

**हिन्दुस्तान टाइम्स और नवभारत टाइम्स (दिल्ली संस्करण) में प्रकाशन के लिए
विज्ञापन**

केंद्रीय माध्यमिक शिक्षा बोर्ड

शिक्षा केंद्र, 2, सामुदायिक केंद्र, प्रीत विहार, दिल्ली-110092

ekuo l d k/ku fodkl e=ky;] Hkkj r l j d k j ds v/khu , d Lok; r l xBu

निविदा सूचना

दिल्ली/नई दिल्ली में स्थित सीबीएसई कार्यालयों के लिए बहिः स्रोतन (आउट सोर्सिंग) आधार पर जनशक्ति उपलब्ध कराने के लिए जनशक्ति सेवा प्रदान करने वाली फर्मों से नामिका बनाने के लिए मोहर बंद निविदाएं आमंत्रित की जाती हैं ।

मोहर बंद निविदा प्राप्त करने की अंतिम तिथि **19.04.2011** है। पात्रता मानदंड और अन्य शर्तों के बारे में अधिक जानकारी के लिए सीबीएसई की वेबसाइट www.cbse.nic.in देखें ।

**संयुक्त सचिव (प्रशा. एवं विधि)
केंद्रीय माध्यमिक शिक्षा बोर्ड**

**WINDOW ADVERTISEMENT OF
TENDER NOTICE FOR PUBLICATION IN HINDUSTAN
TIMES AND NAVBHARAT TIMES (DELHI EDITION)**

**CENTRAL BOARD OF SECONDARY EDUCATION
2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092
An Autonomous organization under the Union Ministry of
Human Resource Development, Govt. of India.**

TENDER NOTICE

Sealed Tenders are invited for empanelment from manpower
service provider firms for providing manpower on outsourcing
basis for CBSE offices located at Delhi / New Delhi.

Last date of submission of Sealed Tenders is 19.04.2011. For
detailed information about eligibility criteria, terms & conditions
visit website of CBSE at www.cbse.nic.in.

JOINT SECRETARY (A&L)
CENTRAL BOARD OF SECONDARY EDUCATION

CENTRAL BOARD OF SECONDARY EDUCATION

2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092

An Autonomous organization under the Union Ministry of Human Resource Development, Govt. of India.

No.H.Q/Rectt. Cell/Outsourcing

Dated March 2011

TENDER DOCUMENT

EMPANELMENT OF AGENCIES FOR PROVIDING MANPOWER ON OUTSOURCING BASIS AT DELHI / NEW DELHI

- (a) Tender form: Tender form can be downloaded from CBSE website. Draft of Rs.100/- drawn in favour of 'Secretary, CBSE, Delhi' payable at DELHI is required to be submitted along with the Tender form towards cost of form.
- (b) Tender form to be dropped: Tender Box kept at CBSE, Preet Vihar, Delhi-92 at (Ground Floor)
- (c) Last date and time of Tender submission: 19.04.2011 upto 1.00 P.M.
- (d) Date and time of opening of Technical Bid: 19.04.2011 at 3.00 P.M.

Tender for empanelment for providing manpower on Outsourcing basis

At

CENTRAL BOARD OF SECONDARY EDUCATION
AT DELHI / NEW DELHI

Tender form can be downloaded from CBSE website).
Draft of Rs.100/- drawn in favour of Secretary, CBSE, Delhi is required to be submitted along with the Tender form.

**INVITATION OF TENDERS FOR EMPANELMENT OF AGENCIES FOR
PROVIDING MANPOWER ON OUTSOURCING BASIS**

At
DELHI / NEW DELHI

Address for Communication

SECRETARY

CBSE, 2, COMMUNITY CENTRE, CBSE, PREET VIHAR, DELHI-110092

For clarifications please contact Shri Dharampal Singh, Joint Secretary (A&L) during office hours (Monday- Friday) at phone numbers : 22517252, 22420300

LETTER OF SUBMISSION OF TENDER

Date: _____

To

The Secretary
CBSE,
Preet Vihar,
Delhi-110092

Ref: Your tender for empanelment of vendors for providing manpower services.

