding on the parties.

ix. Competition Commission of India reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

**E. EVALUATION CRITERIA**

a) The evaluation committee will be constituted by the Commission to evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria. A Proposal shall be rejected at this stage if it does not respond to important aspects of the Technical Proposal.

b) Financial Proposals will remain unopened for those Agencies which fail to meet the minimum technical criteria. Financial Proposals shall be taken up only with those companies who meet the technical criteria. Thereafter these Financial Proposals shall be opened, and the total prices read aloud and recorded.

(To be enclosed in a separate sealed envelope)

For providing manpower on Outsourced basis to Competition Commission of India, New Delhi

1.	Name of Tendering Company (Attach certificates of registration with a brief profile of the company)	
2.	Name of Proprietor/Director of Company	
3.	Full address of Registered Office with Telephone No., FAX and E-Mail	
4.	Full address of operating/ Branch Office with Telephone no., FAX and E-Mail.	
5.	Banker of Company with full address (Attach certified copy of statement of bank A/C for the last six months duly attested by the bankers')	
6.	PAN/GIR No.	
7.	Service Tax Registration No.	
8.	E.P.F. Registration No.	
9.	E.S.I. Registration No.	
10.	Documents showing completing at least one service where it has provided 80 persons in one organization during last 2 years in single contract and turnover of the company is not less than twenty crore per annum during the last three years related to providing human resources.	
11.	Annual Report and Audited Balance sheet & Profit Loss Account for the last three financial years to be attached.	
12.	Affidavit stating that the company is / has not been black listed by Central Government Departments/State Government/Statutory bodies/ Autonomous bodies/PSUs /Private Sector .	
13.	List of similar assignments and number of; Manpower provided to Central Government Departments / State Government/ Statutory bodies/ Autonomous bodies/ PSUs / Private Sector during the last three years	
14.	Objective Testing and Assessment of Professional Skills of Candidates / Manpower: Company's process of Scrutinising candidates before providing to the Competition Commission of India; Number and type of tests / examinations proposed / conducted by the Company to ensure that suitable candidates / manpower are going to be provided to the Competition Commission of India	
15.	Acceptance of Terms and Conditions	
16.	Demand Draft/ Pay order for Tender document fee (non-refundable) of Rs.1000/- (Rs. One thousand only) attached (Name of bank, DD/Pay Order No. Date and amount)	
17.	Demand Draft/ Pay Order for EMD of Rs.1,00,000/- (Rs. Only lakh only) attached (Name of bank, DD/Pay Order No. Date and amount.	
18.	Declaration about Fraud and corrupt practices (Duly signed & attested as given in the Tender Document – Annexure-III)	
19.	List of other clients	
20.	Any other information to establish financial worth and technical competence.	

Signature of authorized person

Name:

Seal:

Date &amp; Place

DECLARATION

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

2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them;

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.

Signature of authorized person

Full Name:

Seal:

Date:

Place:



FINANCIAL BID

ANNEXURE-II

(To be enclosed in a separate sealed envelope)

For providing manpower on Outsourced basis to Competition Commission of India, New Delhi

1. Name of tendering Service Provider Company:

2. Details of Earnest Money Deposit

Amount :

D.D. / P.O & Date

Drawn on Bank :

3. Rates are to be quoted at least in accordance with the Minimum Wages Act, 1948 as applicable in the NCT of Delhi and other by-laws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.)

Sl. No	Manpower Type	Wages Per month	PF/ESI/Service Charges and Service Taxes					Total (Col.3+4+5+6+7+8)	OTA Rate (beyond working hours + one hour)
			PF	ESI	Bonus	Ser. Charges	Ser. Tax		
1	2	3	4	5	6	7	8	9	10
1.	Sr. Personal Assistant								
2.	Personal Assistant								
3.	Date Entry Operator								
4.	Office Attendants								

Note:

1. All rates to be quoted in Indian Rupees only
2. The rates quoted by the tendering Company should be inclusive of all statutory requirement i.e. PF , ESI & Bonus etc./ taxation liabilities as applicable.
3. No column should be left blank.
4. Service charges to be paid by CCI to the Service provider
5. Service Tax as applicable

Signature of authorized person

Date:

Place:

**DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES**

We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that::

a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State; and

b) We have taken steps to ensure that in conformity with the provisions of Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

c) We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

d) We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.

e) We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors / managers / employees.

Signature;  
Name & Designation with office Seal

**Competition Commission of India**

1. **Name of the post** : **Sr. Personal Assistant**  
2. **Mode of Recruitment** : Outsourced basis  
3. **Qualifications and Experience:**

**Essential:**

**A. Qualification**

- a) Graduate in any discipline
- b) Shorthand Speed 100 w.p.m.in English
- c) Typing speed of 40 w.p.m. in English
- d) Proficiency in MS Office applications such as Word, Excel and Power Point
- e) Excellent organisational skills and capacity to maintain effective document and record management.
- f) Good drafting abilities and capability to produce presentations, reports and letters.
- g) Good knowledge of both written and spoken English
- h) Flexibility and ability to work well as a team member
- i) Strong communication skills.
- j) Ability to handle telephonic messages appointments, diary maintenance.
- k) Ability to work under pressure and maintain a professional demeanour

**B. Experience**

- a) Minimum 8 years experience of this kind of job.
- b) Must have worked atleast for 3 years with any of the Executive Director in Private / Public Sector Company or with officer of the level of Joint Secretary or above in Govt. related Organization.

