

NOTICE INVITING OPEN E-TENDER

Tender No.: HQ/HR/5/Tender/CO/Hiring of Manpower/2018/----

1. Dy. General Manager (HR) for and on behalf of DFCCIL invites open, E-Tender in Single Packet System on the prescribed form from reputed, experienced and financially sound companies/Firms/Agencies for engagement of Manpower Services Provider for outsourcing of Secretarial and Support Manpower services for the under noted work:-

1	Tender Notice No.	Tender No.: HQ/HR/5/Tender/CO/Hiring of Manpower/2018/----
2	Name of Work	Engagement of Manpower Services Provider for Outsourcing of Support Services in DFCCIL under DGM/HR, DFCCIL, New Delhi.
3	Type of Tender	Open E-Tender, "Single Packet System".
4	Type of Contract	Hiring of Manpower Service Provider.
5	Period of Contract	Two years from the commencement date, extendable by additional one year. Commencement date would be, as communicated through LOA
6	Maintenance /Defect liability period	NIL
7	Estimated value of the tender	<i>Rs. 5,39,95,872/- (Five crore thirty nine lakh ninty five thousand eight hundred seventy two only) (excluding 18% GST & estimated 2% commission of the Manpower Service Provider Agency)</i>
8	Bid Document Cost(Non-Refundable)	Rs. 11800- (Rs.10000/-+GST @ 18%) (Rupees Eleven thousand eight hundred only) in the form of DD or Banker's Cheque in favor of DFCCIL payable at Delhi from any Nationalized or Indian Scheduled Commercial Bank. MSEs registered with a body specified by Ministry of MSME for the item tendered are exempted from submission of Cost of Bid Document, for which, the tenderer will have to upload the exemption certificate on the E-Tender Portal and a declaration with regard to registration would have to be given in the Forwarding Letter (Appendix-I of the tender document).
9	Earnest Money Deposit	<i>Rs. 10, 79, 920/- (Rupees Ten lakh Seventy nine thousand nine hundred twenty only)</i> , to be submitted, by the bidder in the form of DD or Banker's Cheque or FDR in favor of DFCCIL payable at Delhi from any Nationalized or Indian Scheduled Commercial Bank. MSEs registered with a body specified by Ministry of MSME for the item tendered are exempted from submission of Earnest Money Deposit, for which, the tenderer will have to upload the exemption certificate on the E-Tender Portal and a declaration with regard to registration would have to be given

		in the Forwarding Letter (Appendix-I of the tender document).
10	Validity of the Offer	21 days from the date of Opening of Tender
11	Tender Processing Fees(<i>non-refundable</i>)	Rs.8850/-(Rs.7500/- + 18% GST) (Rupees eight thousand eight hundred fifty only) to be paid to M/s ITI Ltd. directly online through E-Tender website.
12	Performance Guarantee	5% of the awarded Contract Value as per Para-4 of General Conditions of Contract (Section-3 of Tender Document).
13	Security Deposit	In addition to Performance Guarantee, the agency will have to deposit 5% of awarded value of the contract, towards Security Deposit (<i>to be deducted @10% through each running on account bills, after adjusting EMD</i>) as per Para-3 of General Conditions of Contract (Section-3 of Tender Document).
14	Technical Eligibility Criteria	<p>The Bidder should have successfully completed at least one work of Manpower Service Provider of value not less than 35% of the Advertised Tender Value of Work (Estimated Cost of Work) in the last three financial years {i.e. Current Year upto date of closing of Tender and Previous Three Financial Years} for any Government Department/PSU. Date of start of work may not fall in this period.</p> <p style="text-align: center;">OR</p> <p>The Bidder should be carrying out at least one Work of Manpower Service Provider for at least 2 years with average annual payment from this work not less than 17.5% of the Advertised Tender Value of Work (Estimated Cost of Work) in any Government Department/PSU.</p> <p>Copy of LOA/ Contract Agreement of only relevant work(s) which fulfills above stated eligibility criteria should be submitted along with Certificate(s) from the concerned Govt. Department/PSU as per Appendix-IV of the Tender Document.</p>
15	Financial Eligibility Criteria	<p>Total contract amount received during the last three financial years and in the current financial year upto the date of closing of tender as per attested Payment certificate from employer or client, Audited balance sheet duly certified by the Chartered Accountant etc. for a minimum value of 150% of the advertised tender value of work.</p> <p>The tenderer is required to submit the clear details of contractual payments received as per Appendix-V of the bid document duly certified by the Chartered Accountant along with submission of attested Payment certificate from employer or client, Audited balance sheet duly certified by the Chartered Accountant etc.</p>
16	Note for item 14 & 15	<p>a) Notwithstanding the Eligibility Criteria being satisfied, DFCCIL reserves the right to reject/accept the tender after considering the various circumstances of the individual case.</p> <p>(b) Certificates for work(s) executed in India with Central Government/ State Governments of India, Semi Govt. Organizations in India, Central/ State Government Public Sector Undertakings in India and Authorities/</p>

		<p>Autonomous Bodies of India shall only be considered. Certificates from private individuals for whom such works are executed/ being executed shall not be accepted.</p> <p>Tenderer should submit clear Experience certificate(s) (as per Appendix – IV of the bid document) issued by an officer of the rank not below Dy. Chief Engineer/ Sr. Divisional Engineer in Railways ; by Executive Engineer / Superintending Engineer of State Govt.; by DGM/Additional General Manager / General Manager or the authorized officer in charge of work in PSU's / Authorities for works executed under them. Separate certificate should be submitted for every single similar work. Certificates must also contain name, postal address & Telephone / Fax no. of issuing authority.</p> <p>(c) Tenderer must submit along with the tender, the Experience certificate and documentary proof of the work(s) in support of fulfilling the above eligibility criteria. Onus of producing the acceptable/sufficient documentary proof lies with the tenderer.</p>
17	Address of Communication and name of contact person in DFCCIL	<p>Dy. General Manager/HR, Dedicated Freight Corridor Corporation of India Limited (DFCCIL), 5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi-110001. Centralized Fax 011-23454701.</p> <p>Contact Person: (i) Shri Goutom Mondal/DGM(HR), Contact No. 09717647205, E-mail ID: gmondal@dfcc.co.in (ii) Shri Sunder Singh, AGM/HR, Contact No. 9717636874, E.Mail ID- sundersingh@dfcc.co.in</p>
18	E-Tender Portal Website Address and Helpdesk No.	<p>www.tenderwizard.com/DFCCIL</p> <p>For any clarification, help and registration for E-Tendering & for obtaining Digital Signature contact at www.tenderwizard.com/DFCCIL and on Telephone No. 011-49424365 or Mob. No. 9599653865.</p>
19	Date and time of start & submission of filled Tender Document	<p>E-Tender can be downloaded from www.tenderwizard.com/DFCCIL starting at 14:00 hrs. of 16/01/2019 and can be submitted upto 15:00 hrs. of 05/02/2019.</p>
20	Date and Time of Opening of Tender on E-Tender Portal	<p>07/02/2019 at 15:30 hrs.</p>