

Cost: Rs. 500/- (Non-Refundable)

# **NATIONAL CO-OPERATIVE UNION OF INDIA**

(Apex Organization of the Indian Co-operative Movement)



## **TENDER DOCUMENT**

FOR

## **OUTSOURCING OF MANPOWER SERVICES**

BY

**National Cooperative Union of India  
(Admin Division)**

3, Siri Institutional Area, August Kranti Marg,  
New Delhi-110016

E-mail: [ncuiadm@gmail.com](mailto:ncuiadm@gmail.com)

Tele No: 011-41811154/ 40793299

**TENDER SALE DETAILS**  
**Outsourcing of Manpower Services in NCUI**

Name & Address of the Agency : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GST No. \_\_\_\_\_

**Contact Person** Name : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
Email : \_\_\_\_\_

**TENDER DOCUMENTS PAYMENT DETAILS (To be filled by Tenderer)**  
**(Refer Para 8 of Tender Notice / Document)**

Paid a sum of Rs 500/- (Five Hundred Only) towards the cost of Tender i/r/o  
M/S \_\_\_\_\_

Vide Transaction /UTR No. \_\_\_\_\_

Dated \_\_\_\_\_ **(Copy attached)**

Place: \_\_\_\_\_ Sign / Name & Address of the tenderer  
Date: \_\_\_\_\_ with rubber stamp of Agency

**FOR OFFICE USE (To be filled by NCUI)**

Received a sum of Rs 500/- (Five Hundred Only) towards the cost of Tender as per  
above details Vide Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_

**Admin Division**  
National Co-operative Union of India

**National Co-operative Union of India**  
(Apex Organization of the Indian Co-operative Movement)

**TENDER NOTICE/ DOCUMENT**

1. National Cooperative Union of India invites tenders from well-established experienced, professionally and financially sound reputed Delhi-based Manpower Agency Service provider /companies for providing manpower (Skilled, semi-skilled & un-skilled) at the NCUI HQ area and at its Skill Development Centre & Printing Press at B-81, Sec-80, Noida initially for a period of two years from the date of signing of such Contract extendable in the spell of one year subject to the satisfactory service by the firm and mutual agreement for a maximum period of 3 years. The service providers should have local Offices at New Delhi/NCR region to ensure satisfactory fulfilment of contractual obligations.

2. The bids are invited into two parts i.e. Qualifying/Technical Bid and Financial Bid. The Qualifying/Technical Bid should be consisting of all technical details along with Commercial terms and conditions as per Annexure-I. Hypothetical/Conditional Incomplete technical bids will not be entertained and will be rejected out rightly.

3. The Financial bid to be submitted indicating unconditional item-wise prices strictly as per the prescribed format in the Annexure-II. Cutting/overwriting, if any, will not be accepted. Each page of the tender documents should be duly Numbered, Stamped and Signed by the authorized signatory.

4. The Qualifying/Technical Bid and Financial Bid should be sealed by the bidder inseparate covers duly subscribed as "**Qualifying/Technical Bid for Outsourcing of Manpower Services to NCUI**" and "**Financial Bid for Outsourcing of Manpower Services to NCUI**" respectively. Both these sealed covers are to be put in a bigger/master cover which should also be sealed and duly subscribed as "**Bid for Outsourcing of Manpower Services to NCUI**" and addressed to the Chief Executive, National Cooperative Union of India, 3, Siri Institutional Area, August Kranti Marg, New Delhi 110 016 so as to reach the office on or before due date along with Earnest Money Deposit (as per details in following para) in favour of the National Cooperative Union of India, New Delhi. A Tender Evaluation Committee constituted for the purpose will open the Qualifying/Technical Bid of the tenderers in the presence of such tenderers who wish to be present.

