

Tender for outsourcing agency to provide support staffs for CDRIS

Tender Notice

Sub: Engagement of Service Agency for outsourcing of 'Office Support Staffs' at CDRIS, New Delhi

1. Background Information

1. **Coalition For Disaster Resilient Infrastructure (CDRI)** is a multi-stakeholder platform led and managed by national governments and multilateral organizations to work on various aspects of disaster resilience in infrastructure. Operational aspects of CDRI are managed by CDRIS (**Coalition for Disaster Resilient infrastructure Society**) with its office at August Kranti Bhawan, Bhikhaji Cama Place, New Delhi, 110066. Currently CDRIS is operating from NDMA Bhawan, Block A-1, Safdarjung Enclave, New Delhi, 110029.
2. CDRIS intends to hire staffs for providing office assistance services at its office. For this, CDRIS intends to engage suitable 'Agency' to provide skilled and semiskilled staffs. Bids are invited by CDRIS under two bid system from reputed, well established and financially sound Agencies to provide/deploy the staffs (semi-skilled/skilled) at the CDRIS Office.

3. Summary information of Tender:

1	Tender No.	CDRIS/2020/Adm-05/05/1
2	Type of Tender	Two bid system, (submission through Email with password protected PDF)
3	Name of Work	Engagement of Service Agency for outsourcing of 'Support staffs' at CDRIS, New Delhi
4	Duration of contract	3 years (extendable up to further 3 years based on performance and mutual agreement)
5	Estimated cost of work	Rs. 2.16 Crore. (Rs. Two crore sixteen lacs only)
6	Cost of tender form	NIL
7	Earnest money deposit (EMD)	Rs. 5 Lacs (Online Transfer to CDRIS Account)
8	Pre bid meeting	Virtually if required. Schedule will be communicated
9	Last date of receipt of bids	11 May 2020 11:59 pm (IST)
10	Bid evaluation	Technical bid - 13 May 2020 Financial bid – to be communicated
11	Postal address for communication	Deputy Director (HR and Admin), CDRI Society, NDMA Bhawan, Block-A1, Safdarjung Enclave, New Delhi, 110029. [sro-mitigation@ndma.gov.in], +91-11-26701-814 GST No. 07AAEAC5496K1DK
12	Queries regarding the tender and pre-bid	Ratnesh Kumar, Sr. Consultant, CDRI, NDMA Bhawan, Ph: +91-11-26701-780 [srconslt1-cdri@ndma.gov.in]

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4. CONSIDERING ADVISORY FOR COVID-19, following steps are being followed by CDRIS in the tendering process:

a) Tender documents can be downloaded from the Tender section of CDRI website www.resilientInfra.org and also from Central Public Procurement Portal www.eprocure.gov.in.

b) Bids should be prepared with scanned copies of all necessary documents and converted into three separate PDF files – each having different passwords. File must be named as named as (also see Annexures).

- 1) **[Agency name]_ EMD transfer slip** (without password protection)
- 2) **[Agency name]_ Technical Bid** (PASSWORD protected file)
- 3) **[Agency name]_ Financial Bid** (PASSWORD protected file)

(1) **EMD transfer slip:** Due to lockdown imposed on various parts of the country and suspension of postal services, online transfer is selected for EMD deposit. An interest free EMD amount of Rs. Five Lacs only, should be deposited to the following Bank Account of CDRIS by 11 May 2020.

Account holder's name: **Coalition for Disaster Resilient Infrastructure Society (CDRIS),**

Account No. 39172788686, State Bank of India,

IFS code: SBIN0013182, Bank Phone - +11-2616-9116

Branch: Safdarjung Enclave, AB-3, Community Center Safdarjung Enclave, New Delhi, 110029

Bidder should email the PDF of "Online Transaction Slip" and "Scan of Agency's cancelled Cheque" to email [etender-cdri@ndma.gov.in], to confirm the same and receive 'Acknowledgement' from CDRIS. EMD of unsuccessful bidders shall be returned to the Account Number given in the cancelled cheque. Bids without EMD deposits shall be rejected.

(2) **Technical Bid:** In Technical bid, bidders are required to provide scanned copies of all the document as per the instruction provided in the tender document along with scanned copies of supporting documents.

