

E-PROCUREMENT TENDER NOTICE
PAY & ACCOUNTS OFFICER, FILMS DIVISION
24-DR.G.DESHMUKH MARG, MUMBAI – 400 026.
TELE. NO. 022-2352 4728

File No. PAO/FD/MUM/2016-17

Dated the 30th May, 2016

On behalf of the PAY & ACCOUNTS OFFICER, FILMS DIVISION, INVITES E-PROCUREMENT TENDERS UNDER TWO BIDS SYSTEM I.E. TECHNICAL BID & FINANCIAL BID FOR:

Bid for Outsourcing the Services for Accountants and Casual labour for Pay & Accounts Officer, Films Division, Mumbai.

The details given in the schedule and appendices of this Tender Enquiry:-

Earnest Money: Rs. 10,000/-

CRITICAL DATE SHEET:

PUBLISHED DATE	30.5.2016	15.30 Hrs
Bid Document download Start Date	30.5.2016	15.30 Hrs
Bid Submission Start Date	30.5.2016	15.30 Hrs
Bid Submission End Date	08.6.2016	15.30 Hrs
Bid Opening Date	09.6.2016	11.00 Hrs

NOTE:-

1. The complete Tender document can be downloaded from Films Division website www.filmdivision.org. Any Change modification in the tender enquiry will be intimated through above website only.

2. Bidder are therefore, requested to visit our websites regularly to keep themselves updated.

3. All documents submitted by the Tenderers should be clear legible and in lucid language, otherwise, it shall be liable to be rejected.

4. The tenderer should meet all the requirements as mentioned in the tender documents floated in www.filmdivision.org

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No. PAO/FD/MUM/2016-17
Pay & Accounts Officer, Film Division
Ministry of Information & Broadcasting
Government of India

24-Dr.G. Deshmukh Marg, Mumbai – 26
Dated the 30th May, 2016

To,

**Subject :- On-line Bid Notice for Outsourcing the Services of Accountants & Casual Labour for
Pay & Accounts Officer, Films Division, Mumbai**

Sir,

The Pay & Accounts Officer, Films division, Ministry of Information & Broadcasting, Government of India, 24-Dr. G. Deshmukh Marg, Mumbai-26 on behalf of the President of India invites sealed bids in two bid system i.e. Technical and Financial Bid from reputed agencies/firm for outsourcing services of Accountants and Casual Labour in the Pay & Accounts Office, Films Division, Mumbai. The technical bid should carry details of the bidder experience etc. & also the details of the manpower to be inducted for the aforementioned positions. Those who are found technically qualified will be considered for financial bid opening.

CHAPTER-I : instructions to bidder

1. The number of persons to be employed by the contractor is detailed in the table below but the persons deputed should be responsible to complete the assigned work in a time bound manner without causing any inconvenience to the regular staff /officers of the Pay & Accounts office.

Positions	Accountant	Casual Labour
Requirement in numbers	05	01

2. The period of contract would be 12 months.

3. The manpower will have to be supplied by the agency within 15 days of award of contract.

4. For more information on the nature of work to be outsource the Bidder may visit to this office between 11.00 am to 4.00 p.m and can consult Shri E.J.Joson, Pay and Accounts Officer (022-23524728) in the office of the Pay & Accounts Officer, Film Division, Ministry of Information and Broadcasting, Government of India, 24-Dr.G. Deshmukh Marg, Mumbai -400026. The details of this id notice are available on the official website of Films Division i.e. www.filmsdivision.org.

5. Technical Bid:-

The TECHNICAL BID should be as per format prescribed at Annexure- I viz. the bidder's experience and general details of the manpower to be engaged for different positions. Bidder should give the PAN/Service Tax number issued by concerned Govt. Authorities. There will be no mention of price anywhere in the technical bid. The technical bid will clearly be super scribed with "TECHNICAL BID FOR OUTSOURCING THE SERVICES OF ACCOUNTANTS & CASUAL LABOUR". This should be signed by authorized signatory with the firm's official seal and name of the person signing it.

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6. Financial Bid:-

The FINANCIAL BID should be as per format prescribed at Annexure- II. It should contain the price schedule duly filled in with all commercial details of the bids.