5. The important schedule for various activities is as appended below:-

i)	Cost of Tender (To be paid online. Ref para 8)	: Rs. 500/-
ii)	Earnest Money Deposit	: Rs. 15,000/-
iii)	Start Date for Sale of Tender (may be downloaded from NCUI official Website)	: On or After publication in News Paper / Official Website
iv)	Last Date for Submission of Tender	: 25/08/2021 (11.00 A.M)
v)	Opening of Tender (Technical Bid)	: 25/08/2021 (11.30 A.M)
vi)	Opening of Tender (Financial Bid)	: 31/08/2021 (11.30 A.M)
vi)	Validity of Tender	: 90 Days from the date of Opening of tender

**Note:** The above activities are subject to covid pandemic norms and lockdown in several places.

6 **Two Bid System.**The bid should be submitted in a sealed cover in two parts as under

**A. Technical Bid**

i) The Technical bid should be submitted in the prescribed application form as given in the Annexure-I only.

ii) The Technical bid should fulfil all the requirements. Hypothetical/Conditional Incomplete technical bids will not be entertained and rejected out rightly.

iii) The technical bid should be signed and stamped by the authorised person.

iv) The cover/envelop of Technical bid should be superscribed as "**Technical Bid for Outsourcing of Manpower Services in NCUI**".

**B. Financial Bid**

i) The financial bid should be submitted in the prescribed format as mentioned in the Annexure-II.

ii) The bidders should quote their unconditional rates strictly as per the prescribed format in the Annexure-II. Cutting/overwriting, if any, will not be accepted. Each page of the tender should be duly Numbered, Stamped and Signed by the authorized signatory.

iii) The cover/envelop of Financial bid should be superscribed as "**Financial Bid for Outsourcing of Manpower Services in NCUI**".

7 The Technical and Financial Bids must be Sealed separately and envelopes should be superscribed as per guidelines stated above. Both the bids to be submitted in Master Cover/Envelope subscribed as "**Bid for Outsourcing of Manpower Services in NCUI**" and addressed to the Chief Executive, National Cooperative Union of India, 3, Siri Institutional Area, August Kranti Marg, New Delhi 110 016.

8. Due to Covid pandemic safety norms, the detailed tender / bid document may be downloaded from the official website of NCUI (<https://ncui.coop/>) only against payment of Rs.500/- which can be remitted online in the following NCUI bank account:-

Name : **National Cooperative Union of India**  
A/c No. : **65270943179** IFSC Code: SBIN0007407  
Bank & Branch : SBI, Asian Games Village, Hauz Khas, New Delhi – 110 016

9. The Respective bids/tender duly filled may be submitted to the following address in sealed cover by due date and time. The NCUI reserve the right to accept or reject any application and to cancel or postpone the bidding process at any time without any liability and assigning any reason thereof.

The Chief Executive  
National Cooperative Union of India  
3, Siri Institutional Area  
August Kranti Marg, New Delhi –110 016

## 1. TERMS AND CONDITIONS

**Scope of Work.** To provide manpower services at NCUI, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016 and also likely to be at Skill Development Centre & Printing Press at B-81, Sec-80, Noida during the period of contract.

- 1.1 The Agency will furnish to the NCUI the documentary proof of the persons with good and sound health, stable mind deploying by company/Agency. The persons supplied by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending
- 1.2 All manpower on duty, deployed by the agency, will report to Personnel Department of NCUI.
- 1.3 The NCUI shall pay the agreed amount for the job to the Agency on submission of bills alongwith EPF/ESI deposit challan/return on monthly basis after completion of the month and on submission of a satisfactory completion of work certified by an officer nominated for the purpose by NCUI.
- 1.4 The Agency will ensure that proper license, permission from the concerned authorities, wherever applicable, are obtained promptly.
- 1.5 The Agency shall not engage any such sub-Agency or transfer the contract to any other person in any manner.
- 1.6 Income Tax and other admissible tax will be deducted at source from the monthly bills of the Agency at the admissible rates.
- 1.7 The Contract may be extended further for a period of one year keeping in view the various factors, such as prevailing market price, satisfactory performance of the Agency etc.
- 1.8. The service provider's person shall not claim any benefit / compensation / absorption / regularization of services from/in NCUI.
- 1.9 That the persons engaged shall not be below the age of 18 years or above the age of 45 years and they shall not interfere with the duties of the employees of this office.
- 1.10 The functional control over the personnel deployed by the Agency will rest with this office and the disciplinary administrative / Technical control will be with the Agency.
- 1.11 The service provider has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
- 1.12. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.
- 1.13 Insurance and accident risks of the staff provided will be the responsibility of the Agency.
- 1.14. The person deployed by the agency shall be entitled to one paid casual leave for one calendar month service rendered. No cash allowance would be allowed in lieu of such leave. The leave so earned have to be availed within a

quarter otherwise it will stand lapsed. There will be no credit for broken month period. NCUI shall deduct proportionate amount/wages for absence during the month of outsourced manpower beyond this limit while making payment to the Outsourcing Service Provider each month. The outsourced manpower will not be entitled any other kind of leave etc. other than mentioned above.