(3) **Financial Bid:** In the Financial bid, bidders are required to provide Signed and Stamped scanned copy of their Financial proposal strictly according to Annexure VI, without any cutting or overwriting.

c) THE BID IS TO BE SUBMITTED through EMAIL to [etender-cdri@ndma.gov.in] with subject line: "BID SUBMISSION FOR OUTSOURCING AGENCY_[your agency name]". The email should include all three-password-protected-PDF files listed above as attachment. Only one email should be sent by each bidder. Multiple emails may lead to disqualification of bidder.

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- d) PASSWORD MUST NOT TO BE SHARED ALONG WITH BID SUBMISSION. If the password is shared along with bid submission then it may be treated as rejected.
 - e) Only the **Password for Technical Bid pdf file is to be submitted on the same email id [etender-cdri@ndma.gov.in] between 1100 -1200 Hrs. on date 13 May 2020**; and same may be confirmed on the phone to Sh. Abhishek Sharma, Dy. Director (HR & Admn), CDRIS (Ph: 011-26701-814/808). Use Times Roman Font for sending Password to ensure readability.
 - f) In case of failure of sending the password, or providing the incorrect password, in stipulated time and date, bid may be treated as cancelled.
 - g) Password of Financial bid will be asked after the evaluation of Technical bid. For opening the financial bid, the process described above will be followed. Date and time of sending password will be intimated accordingly and failure of which will be resulted in cancellation of financial bid.
 - h) Bidders are required to maintain record of their “Passwords” during the bidding process and provide the same to CDRIS as and when requested.
 - i) **DEADLINE FOR RECEIPT OF BID through email and EMD DEPOSIT is 11 May 2020, 11:59 pm (IST)**. BIDS received later than this deadline shall be rejected.
5. Bidders should read all the instructions carefully and must abide by them. CDRIS reserves right to reject and cancel any bidder who does not explicitly comply with all the instructions. CDRIS also reserves right to ask bidders to provide additional information and documents as part of due diligence. Any such request from CDRIS should be addressed by bidders promptly.
6. Queries regarding this tender can be sent to (etender-cdri@ndma.gov.in, srconslt1-cdri@ndma.gov.in) emails with subject line “**Query for Tender of Outsourcing Agency ____**”

2. Bidder’s eligibility criteria

1. The bidder must be approved/recognized/registered by Govt. of India/ Govt. of Delhi/nearby State for providing workers for office assistance services. Copy of relevant certificate must be attached. The bidders should have a valid license from competent license authority under the provision of contract Labour Act,

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1970, Contract Labour Central Rules, 1971 and, and all relevant laws in this regard. **Bidders should also submit proofs thereof.** See Annexure IV.

2. The bidder must comply with the statutory requirement, such as registration with ESI, EPF, PAN /TIN/TAN & GST etc. and **submit proofs thereof**
3. The bidder must have at least five years of experience as Outsourcing agency providing staffs to reputed private or international organizations. **Attach copy of relevant certificates, Registration details, etc.**
4. The bidder must have implemented/implementing at least three contracts of deployment of Technical Staff, office staff, driver etc. to reputed Multi-national companies, Central Govt. organizations/Public Sector Units/ during the last 6 years. Proof must be attached along with good performance certificate of the concerned and clearly mentioning number and type of staffs deployed and annual value of agreement/ work order. See Annexure III (a) and III (b).
5. The bidder must have at least 200 or more staffs continuously on roll for the last six months. **For proof EPF challan should be submitted of any month within last three months.**
6. The Agency/Contractor must have sound financial stability with an average annual turnover of Rs. 05 (Five) Crores in preceding three financial years in similar services. (Copy of audited profit loss statement and ITR certificates with matching PAN/GST No. must be enclosed).
7. The Agency/Contractor should not have been blacklisted by any Govt., Semi-Govt. Department., or any other organization. **An undertaking to this effect shall be submitted by the bidders** (Annexure IV).
8. The agency must have registered /branch/ local office in New Delhi/Delhi National Capital Region. **Proof should be submitted.**
9. Each bidder shall submit only one Tender (through email) for the entire scope of work. Bidders who submits more than one tender or part tender will be treated as non-responsive and rejected.