**Desirable**

- a) Diploma / Certificate in Secretarial Practice / Office Management
- b) Diploma / Certificate in Computer Applications
- c) Knowledge of the functioning of the Competition Commission of India or similarly placed organisation.

**4. Job Description:**

The Sr. Personal Assistant will be responsible for the following tasks:

- a) Keeping agenda organizing and co-ordinating appointments, meetings and tour
  - b) Taking dictations.
  - c) Typing and archiving correspondence using computer applications
  - d) Registering and dispatching e-mails
  - e) Filtering telephonic calls.
- f) Responding to queries and requests for information while exercising tact discretion at confidentiality.
- g) Acting as a first point of contact for all enquiries to the officer attached with.
- h) Setting up and maintaining effective filing system.
- i) Designing and composing slides for power point presentation.
- j) Using internet applications.
- k) Performing other related tasks as & when required.

**Competition Commission of India**

1. **Name of the post** : **Personal Assistant**  
2. **Mode of Recruitment** : Outsourced basis  
3. **Qualifications and Experience :**

**Essential**

**A. Qualification**

- a) Graduate in any discipline
- b) Shorthand Speed 80 w.p.m. in English
- c) Typing speed of 30 w.p.m.in English
- d) Proficiency in MS Office applications such as World Excel and Power Point
- e) Good drafting abilities and capability to produce presentations, reports and letters.
- f) Good knowledge of both written and spoken English
- g) Strong communication skills.
- h) Ability to handle telephonic messages appointments, diary maintenance.
- i) Ability to work under pressure and maintain a professional demeanour

**B. Experience**

- a) Minimum 5 year's experience of this kind of job.
- b) Must have worked atleast for 2 years with any of the Senior Executive in Private / Public Sector Company or with officer of the level of Deputy Secretary or above in Govt. related Organization.

**Desirable**

- a) Diploma / Certificate in Secretarial Practice / Office Management
- b) Diploma / Certificate in Computer Applications
- c) Knowledge of the functioning of the Competition Commission of India or similarly placed organisation.

**4. Job Description:**

The Personal Assistant will be responsible for the following tasks:

- a) Keeping agenda organizing and co-ordinating appointments, meetings and tour
  - b) Taking dictations.
  - c) Typing and archiving correspondence using computer applications
  - d) Registering and dispatching e-mails
  - e) Filtering telephonic calls.
- f) Responding to queries and requests for information while exercising tact discretion at confidentiality.
- g) Acting as a first point of contact for all enquiries to the officer attached with.
- h) Setting up and maintaining effective filing system.
- i) Designing and composing slides for power point presentation.
- j) Using internet applications.
- k) Performing other related tasks as & when required.

**Competition Commission of India**

1. Name of the post : Data Entry Operator
2. Mode of Recruitment : Outsourced basis
3. Qualifications and Experience:

**Essential**

**A. Qualification**

- a) Graduate in any discipline
- b) Typing speed of 40 w.p.m. in English
- c) Ability to operate Electronic Data Processing equipment.
- d) Ability to manage files / project work / cases
- e) Ability to work under pressure and maintain a professional demeanour

**B. Experience**

- a) Minimum 2 year's experience of this kind of job.
- b) Must have worked atleast for 1 years with any of the office of reputed Private / Public Sector Company or Govt. related Organization.

**Desirable**

- a) Diploma / Certificate in Office Management
- b) Diploma / Certificate in Computer Applications
- c) Knowledge of the functioning of the Competition Commission of India or similarly placed organisation.

**4. Job Description:**

The Data Entry Operator will be responsible for the following tasks:

- (a) Enter data to update records following the promulgated codes and standards.
- (b) Receives and respond to record inquiries in compliance with standards.
- (c) Access files through knowledge of computer terminal and manual file system.
- (d) Take printouts as required.
- (e) Performs related duties
- (f) Provide a variety of secretarial and administrative support.
- (g) Performs special projects as necessary.

Competition Commission of India

1. Name of the post : Office Attendant
2. Mode of Recruitment : Outsourced basis
3. Qualifications and Experience :

**Essential**

**A. Qualification**

- a) 10<sup>th</sup> standard or equivalent
- b) Must be able to understand English.
- c) Ability to handle modern office equipments such as Fax, Xerox, Binders etc.
- d) Ability of delivering and filing of papers, maintenance of stationery, office cleanliness (excluding sweeping and toilet cleaning)
- e) Ability to work under pressure and maintain a professional demeanour

**B. Experience**

- a) Minimum 2 years experience.
- b) Must have worked atleast for 1 year with any of the office of reputed Private / Public Sector Company or Govt. related Organization.

**Desirable Ex Serviceman**

**4. Job Description:**

The Office Attendant will be responsible for the following tasks:

- a) Handling modern office equipments such as Fax
- b) Delivering and filing of papers
- c) Maintenance of stationery
- d) Office cleanliness
- e) Arranging refreshment / water etc.
- f) Opening and closing of office
- g) Shifting of office equipments as and when required.
- h) Performing other related tasks as & when required.