- 1.15 The manpower deployed by the Agency will be required to work strictly as per the office timings of the NCUI on all working days. No extra wages will be paid for attending the office on weekends / holidays / late sitting.
- 1.16 The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of this office.
- 1.17 This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider. However, service provider will be fully liable for any damages, loss or theft etc. caused by their personnel/staff.

## **2. STAFF REQUIREMENT: THEIR BEHAVIOUR ETC.**

- 2.1 The Agency will currently deploy 04 – Housekeeping, 03 – Multi Tasking Staff, 01- Mali (Appx). The NCUI have the right to increase / decrease the number of outsourced manpower as per administrative requirements in future.
- 2.2 The Agency shall comply with all the rules, laws and regulations applicable in the matter of such manpower deployed.
- 2.3 The Agency shall ensure that its manpower deployed are polite, courteous, well behaved and honest and also having sufficient experience in the field.
- 2.4 The Agency's workers shall not enter into any unlawful activity within the NCUI premises and shall maintain good moral character and decent behaviour.
- 2.5 The NCUI shall have the right to impose such penalty as it deems fit on the Agency or deduct such amounts from its security deposit/monthly bill in the case of the NCUI being put to any financial loss directly by any act or omission on the part of the Agency's workers or on account of deficiency in service or less number of staff deputed by Agency.
- 2.6 The Agency shall ensure that all workers of the Agency shall be free from infectious diseases.
- 2.7 NCUI reserves the right to order any worker of the Agency to leave the premises of the NCUI, if his/her presence at any time is felt undesirable.

## **3. Other Terms & Conditions**

- 3.1 The Agency shall be directly and solely responsible for the minimum wages, allowances or any other benefit payable under relevant acts and regulations applicable in the Capital Territory of Delhi for its workers engaged in the performance of this contract.
- 3.2 As cost components like minimum Wages, ESIC, EPF, GST are constant in view of Govt Rates/regulations, this contract will be finalized on the basis of least service charges quoted by the tenderer. In case, the rates quoted by two

or more agencies are equal at lowest position, L1 decided by the Committee as per agency's profile & NCUI requirement will be final.

- 3.3 The Agency shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Labour Act, Minimum Wages Act, Contract Labour (Regulation and abolition) Act, EPF, ESI and various other Acts as applicable from time to time with regard to the personnel engaged by the Agency for NCUI.
- 3.4 The Tenderers must ensure that service charges quoted should be reasonable. Contractors, before quoting for service charges for the work must take into consideration various aspects such as deduction of Income Tax at source, other expenses to run the establishment, payment of statutory charges to contract workers as well as to the State / Govt./ Statutory Bodies, supply of Photo Identity Cards, maintenance of proper record at site & other related things/documents/liveries in some cases.
- 3.5 The contract can be terminated by NCUI by giving one month or on short period notice in writing without giving reasons.
- 3.6 In case of any dispute between the Agency and the NCUI arising out of or in relation to the agreement the dispute shall be referred to a sole Arbitrator.
- 3.7 Arbitrator to be appointed by the Chief Executive of the NCUI and the decision of such Arbitrator shall be conclusive and binding on both the parties. The Arbitration shall be governed by the provision of the Indian Arbitration Act, 1940.
- 3.8 The courts of Delhi will have jurisdiction over all legal disputes under this agreement.
- 3.9 The Tender will be accepted only alongwith Earnest Money Deposit through a bank draft in favour of NCUI and Cost of Tender Documents paid online. Tender received without EMD & Tender Document's cost details will be summarily rejected.
- 3.10 EMD will be returned to all unsuccessful bidders without interest after completion of tender process and award of contract to successful bidders.
- 3.11 Late submission of tender will not be accepted.
- 3.12 Technical & Financial bids will be opened in the premises of the NCUI, 3, Siri Institutional Area, August Kranti Marg, New Delhi - 110 016 as per schedule.
- 3.13 The NCUI reserves the right to accept or reject or postpone the tender process without assigning any reason.
- 3.14 The Agency shall deposit 10% of total value of Contract (Annual) as security within seven days after award of the contract by Demand Draft. No interest will be paid on Security Deposit.
- 3.15 Any penalty/fines/compensation due from the Agency under this contract will be deductible from the security deposit. The security deposit must be maintained by the Agency throughout the currency of the contract viz. If penalty/fine/compensation is recovered by the NCUI from the said security deposit, the Agency must make up the deficiency in security deposit within 15 days. The security deposit subject to deductions will be refunded three months after termination or expiry of the contract. The security deposit can be forfeited on breach of any of the terms and conditions.

3.16 Decision of Competent Authority of the Department regarding acceptance or rejection of a tender will be final and binding.

Date:

Signature

Place:

Name and Address of the tenderer  
with rubber stamp of Agency



**NATIONAL COOPERATIVE UNION OF INDIA****TECHNICAL BID**  
**(Outsourcing of Manpower Services in NCUI)**

1	Name of the Registered Company/Agency	
2	Address of the Company/Agency (with Tel No.& Email)	Email:
3	Name & Address of the Partners/Directors	
4.	Contact Person(s) (with mobile No.)	
5.	Registration Number of the Agency under: The Shop & Establishment Act of Delhi Administration or any other Act for Providing manpower	No. Validity:
6.	PF Registration Details	
7.	ESI Registration Details	
8.	GST Registration Details	
9.	Valid Labour License Number	
10.	Details of EMD	No. : Dated : Amount:

11.	<p>Name of at least Three organization (Govt /Autonomous / Statutory Institutions) satisfactorily executed contract for providing Outsourcing of Manpower services during the last three years</p> <p>[Attach certificates certifying that their services are Professional and to their satisfaction (Certificate from Private Organizations will not be considered)]</p>	<p>1. ....</p> <p>Period of Contract: .....</p> <p>2. ....</p> <p>Period of Contract: .....</p> <p>3. ....</p> <p>Period of Contract: .....</p>		
12.	<p>The annual turnover for the last three years alongwith Income Tax Returns.</p> <p><b><i>(Annual Turnover should be minimum 60 Lakh per annum)</i></b></p>	SI No.	Year	Annual Turnover
		1		
		2		
		3		

**Note: All the attested copies of above documents (Sl. No. 1 to 12) are to be enclosed**

**DECLARATION**

I hereby certify that the information furnished above are complete and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the Firm/Agency will be blacklisted and will not have any right of dealing with this union in future.

Place: \_\_\_\_\_

(Sign of Authorized Signatory with date)

Date: \_\_\_\_\_

(Name of the Company/Agency with Stamp)

**NATIONAL COOPERATIVE UNION OF INDIA**

**FINANCIAL BID**  
**(Outsourcing of Manpower Services in NCUI)**

1. Name of the Registered Company/Agency :

2. Address of the Company/Agency :

3. Contact Person (s) (with mobile No.) :

**Monthly Wages Statement (Per Staff)**

SNo.	Description	Monthly Rate/Wage	PF	ESI	Service Charges	Total Wages (in Rs.)
a)	Housekeeping, MTS & Equivalent (Unskilled)					
b)	Mali, Electrician, Plumber & Equivalent (Semi – Skilled)					
c)	LDC & Equivalent (Min Graduation with Typing Knowledge)					

- Goods and Service Tax (GST) as per prevalent rules shall be paid by NCUI, if applicable.
- The Agency has to pay minimum wages, allowances, bonus or any other benefit payable under relevant acts and regulations as applicable and fixed by the Central Govt / Delhi administration from time to time for its workers engaged in the performance of this contract.
- The Service Charge will remain un-changed during the period of Agreement.
- Validity of bid will be for three months.

Place: \_\_\_\_\_

(Sign of Authorized Signatory with date)

Date: \_\_\_\_\_

(Name of the Company/Agency with Stamp)