3. Instructions to Bidders:

1. The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. CDRIS reserves the right to select the service provider or to reject any bid wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.
2. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

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3. **EMD of Rs. 5 lacs only** must be deposited online to the account of **Coalition for Disaster Resilient Infrastructure Society** given on page-2. Interest free EMD of unsuccessful bidders will be returned within 15 days of the award of the contract. If the successful bidder withdraws from the tendering process, or fails to enter into the contract within 15 days of the offer, then its EMD will be forfeited. No exemption will be given for EMD and bids without EMD will not be evaluated.
4. **Security Deposit:** Successful bidder must submit a Security Deposit/Performance Guarantee/Bank Guarantee of value equal to 5% of the contract value before signing of the contract in the form of Bank Guarantee. Such guarantee must be valid for 42 months (i.e. 6 months beyond the contract period of 3 years). Interest free EMD of the successful bidder will be returned within 15 days of submission of Security Deposit/Bank Guarantee.
5. **Validity of bid:** Bid submitted by Bidder shall remain valid for acceptance for a period of 180 days from the date of opening of the Financial BID. Bidders shall not be entitled during the said 180 days' period to revoke or cancel the BID or to vary the same or any term thereof without the written consent of the Deputy Director, CDRIS.
6. Tender evaluation will be done in two stages. In first stage, evaluation of Technical proposal of bidders will be done to shortlist technically qualified bidders. In second stage, Financial bids of the only the shortlisted bidders will be evaluated.

4. Qualifications and remunerations of required staffs:

1. Tentative list of required staffs

Type of staffs	¹ Qualifications, etc.	² Basic Remuneration Rs. Per month	Tentative quantity (up to)	Amount (Rs./ month)
A. Executive assistants (PA, HR, Admin, etc.)	Graduation, Minimum 3-years' experience in relevant field	40,000+ Additional benefits	8	3,20,000
B. Data entry operators/ Stenographer	Graduation, Minimum 3-years' experience in relevant field	30,000+ Additional benefits	4	1,20,000
C1. Multi-tasking staff (MTS)	12 th Pass, minimum 2 years of experience in relevant field	20,000+ Additional benefits	5	1,00,000
C2. Car Drivers (MTS)	12 th Pass, minimum 5 years of experience in driving in Delhi NCR	20,000+ Additional benefits	3	60,000
Basic Remuneration per month =				6,00,000
Basic Remuneration for a year =				72,00,000
Total Basic Remuneration for 3 years =				2,16,00,000

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2. ¹Prescribed qualifications and experience in the above table are minimum and indicative. CDRIS, at its discretion, may prescribe more detailed qualification and experience. In general, the outsourced worker should possess well-groomed professional etiquettes suitable for an international organization, spoken and written English, functional knowledge of office software (e.g. Microsoft word, MS Excel, Email, Internet, etc.). For MTS, knowledge of English and basic computer operations is not essential but preferable.
3. ¹Roles and responsibilities of some tentative requirements of staffs are:
 - i. Personal Assistance (PA) will be from category of Executive Assistant or Stenographer.
 - ii. Receptionist will be from category of Executive Assistant or Stenographer.
 - iii. Executive Assistant or Data entry operator for HR Admin and Accounts dept.
 - iv. MST (multi skilled housekeeping staffs capable of attending small electrical, plumbing issues; cleaning, Pantry services, etc.).
 - v. Drivers will be under MTS category.
4. ²**Basic Remuneration offered by CDRIS is lump-sum for a month and there shall be no payment for overtime.** The rates offered by CDRIS is also above par with the current minimum wage rates. If in case, the minimum wage rates become higher than the rates offered by CDRIS rates, it is the responsibility of the Agency to bring it to the notice of CDRIS in writing for rate revisions. The Agency will ensure that at no time, the Basic Remuneration of staffs are less than the minimum wage rates.
5. ²**Additional benefits:** In addition to basic remuneration, outsourced staffs will receive benefits of 10% Transportation allowance (of basic remuneration), EPF/ESIC, or Group insurance benefits as per insurance policies subscribed by CDRIS.
6. ²**Annual Increment:** Individual contracts will be eligible for 10% annual increment subject to completion of one year with satisfactory performance.
7. **Working hours:** All outsourced staffs shall follow work calendar and routine hours of CDRIS Secretariat.
8. The above requirement is only tentative and may increase upon the volume of work, functional requirements. Any additional requirement / variation of staffs including qualifications shall be communicated to the Agency at the sole discretion of CDRIS as and when the need arises during the period of contract.

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9. CDRIS reserves right to implement/withdraw any statutory decision brought in force.

