



Indian Council of World Affairs

Sapru House, Barakhamba Road
New Delhi

NOTICE INVITING QUOTATION

SUPPLY OF SERVICES FOR VARIOUS CATEGORIES OF MANPOWER FOR INDIAN COUNCIL OF WORLD AFFAIRS

Indian Council of World Affairs (ICWA), an institution of national importance, incorporated under the ICWA Act, 2001 invites applications for the reliable and resourceful contractors with credential of supply of trained manpower in various position.

1. Introduction

1.1 The Indian Council of World Affairs, Sapru House, New Delhi requires the services of a reputed, well established and financially sound Manpower Company registered under Indian Company Act for providing manpower. The Firm should provide an undertaking that they will comply with all relevant statutory norms like minimum wages, employees provident fund, Employees State Insurance and Service tax.

1.2 The Council requires 10-12 staff members at present which may change as per the future requirements. The present required manpower details are as under :-

	Name of Post	No. of Post	Net Take home pay
a.	Executive Assistant (P S)	(2 No.)	Rs. 19,690/-
b.	Sr. Office Assistant	(1 no.)	21,450/-
c.	Office Assistant	(6 No.)	14,112/-
d.	Multi Task Staff (MTS)	(1 No.)	9,341/-
e.	Copy Editor	(1 No.)	26,612/-

1.2 The average annual financial turnover during the last 3 years should be at least Rs 2 Crore. The bidder should have experience of having successfully executed any one criteria of similar works of manpower supply.

2. LAST DATE & TIME OF SUBMISSION OF QUOTATION

The last date & time of submission of quotation shall be **13-05-2013 (1600 hrs.)**. ICWA in exceptional circumstances and at its sole discretion may extend

the last date & time of submission of quotation by issuing an appropriate notice. Such extension, if any, shall be notified on ICWA website and shall be applicable to all. Firms are requested to visit the ICWA website (www.icwa.in) regularly.

3. RECEIPT AND OPENING OF QUOTATION

3.1 Offer shall be submitted in sealed envelopes with the note “**Manpower Supply to Indian Council of World Affairs, New Delhi-110001 “DO NOT OPEN BEFORE 13-05-2013)”** written prominently thereon. The full name, postal address, telephone no./ fax no./e-mail address of the Bidder shall be written on the bottom left corner of the sealed envelopes. Quotations will be received at the office of :

**Deputy Director General
Indian Council of World Affairs
Sapru House, Barakhamba Road
New Delhi-110001**

3.2 The Firm may submit the offer by Registered Post/ Courier service or submitting the quotation in person, so as to reach on or before the date & time set out for the same.

3.3 ICWA will not be responsible for any delay in the receipt of quotation submitted by the Bidder. If quotation is received beyond the last date and time of submission of quotation, such quotation shall be rejected.

4. PRICE EVALUATION CRITERIA

4.1 The Agencies will be selected on the basis of the service charges they will levy for the dense service.

4.2 ICWA reserves the right to withdraw from the selection process or part thereof, accept or reject any or all in full or in part at any stage of the process and / or to modify the process or any part thereof or to vary the quotation conditions at any time without assigning any reasons whatsoever.

5. ELIGIBILITY CRITERIA FOR BIDDERS

i) Govt. approved/authorized/registered agencies with at least **FIVE** years of experience.

ii) