

No.20(04)/BIFR/Estt-2001
Ministry of Finance
Deptt. of Financial Services
Board for Industrial and Financial Reconstruction

8th Floor Annexe,
Jawahar Vyapar Bhavan,
1, Tolstoy Marg,
New Delhi-110 001.

Dated: 05.11.2009

To

Sub: **Outsourcing of Services – Stenographer and Clerk-cum-Typist**

Sir,

Undersigned is directed to say that this Board intends to award contract on yearly basis for engagement/outsourcing of Stenographers (Steno 'D') and Clerk-cum-Typist (LDCs) as per the qualifications/experience mentioned in Annexure-I. The contract is proposed to be awarded to suitable registered firm with sound financial position and having adequate infrastructure and experience and experienced/qualified persons on the terms and conditions given in Annexure-II.

2. If your firm meets these requirements, has an experience of atleast two years of satisfactorily doing such a job in a Government Department/Public Sector Undertaking/Banks etc. and is interested to provide services for BIFR, you may quote your rates/charges in the format given below. All inclusive rates to be given under column grand total.

S.No	Name of post	Deduction to be made on account of ESI/PF etc. from the wages of the outsourced persons per month, head wise.	PF contribution in Rs.	ESI contribution in Rs.	Service & other charges, if any (details to be given)	Grand total

3. **An account payee Demand Draft/Bankers' cheque for an amount of Rs.10,000(Rupees Ten Thousand only) drawn in favour of DDO, BIFR or Bank Guarantee for a sum of Rs.10,000/- from any of the Commercial Banks in an acceptable form, as earnest money must be enclosed with your bid.** The earnest money of the unsuccessful bidders will be returned to them at the earliest after expiry of the bid validity and latest by or before 30th day after the award of the bid.

4. **Terms and conditions for submission of tenders for outsourcing are given in Annexure-I.**

5. Proposals consisting of technical bids and financial bids marked accordingly and placed in sealed cover subscribed as **“Bids for outsourcing Stenographers/LDC”** as may be the case may be sent so as to reach the undersigned by 13.00 hrs on 30.11.2009. Technical bids should contain the following information:-

- a) Name, Address and other contract details of agency/organization.
- b) Credentials and constitutions
- c) Whether registered with the Labour Commissioner/Provident Fund/ESI etc., if so details of registration.
- d) Details of available manpower for outsourcing in different disciplines
- e) Details of offices where manpower have already been provided on outsourcing basis.
- f) Annual turnover /TIN No. /PAN No. with copies to be attached.
- g) Mode of Payment to outsourced employees

6. The **Technical Bids will be opened** in the presence of bidders or their representatives on same day i.e. **30th November, 2009 at 15 30 hrs in the office of the undersigned at 8th Floor Annexe, Jawahar Vaypar Bhavan, 1, Tolstoy Marg, New Delhi-110 001.** Agencies will be short listed on the basis of credentials/technical base. Financial bids shall be opened only of the short listed agencies /organizations. You may accordingly depute your representative to be present at the time of the opening of the sealed bids.

7. The bids which are received late will not be considered and those received without the earnest money or requisite documents in support of experience will be summarily rejected.

8. The Board has a right to reject any proposal without assigning any reasons and no further correspondence will be entertained on the matter of rejection.

Yours faithfully,

sd/-

(**T.S. Singh**)

Under Secretary(Admn.)

Tel:23701249

Encl: As above

Copy forwarded to Computer Cell (NIC), BIFR with the request to put the letter along with its enclosure on BIFR web-site immediately. A confirmation in this regard may please be sent to the undersigned at the earliest possible.

sd/-

(**T.S. Singh**)

Under Secretary(Admn.)

ANNEXURE-I

NAME OF THE POST	Qualification
Clerk-cum-Typist (LDC)	10+2 (preferably graduate) Typing speed (English) of minimum 30 wpm. Well acquainted with Computer Operation. Ability to work on MS Office, Excel, recording/retrieval of information etc., Good command over English/Hindi Minimum 2 years experience of working in Govt/Semi.Govt/PSU/ Reputed Orgn
Steno-cum-PA (Steno Gde'D')	10+2 (preferably graduate) Shorthand (English) of min. 80 wpm Typing speed (English) of min. 40 wpm. Well acquainted with Computer Operation. Ability to work on MS Office, Excel, recording/retrieval of information etc., Good command over English/Hindi Minimum 2 years experience of working in Govt/Semi.Govt/PSU/ Reputed Orgn