5. Selection process for outsourced staffs:

1. CDRIS reserve right to exercise full control over the selection process of outsourced staffs to ensure best suitable candidates. CDRIS, at its discretion, may prescribe and participate in selection process including but not limited to written tests, interview, computer tests, and simulation tests. Outsourcing Agency, at its own cost, will extend all support to CDRIS for implementing the selection process recommended by CDRIS. Such arrangement shall cover, but not limited to publishing recruitment notices, arranging venue for Conducting tests, Interviews, printing test questions, etc.
2. CDRIS bars the Bidders/Outsourcing Agency from charging any money in any form from the applicants before, during or after the selection process. All advertisements for selection of candidates for CDRIS will clearly mention that **“CDRI, CDRIS, or its Outsourcing Agency does not take any fee from applicants”**.
3. The outsource employee will be on the payroll of the Outsourcing Agency.
4. The Agency will supply the list of personnel to be deployed with full particulars such as age, parentage, address, etc. before the commencement of the agreement. The agency will also ensure police verification of all the personnel who are selected for engagement in CDRIS.
5. CDRIS is an equal opportunity organization and same should be ensured by the Outsourcing Agency.
6. Based on the requirement of each job, the candidates recommended by the Agency for engagement/deployment will be decided by CDRIS and decision of the CDRIS will be final in this regard. In case CDRIS, finds any deployed person as not desirable and not suitable for whatever reasons. will be at the sole discretion of the CDRIS and upon so being notified by CDRIS, the Agency shall be liable to withdraw such person (s) forthwith and substitute by a person(s) acceptable to CDRIS.

6. Terms and Conditions of Contract:

1. **BID EVALUATION:** Bidders are requested to Quote their Financial Bid as SINGLE VALUE PERCENTAGE (%) Commission on the Basic Remuneration of outsourced staffs (as per Annexure VI). Bidder charging the lowest Percentage Commission will be selected as successful bidder. Payment of Commission to the Outsourcing Agency will be calculated on the Basic Remuneration of actual deployed staff. Commission shall not be paid on the estimated value of work in the tender document, or cost of additional benefits to the outsourced staffs.

For example, if a successful agency ABC quotes commission as 5%, and actual cost of Basic Remuneration in a month is Rs. 4,00,000. Then agency actual payment of Commission to the agency in that month will be 5% of Rs. 4,00,000, ie.,Rs 20,000. Taxes will be extra as applicable.

CDRIS reserves right to select a bidder other than the lowest bidders, to ensure best quality of services.

2. **RIGHT OF THE OFFICE TO ACCEPT OR REJECT THE BIDS:** CDRIS, New Delhi reserves the right to accept/reject any or all the BIDs received without assigning any reason whatsoever. The BIDs, in which any of the particulars and prescribed information is missing or is incomplete in any respect and/or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected. BIDs, not meeting the BID evaluation criteria as stipulated in the document shall be summarily rejected.
3. **TERMINATION:** Notwithstanding anything contained hereinbefore to the contrary, the CDRIS, New Delhi shall have full power and authority to terminate this Agreement without assigning any reason by giving 30 days clear notice in writing. Similarly, if the Agency/Contractor wants to rescind the contract, he/she are required to give at least 90 days' notice for withdrawal of services.
4. **PENALTY:** In the event of the Outsourcing Agency/Contractor's failure to execute the work entrusted to it under this Agreement satisfactorily, CDRIS shall make alternative arrangement to do it and the difference of cost incurred by CDRIS thereby shall be recovered from the Agency/Contractor's unpaid bills and Contractor's Security deposit. Besides, penalty as decided by Director CDRIS shall also be levied and recovered.
5. **TAXES, DUTIES AND LEVIES:** All taxes, duties, levies etc. imposed by the State, Central Government and Local Bodies in connection with this contract in force at the time of submission of BIDs shall be borne by the

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Agency/Contractor. The selected Agency/Contractor (Contractor) will have to pay taxes/income tax on contract amount as applicable. If any additional rates/taxes/income tax has to be paid, that shall be borne by the Agency/Contractor, otherwise it shall be deductible from his payments.

6. **PERIOD OF CONTRACT:** The contract shall be for a period of 03 (One) year from the date of signing agreement which may be renewed for another 3 years on the basis of satisfactory performance.
7. **AGENCY/CONTRACTOR SUBORDINATE STAFF AND THEIR CONDUCT:** If and whenever any of the Agency/Contractor's employee shall be found guilty of any misconduct, or be incompetent, or insufficiently qualified, or negligent in the performance of its duties, or that it is undesirable for administrative or any other reason for such person(s) to be employed in the works, the Agency/Contractor if so directed by the competent authority, shall remove such person(s) from CDRIS. Any person(s) so removed from the works shall not again be employed in connection with the works without the written permission of the competent authority of CDRIS.
8. **PAYMENT:** The Agency shall submit a running account bill by 5th day of every month for release of payments for the preceding month. No payment will be made directly by CDRIS to the outsourced staffs.
9. The Agency will designate at least one Representative/Supervisor to be contacted for any issue. This Representative would visit CDRIS office if required by CDRIS.
10. With mutual consent between the CDRIS and the Agency, any other clauses can be included in the agreement at during the tenure of the contract.
11. The Agency/Contractor shall be responsible for proper maintenance of decorum, punctuality, discipline and work output.
12. The Agency/Contractor staff shall not be treated as the staff of CDRIS for any purpose whatsoever. The Agency shall be responsible for strict compliance of all statutory provisions of relevant labor laws applicable from time to time in carrying out the above job.
13. **INDEMNIFICATION:** The hired Agency shall be responsible for fulfilling the requirements of all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Contract Labor Act and all other labor and industrial enactment at his own risk and cost in respect of all staff employed by him and keep CDRIS indemnified for any action brought against it for any violation/noncompliance of any of the provisions of any of the

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acts etc. The Agency/Contractor will abide by all the rules and regulations of the labour laws and rules framed there under, and maintain all the Registers and display notices as required under the above-mentioned rules and regulations. CDRIS or its authorized representative shall be entitled to inspect all such records at any time.

14. The Agency shall disburse the wages to the staffs through bank transfer, and only in special circumstances payment will be made through cheque. Non-payment of wages by or any malpractice if noticed, will invite a penalty which may lead to termination of contract and blacklisting of the firm, or any other decision deemed fit by CDRIS. The Agency will also be liable to pay the disputed outstanding amount. The CDRIS shall not be directly responsible for the payment to the outsourced staffs.
15. None of the outsourced staff of the Agency/Contractor shall enter into any kind of private work at different locations during working hours.
16. The Agency must provide I-cards, appointment and experience letters to each employee, clearly mentioning the term and conditions of employment. CDRIS reserves right to review such terms and conditions offered to outsourced staffs. Agency/Contractor should issue salary slips every month to each worker deployed by them.
17. The personnel deployed under this contract shall maintain proper office decorum. They shall not disclose any secret official information to any unauthorized person.
18. The staffs employed by the Agency shall be its sole employees, and CDRIS shall not have any relation whatsoever with employees of the Agency/Contractor. The Agency will be fully responsible for their acts, conduct and any other liability.
19. CDRIS shall have no liability whatsoever towards any other personnel or equipment of the Agency. All statutory requirements for the workmen are to be borne by the Agency and shall be the sole responsibility of the Agency.
20. CDRIS reserves the rights to award the contract/work in full or in parts to any Agency, and also terminate the contract/work at any stage if the performance of the Agency is found to be Not Satisfactory.
21. CDRIS is not bound to accept the lowest quotation and/or assign any reasons for rejecting any or all the bids. The lowest quoted bids may not fetch award of contract if the Committee is not convinced with the details and proofs submitted by the bidders.

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22. CDRIS has the right to adjust, readjust, or deduct any of the amounts as aforesaid from the payment to be made to the Agency under this contract or out of the Security deposits of the Agency.
23. The Contractor will provide CDRIS the copies of the relevant records during the period of contract or otherwise even after the contract is over, whenever required by CDRIS.
24. The contractor will be responsible for providing necessary documents and will bear the expenditure incurred on the same, e.g. purchase of Non-judicial stamp paper, etc. for furtherance of agreement with CDRIS. Cost of any documentation required for individual contracts of outsourced staff will also be borne by the Agency.
25. Outsourced staffs engaged by CDRIS shall have no right to employment against any post of the CDRIS. It is further agreed that their services are being taken by CDRIS on a purely contractual/ outsource basis and CDRIS reserves the rights to do away with the agreement as and when so required without assigning any reason.
26. **Force majeure:** Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or CDRIS as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:
- Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
 - Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos
 - Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes.

The bidder or CDRIS shall not be liable for delay in performing its obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract.