Dear Sir,

Having examined the tender document relating to the Empanelment of vendors for providing manpower services in the Tender Notice, Conditions and scope of work, specifications etc. and having understood the provisions and requirements relating to the Empanelment and all other factors governing the tender, we hereby submit our offer for the empanelment in accordance with terms and conditions. We further confirm that we have sufficient qualified manpower to execute the assign work in the specified time schedule.

Signature of the Tenderer
With stamp and date

Enclose

1. Proof regarding experience of manpower contracts
2. Details of manpower along with CVs
3. Proof regarding turnover of company
4. Proof regarding infrastructure of the vender
5. EMD of Rs.50/- thousand

TECHNICAL BID FOR EMPANELMENT OF VENDORS

GENERAL INFORMATION

1.	Name & address of the Vendor			
2.	Contacts:			
	Telephones:			
	Fax:			
	E.mail (Mandatory)			
	Mobile No.			
3	Category of the Vendor (Whether company, partnership firm or registered society) please provide registration details			
4.	Name of Chief Executive Officer and Telephone No.			
5.	Year of Establishment			
6.	Sales Tax/Commercial Tax/CST nos.			
7.	Income Tax PAN/GIR No.			
8.	Name(s), contact number and address (s) of proprietor or partner or Directors			
9.	Name	Designation	Postal address & e-mail if any	Contact No.

Note: Separate sheets may be attached wherever necessary

Signature of the Vendor
With stamp and date

CENTRAL BOARD OF SECONDARY EDUCATION
2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092
An Autonomous organization under the Union Ministry of Human Resource
Development, Govt. of India.

TENDER NOTICE

Sealed Tenders are invited from well established reputed manpower service provider firms for empanelment for providing manpower on outsourcing basis for CBSE's offices located at Delhi / New Delhi.

Tender procedure & Eligibility Criteria are as follows :

1. Eligibility criteria of the firm for tender and evaluation criteria is given in **Annexure-I.**
2. The detailed job description & desired qualification for the manpower to be outsourced is at **Annexure-II.**
3. Terms & conditions: as at **Annexure-III**
4. The period of Contract would be for 12 (Twelve) Months or till selection of new agency whichever is earlier. Rates Quoted by the agency would be for a period of 12 (Twelve) Months and any statutory increase in minimum Wages/DA etc. are to be absorbed by the agency.
5. The services should commence immediately from the award of contract.
6. CBSE has right to empanel more than one firms for providing manpower
7. An Earnest Money deposit is Rs.50,000/- (Rs. Fifty Thousand Only) in the form of Demand Draft / Pay Order drawn in favour of Secretary, CBSE, Preet Vihar, Delhi payable at Delhi.
8. The sealed envelope cover should be super scribed "Tender for manpower" and should be contains:
 - A) Letter to CBSE along with:
Technical Bid: Sealed cover containing details in Annexed Envelop should be super scribed as "Technical Bid".
 - B) Draft of EMD
 - C) One sealed envelop containing Financial Bid. (As per Annexure-IV)

EVALUATION CRITERIA

All the technical bid accompanied with required documents will be assessed using following marking system. Only those who will get **50** marks or above will be eligible for getting empanelled and eligibility to participate in the Financial Bid submission-

I Past Experience

The experience of providing manpower service to any Govt. Organization/ Public Sector Undertaking/Autonomous Bodies/Colleges etc. will be counted.

The vendor must have atleast one year experience in manpower providing to the tune of Rs.12 lakh or more.

Distribution of Marks:

i	One Manpower contract of Rs.12 lakh and above	20 Marks
ii	Two Manpower contract of Rs12 lakh and above	25 Marks
iii	More than three	30 Marks

The vendor has to produce certificate from the client to above so as to be eligible to obtain the marks.

II Technical Manpower

The vendor has to provide details of the manpower employed together with their CVs to be eligible to obtain the marks. The vendor should produce copies of the manpower details with the requisite qualifications to be eligible to bid.