ANNEXURE II

Ministry of Finance
Deptt. of Financial Services
Board for Industrial and Financial Reconstruction
(Establishment Section)

GENERAL TERMS AND CONDITIONS

1. The tender should be submitted to the Under Secretary(Admn.) Board for Industrial and Financial Reconstruction, 8th Floor Annexe, Jawahar Vyapar Bhavan, 1, Tolstoy Marg, New Delhi-110 001.
2. Tenders not conforming to the conditions specified in this document will be summarily rejected and no correspondence thereon shall be entertained whatsoever.
3. The tender forms should clearly be filled in ink legibly or typewritten giving full address of the tenderer. The tenderer should quote in figures as well as in words, the rates and amount tendered by him/them. Alterations unless legibly attested by the tenderer, shall disqualify the tender. The tender should be signed by the tenderer himself/themselves. The forwarding letter duly signed should invariably be returned along with the quotations furnished.
4. The tenderer should take care that the rate and amount are written in such a way that interpolation is not possible. No blanks should be left which could otherwise make the tender liable for rejection.
5. The tender will be kept open for a period of one year form the date of tenders are opened.
6. In case of non compliance of any of the clause/terms, the BIFR will have the right to impose penalty as deemed fit and employ staff at the contractor's cost and risk and may forfeit the security in full or in part. The decision of BIFR in this regard shall be final and binding.
7. BIFR reserves the right to cancel/reject any or all tenders without assigning any reason.
8. Tenderers are expected to have gone through understood and accepted al the terms and conditions. No enquiries verbal or written shall be entertained in respect of acceptance or rejection of the tender.
9. Any act on the part of the tenderer to influence anybody in the said Department is liable for rejection of his tender.
10. The successful Agency will provide a non-judicial stamp paper of Rs.10/- for preparing the rate contract agreement.
11. The contract can be terminated by giving one month's clear notice by authority.

12. That the Agency's staff will work under the overall supervision and direction of the BIFR or any other officer authorized by BIFR.
13. That the Agency shall not engage any sub-contractor or transfer the contract to any other person.
14. The tenderer will submit the following information/documents along with details asked for under Para 5 in the Tender Bids:-
 - Details of registration and category of the firm.
 - No. of employees engaged by the tenderer in preceding 12 months.
 - PF Registration details & a photocopy thereof.
 - ESI registration details and a photocopy thereof.
 - Details of registration with Labour Commissioner and a photocopy thereof.
 - Bank solvency certificate.
 - Details of other organizations where the tenderer company has provided manpower for the work.
15. The period of contract will be valid for one year initially or appointment of staff on regular basis whichever is earlier. The period of contract can be extended further by one year with mutual agreement. The persons engaged on outsourcing basis will have no right to claim regular appointment/absorption in BIFR.
16. Escalation will not be granted on any account over the rates quoted in the tender.
17. The normal duty timings will be from 9.30 AM to 6.00 PM.
18. The Agency shall provide the staff mentioned above will have identity cards with photographs.
19. If the services rendered by the contractor are unsatisfactory, the same shall be brought to his notice and still if no improvement is found, then a penalty can be imposed, which will be deducted from the monthly bill. By giving one month's notice the services of the contractor can be terminated.
20. The Agency shall produce the monthly bill triplicate along with deposits of PF & ESI, if any.
21. A register is to be maintained and day to day complaints received are to be entered in the same.
22. The verification of character and medical fitness certificate in respect of each employee should be furnished.
23. The Agency shall comply with all the legal requirements specially the statutory ones related to employment of labour, payment of minimum wages, Employees State Insurance, contribution of provident fund etc.
24. The Agency should have an experience of minimum five years for outsourcing of manpower in such work for Government/Semi-Government /Autonomous Bodies etc.

25. The agency shall be solely responsible for any act of Commission and /or omission on the part of the staff deployed.
26. Any failure in carryout out the work properly will attract penalty which will be decided by the authority and the recovery of penalty will be made from the monthly bill of the contractor.
27. Payment norms for outsourced staff
 - i) The Agency shall ensure the payment of minimum wages to outsourced staff notified from time to time as per provisions of minimum wages Act.
 - ii) Payment to the staff shall be made through Bank transfer/Cheque.
28. In the event of any dispute regarding contract the decision of the BIFR will be final and binding.

Signature of the Agency
(with Rubber Stamp)