27. **Limitation of liability:** Neither party shall be liable to the other party for any special, indirect, incidental, exemplary, punitive or consequential losses or damages or loss of profit, loss of goodwill, loss of revenue or operational losses

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whether in contract, tort or other theories of law, even if such party has been advised of the possibility of such damages. The total cumulative liability of either party under this Agreement shall not exceed in aggregate the amount paid to bidder by CDRIS for the Service that gives rise to such liability. The limitation on any Party's liability herein shall not apply to liability for damages, resulting from the willful misconduct.

28. Termination of contract:

The contract may be terminated in any of the following contingencies:

- (i) On the expiry of the contract period, without any notice;
OR
- (ii) On giving one month's notice at any time during the currency of services, in case the services rendered by the Contractor are not found satisfactory and in conformity with the general norms and the standard prescribed for the services;
OR
- (iii) On assigning of the contract or any part thereof or any benefit or interest therein or there under by the Contractor to any third person for sub-letting the whole or a part of the contract to any third person, without any notice;
OR
- (iv) On Contractor being declared insolvent by the competent Court of Law without any notice;
OR
- (v) In case the Contractor is not interested to continue the contract subject to the condition that the Contractor shall give minimum three months' notice. If the Contractor does not give the requisite notice as mentioned before, then his security deposit shall be forfeited and Bank Guarantee shall be invoked.

Provided that during the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.
- (vi) In the event or exigencies arising due to the death, infirmity, insolvency of the Contractor or for any other reason or circumstances, liabilities thereof the contract shall be borne by the following on such terms and conditions, as the Director, CDRIS may further deem fit in public interest or revoke the contract, namely:
 - a. Legal heirs, in case of sole proprietor
 - b. Next partners, in the case of company of firm
 - c. Otherwise the Director or his nominee, CDRIS shall reserve the right to settle the matter accordingly to the circumstances of the case, as he/she may think proper.

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- (vii) In the event of any dispute or difference arising out of or in any way touching or concerning this agreement whatsoever (except as to matter the decision of which is specifically provided under this contract) the same shall resolved amicably with Mediation of mutually agreed agency or person. Location of all such activities will be in New Delhi Arbitration is barred in this contract. Any dispute arising out of this agreement shall be within the jurisdiction of New Delhi/Delhi.

The Contractor shall abide by all the terms and conditions stated herein and directions given to him from time to time as per need.

A aforementioned conditions are acceptable to me.

(Signature and stamp of the bidder)

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ANNEXURE-I

CHECK LIST OF BID SUBMISSION

Note: The BID will contain 3 separate PDF files listed under A, B, and C.

SI	Particulars	Attached: Yes/No	Remarks
	A. PDF File for EMD		
1	Online transaction slip of Rs. 5 lacs as EMD		
2	Scan of Agency's cancelled Cheque (for returning EMD)		
3	Annexure- I (this checklist), checked and signed		
	B. PDF file for Technical bid (Password protected)		Submit password on 13 May 11-12 am to email etender-cdri@ndma.gov.in
1	Copy of the tender document – signed on each page		
2	Annexure II – Financial information (signed, stamped, with documents)		
3	Annexure III (a) – Details of similar work executed (signed, stamped, with documents)		
4	Annexure III (b) – Details of manpower on payroll (copy of EPE of any one month from last 6 month)		
5	Annexure IV- Structure of the organization (signed, stamped, with documents)		
6	Annexure V – Technical bid undertaking, (signed and stamped)		
	List of other attachments as specified in the tender documents		
	Add additional sheet if required.		
	C. PDF file for Financial bid (Password protected)		Password will be asked
1.	Annexure VI – in the given format and dully filled and signed.		

(Signature and stamp of the bidder)

ANNEXURE -II

FINANCIAL INFORMATION

Financial Analysis: Details to be furnished duly supported by figures in audited Balance Sheet/ Profit & Loss Account for the last 3 (three) years and certified by the Chartered Accountant (photo copies to be attached).

S no.	Details	(1)	(2)	(3)
i)	Gross annual turnover from similar works	2018-19	2017-18	2016-17
ii)	Profit / Loss			
iii)	Financial position:			
	• Cash			
	• Current Assets, b			
	• Current Liabilities, c			
	• Working capital (b-c)			
	• Current Ratio: Current Assets/Current Liabilities (b/c)			

- Note: Attach additional sheets, if necessary.