Both the Bids should be placed in a separate sealed envelope and these two envelopes should be placed in the main sealed envelope superscripted "Tender for outsourcing the services of Accountants & Casual Labour". This should be addressed to the Pay & Accounts Officer, Films Division, Ministry of Information and Broadcasting, Film Bhavan, 5th Floor, 24, Dr G. Deshmukh Marg, Mumbai – 400 026.

7. The bidder except those who are registered with the Central Purchasing Organisation, National Small Industries Corporation (NSIC) must enclose with their Technical Bid an earnest Money (Bid Security) for Rs. 10,000/- in the form of either cross Demand Draft, Fixed Deposit Receipt, Banker's Cheque (Pay Order) or Bank Guarantee from any of the Commercial Bank drawn in favour of "Pay & Accounts Officer, Films Division, Mumbai" valid for a period of 45 days beyond the final bid validity period. The original DD of the EMD should reach at Pay & Accounts Officer, Films Division, Mumbai before bid opening date.

8. The Earnest Money (Bid Security) may be forfeited by Pay & Accounts Office, Films Division, Mumbai in the following events:-

- (i) If Bid withdrawn during validity period or any extension thereon.
- (ii) If Bid is varied or modified in a manner not acceptable to this organisation during the validity period or any extension thereof.
- (iii) If a bidder whose bid has been accepted but fails to furnish the performance security deposit, performance bank guarantee within 30 days of acceptance of bid.

9. The Earnest Money (Bid Security) of unsuccessful bidders will be returned on finalisation of bid. The Earnest Money of successful bidder will be returned on receipt of performance security deposit/bank guarantee.

10. All levies / taxes etc., if any may be mentioned separately. If these details are not indicated, it will be assumed that the rate is inclusive of all the taxes.

11. At the first instance the Technical bids will be opened by the department and the same will be evaluated by the competent committee/ authority. Documents like pamphlets, brochure etc. shall form part of the technical bid submitted by the bidder.

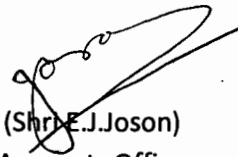
12. Terms and Conditions: As per Annexure-III

CHAPTER-III – Schedules of Requirement:-

Accountant should be Graduate from a recognized university having good knowledge of MS Word, MS Access, Windows, MS Office, MS- Excel, MS Power Point, internet, etc. The candidate should have typing speed of 30 WPM (minimum) in English.

Casual Labour should be 9th standard pass and shall be responsible for doing all the office bound and outdoor work assigned to him from time to time

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(Shri E.J. Joson)
Pay & Accounts Officer
Film Division, Mumbai

PROFORMA FOR TECHNICAL BID (QUALIFYING BID DOCUMENT)

Sl. No.	Particular	To be filled by the tenderer
1.	Name of the Agency	
2.	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3.	Date of establishment of the agency	
4.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5.	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed)	
6.	PAN/TAN Number (copy to be enclosed)	
7.	Service Tax Registration Number (Copy to be enclosed)	
8.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partner anywhere in India.	
9.	Length of experience in the field.	
10.	Experience in dealing with Govt. Department (Indicate the names of the Department and attach copies of contracts order placed on the agency)	
11.	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance or the same, is attached.	
12.	Whether agency profile is attached	
13.	List of other clients	

DECLARATION

I hereby certify that the information furnished above is true 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; I/We will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorise Signatory with date

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PROFORMA FOR FINANCIAL BID

Category of worker	Minimum wages as per, Minimum Wages Act , Maharashtra	PF @	ESI @	Service Tax	Service charges/ Adm. Charges	Total (Rs.)
	(1)	(2)	(3)	(4)	(5)	(6)
Accountant						
Casual Labour						

DECLARATION

I hereby certify that the information furnished above is true 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; I/We will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorise Signatory with date