Distribution of Marks:

i	20	Number of P.R.Asstt.	05 Marks
ii	20	Number of Computer Assistant or above	15 Marks
iii	10	number of Stenographer or above	05 Marks

III Turnover

Please provide the Annual Turnover for the last three financial years from April to March i.e. 2007-08, 2008-09 and 2009-10. Average of three years will be considered for calculating the cumulative turnover. To be eligible the company must have an average annual turnover of Rs.50 lakhs in the past three years.

Distribution of Marks :

Turnover Value *

Above 50 Lakhs	20 Marks)
Beteen 40 Lakhs to 50 Lakh	15 Marks)

(*Submit audited balance sheets clearly indicating turnover. Marks will be allotted on a pro rata basis)

IV Computer infrastructure : 20 Computers & above 20 Marks
10-19 Computers 10 Marks

The company must have at least 10 computers with Windows XP or VIST operating system. These systems should be connected via a LAN to a server which would have Windows 2008 server and MS SQL 2008.

Note Any firm having only Computer Assistant can also participate in the tender

NON ELIGIBILITY CRITERIA

1. Any blacklisted company by the Government or Government Entity would not be able to contest for the Empanelment.
2. A company in loss will not be able to contest for the Empanelment. As a proof, the company would have to present a certificate signed by its CA claiming the financial health.

TYPE OF MANPOWER

S.No.	Designation
1	Computer Assistant
2.	Stenographer
3.	Receptionist

ELIGIBILITY CONDITIONS & QUALIFICATIONS

S.No.	Designation	Qualification
1	Computer Assistant	<ol style="list-style-type: none">1. 12th passed2. Preference will be given to Graduates3. Typing speed on computer 10500 KDPH4. Knowledge of MS Office, Fox- base, Unix, Internet etc.5. Age above 18 years
2.	Stenographer	<ol style="list-style-type: none">1. 12th passed2. Preference will be given to Graduates3. Speed in Shorthand 80 wpm4. Typing speed on computer 10500 KDPH5. Age above 18 years
3.	Receptionist	<ol style="list-style-type: none">1. Graduate in any discipline2. fluent in English and Hindi3. Knowledge of operating computer4. Capable of handling front office work including personal and telephonic queries.5. Age above 18 years

TERMS & CONDITIONS

1. Tenderers will have to deposit Earnest Money of Rs.50,000/- (Rupees Fifty Thousand Only) with the Tender in the form of Demand Draft of Nationalized Bank in favour of the Secretary, CBSE, Preet Vihar, Delhi which will be returned to the unsuccessful tenderers soon after the order is placed . In case the tenderer(s) fails to provide the services of the Computer Assistants / Stenographers/Receptionist according to the terms of the order, the amount of EMD shall be forfeited.
2. No Tender without earnest money deposit will be entertained. The rates quoted for providing the services of Computer Assistants / Stenographers / Receptionist should be inclusive of all taxes etc. No TA, HRA, CCA or any other extra emoluments etc shall be paid by CBSE.
3. Sealed tenders, complete in all respect be placed in the Tender Box kept near the Security Counter at Ground Floor of CBSE office Preet Vihar, Delhi- 92 upto **11.30 a.m. on the stipulated date given in the advertisement.** Incomplete tender or those without earnest money will be rejected. Tenders will be opened at **3.00 p.m.** on the same day in the presence of the representatives of the tenderers, who may wish to be present. Tender after due date and time will not be accepted.
4. The Board reserves the right to increase or decrease the requirement of services of Computer Assistants / Stenographers/Receptionist.
5. The sealed envelopes should contain the rates quoted (duty typed) by the agency in the proforma and shall be superscribed **“Tender for empanelment of firms for providing manpower on outsourcing basis”.**
6. TDS and other taxes, if applicable, will be deducted from the bill.
7. The office timing for manpower will be from 9.00 a.m to 5.30 p.m. and five days week.
8. The payment will be made by cheque or other mode but not in cash to the agency every month on production of bill after completion of month.
9. The quoted rate of the agency for the said purpose will be for one year. During the period no request for revision of rates will be considered.
10. The agency will be selected on the basis of eligibility criteria as contained in Annexure-I and rates quoted by them.
11. Selected agency will have to submit the particulars/Bio data of manpower with relevant qualifications, photographs of the candidate within 7 days positively for taking necessary action by the Board in the matter.