(Signature and stamp of the bidder)

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ANNEXURE-III (a)

DETAILS OF SIMILAR WORKS EXECUTED

Sl.	Name of service & location	Type of staffs provided	Client organization	Name, Designation and latest address/phone, email, of officer for reference	Cost of work order/contract in Rs Lacs	Contractual dates		Actual date of completion	Any dispute in progress	Remarks
						Start	End			
a	b	c	d	e	f	g1	g2	h	i	j

- Note: Attach additional sheets, if necessary.

(Signature and stamp of the bidder)

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ANNEXURE-III (b)

**SUMMARY OF MANPOWER/STAFFS ON PAYROLL OF THE ORGANIZATION in
LAST 6 MONTH**

SI No.	Type of manpower/staffs (indicative)	Number of such workers	Average basic wages per month	Remarks
1	Highly skilled (such as Senior Technical, Junior engineers, Head clerks, Nurses, Accountant, Personal Assistants)			
2	Skilled (Technical assistant IT or networking, Multi-Tasking staffs, Driver, Cook, Assistant electrician, Driver,			
3	Semiskilled, (Senior office attendant, Assistant cook, Chowkidar, Security etc.			
4	Total			

- Also provide proof for manpower on payroll of the organization, such as EPF challan of any month within last six months.

(Signature and stamp of the bidder)

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ANNEXURE-IV

STRUCTURE OF THE ORGANIZATION

1	Name and address of the Bidder <i>Along with an office in Delhi NCR.</i>	
2	Telephone, No. /Fax. No./Email:	
3	Legal status (Attach copies of original document for registration as the legal statues). a) An Individual/ Consortium: b) A Proprietary/Partnership bidder: c) A Trust: d) A Limited Company or Corporation:	
4	Particulars of Registration with various Government bodies & Statutory Tax Authorities (attach attested photocopy) a) Registration Number: b) Organization/Place of registration: c) Date of validity d) PAN/TAN Registration No.	
5	Name and titles of Directors & Officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.	
6	Were you or your company ever required to suspend the work for a period of more than six months continuously after you commenced the works? If so, give the name of the project and reasons for not completing the work.	
7	Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reasons for not completing the work.	
8	Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reasons for not completing the work.	
9	Area of specialized service staffs if applicable	
10	Any case/dispute registered/pending for blacklisting/corruption or unethical conduct of bidder organization	
11	Any other relevant information that would allow due diligence of the bidder organization	

Note: With holding any significant information that may affect delivery of services by the bidder organization may lead to cancellation of bid/contract even after award of the work.

(Signature and stamp of the bidder).

ANNEXURE-V

TECHNICAL BID – Undertaking

It is confirmed that, we, the representatives of *[name of bidder organization]* have read and understood all the terms and conditions expressed, and that may be implied in the tender document _____ published by the Coalition For Disaster Resilient Infrastructure Society (CDRIS) on Date _____. We also agree that we were given sufficient opportunities to clarify any doubts with regard to this tender document.

We agree with all the terms and conditions provided in this tender document. Some of the key agreements being:

1. The qualifications/experience and number of staffs provided by CDRIS in the Clause 4.1 (page 4) is tentative and actual deployment of staffs will depend on actual requirements of CDRIS.
2. The estimated cost of providing staff for three years is tentative, and payments will be made to the Agency as per actual deployment of staffs as per the requirements of CDRIS.
3. CDRIS reserves right to prescribe and oversee the selection process of staffs in full or part.
4. A checklist for tender submission given in Annexure I has been cross checked by us and submitted with the bid.

We confirm that all the information provided in our bid document is true and supported by sufficient documents. In case of any deviation and any information found false, at any stage of tendering or after award of contract, CDRIS has right to cancel the bid or terminate the contract.

(Signature and stamp of the bidder).

ANNEXURE-IV

FINANCIAL BID

Financial quote: Commission charged by the outsourcing Agency is only _____% (in Figures), _____ (percentage, in words) of the only Basic Remuneration of actual outsourced staffs. (Ref. clause 6.1 of tender document).

Note: (i) Write the Percentage value up to 2 decimal points. (ii) The Commission charged by the Outsourcing Agency will be paid only on the Basic Remuneration. Commission shall not be paid on the 'cost of additional benefits, taxes or any other facilities given to outsourced staffs. (iii) Taxes shall be paid extra as applicable. (iv) The outsourcing Agency shall not be paid any other fee. (v) Outsourcing Agency is barred from taking any fee/money from the outsourced staffs for any reason. (vi) CDRIS reserves right to select bidder other than the lowest bidder to ensure best quality of services.

Signature of the bidder with stamp