TERMS AND CONDITIONS FOR OUTSOURCING OF THE SERVICES OF ACCOUNTANTS & CASUAL LABOUR

- (1) All services on outsourcing basis shall be performed by persons qualified and skilled in performing such services as per the schedule of requirement in chapter III.
- (2) The persons supplied by the Agency should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the local Police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to this Department. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such a request.
- (3) The service provider shall engage the persons as requisition in this tender. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master and Servant or Employer and Employees relationship between the employees of the service provider and this office and further the said persons of the service provider shall not claim any employment, engagement or absorption in this office in future.
- (4) The service provider's persons shall not claim any benefit/ compensation /absorption/regularization of service from/in this office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertakings from the persons to this effect shall be required to be submitted by the service provider to this office.
- (5) The service provider's personnel shall not divulge or disclose to any person any details of office operation process, technical know-how, security arrangements, administrative / organizational matters as all are confidential / secret in nature.
- (6) The service providers personnel's should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote goodwill and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- (7) The persons deputed shall not be below the age of 18 years or above 30 years and they shall not interfere with the duties of the employees of the office.
- (8) The office may require the service provider to dismiss or remove from the site of work any person or persons employed by the service provider who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements. The service provider shall replace immediately any of its personnel if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this office.

- (9) 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.
- (10) The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, tobacco, smoking, loitering without work.
- (11) The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be responsibility of the service provider and the office shall not be liable or responsible on any of these accounts towards any personnel of the service provider.
- (12) Working hours would be normally from 9.00 A.M. to 5.30 P.M. during working days including ½ an hour lunch break in between. However, in exigencies of work they may be required to sit late and the personnel may be called on Saturday, Sunday and other Gazetted holidays, if required.
- (13) That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act, etc. and this office shall not incur any liability for any expenditure whatsoever on the persons employed by the Agency on account of any obligation. The agency will be required to provide particulars of PF, Group Insurance of its employees engaged in this office.
- (14) The service provider will submit the bill, in triplicate, in respect of a particular month in the first week of the following month. The payment will be released by the third week of the following month after deduction of taxes deductible at source under the laws in force.
- (15) The payment shall be made to the service provider by ECS/RTGS mode only after presentation of the bill along with complete bank details. .
- (16) Payments to the service provider would be strictly on certification by the officer with whom the outsourced personnel is attached that his/her service was satisfactory and as per his/her attendance shown in the bill preferred by the service provider.
- (17) No wage/remuneration will be paid to any staff for the days of absence from duty.
- (18) This office will not involve in any dispute between the service provider and employees of the service provider.
- (19) The service provider shall arrange for a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- (20) The service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from this Department to the service provider shall be acknowledged immediately on receipt on the same day. The service provider shall strictly observe the instructions issued by this office in fulfilment of the contract from time to time.

(21) 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.

(22) That the Agency on its part and through its own resources shall ensure that the goods, materials and equipment etc. supplied to the personnel for discharge of duties assigned to them are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission and omission on the part of its staff and its employees, etc. If this Department suffers any loss or damage on account of negligence, default or theft on the part of the employees/ agents of the agency, then the agency shall be liable to reimburse to this Department for the same. The agency shall keep this Department fully indemnified against any such loss or damage.

(23) This Department will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.

(24) The successful bidder shall furnish a security deposit equivalent to Rs.40,000/- (Rupees forty thousand only) in the form of an account payee demand draft drawn in favour of the Pay & Accounts Officer, Films Division, Mumbai payable at Mumbai/Fixed Deposit Receipt from Commercial bank/Bank Guarantee from a commercial bank in an acceptable form safeguarding the interest of this office in all respects. The security deposit shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by this office or on non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the agency.

(25) The successful bidder will enter into an agreement with this office for supply of suitable and qualified manpower as per requirement of this office on these terms and conditions. The agreement will be valid for a period of 12 months commencing from date of signing such agreement and shall continue to be in force in the same manner unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of 12 months and no request for any change/modification shall be entertained before expiry of the period of 6 months.

(26) The service provider shall not assign, transfer, pledge or sub- contract the performance of service without prior consent of this office.

(27) However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc. and any amount due to the agency from this office shall be forfeited by the office.

(28) That on the expiry of the agreement, as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency it shall be the entire responsibility of the agency to pay and settle the same.

(29) In the event of any dispute arising in respect of the clauses of the agreement, the matter will be referred to the Secretary, Ministry of Information and Broadcasting whose decision shall be binding on both the parties.

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