12. The Agency will be required to provide manpower approximate no. of required manpower within 24 hours of the requisition failing which penalty of Rs.100/- per day will be awarded in respect of each requisition
13. In case the manpower deployed by agencies fails to perform / damages any property of the CBSE the Board shall have right to deduct entire wages of the firm besides forfeiting the EMD submitted by vendor.
14. Payment to the vendor will be released after receipt of bill, performance report of the branch concerned and attendance.
15. The period of contract of the agency, if considered necessary, can be further extended from time to time.
16. The legal jurisdiction will be the Delhi/New Delhi.
16. The agency must be registered with Directorate of Service Tax & EPF and other statutory authorities as required under Law.
17. The tender should incorporate that the agency must furnish the Muster Roll and other proofs pertaining to deposit of Service Tax and EPF along with their bill at the end of each month so as to ensure a proper working on the post of the agency.
18. The agency must have prior experience of outsourcing manpower for similar work to Govt. Agencies/Autonomous institutions..
19. The agency must have successfully executed at least one work order for supply of qualified manpower such as Computer Assistant/Stenographer etc. to Govt. Agencies/Autonomous bodies for minimum of 20 persons per organization.
20. The agency must have a minimum average turnover of Rs.50 Lakh during last two financial years.
21. The agency must have a functional office in Delhi/NCR.
22. All communications to the firm will be made on the Email ID provided in the Technical Bid.

The terms & conditions given above along with the tender form are acceptable to me/us.

Signature

Name & address with seal _____
Phone (R) _____
(Mob) _____
(O) _____

FINANCIAL BID

(In Party's Letter Head)

FINANCIAL BID (COVER-II)

Having examined the Tender documents, we the undersigned offer to quote the rates towards the engagement of under the categories mentioned in the Bid documents. We are interested to participate under the various categories for which an amount of Rs.50,000/- (Rs.Fifty Thousand Only) deposited vide D D No. _____ dated _____ in favour of the Secretary, Central Board of Sec. Education, Delhi.

S.No	Designation of the manpower	Cost per month (inclusive of all taxes)	Remarks, if any
1	Computer Assistant		
2	Stenographer		
3	Receptionist		

- Note:**
1. This Technical Bid & Financial bid should be sent in two separate envelopes closed and sealed and super scribed "TECHNICAL BID & FINANCIAL BID" on it.
 2. Both the envelopes shall be put in a bigger envelope which will be Superscribed " Tender for empanelment for providing Manpower on outsourcing basis".
 3. TDS will be deducted by CBSE at time of releasing payment.
 4. The tender should signed in each pages of the Tender Documents

Signature of Authorized Person
& Seal of the Agency with Date.

DETAILS OF TECHNICAL PERSONNEL ON THE PAY ROLLS OF THE VENDOR

Name of the Vendor

S No	Name of Persons	Designation	Total Experience (Years)	Whether working in field or office	Experience of execution of relevant works	Period for which the person is working with the vendor	Remarks
1	2	3	4	5	6	7	8

N.B. If additional space is required, extra sheet may be added for the purpose.

Signature of vendor
With Rubber Stamp

Encl: CV of above manpower

DETAILS OF MAJOR WORKS CARRIED OUT BY THE VENDOR

Name of the Vendor

S No	Name of Party	Client Particulars	Type of work	Cost of work	Actual date of start & completion	Remarks
1	2	3	4	5	6	8

N.B. If additional space is required, extra sheet may be added for the purpose.

Signature of Vendor
With Rubber Stamp

Encl: Work orders of above vender.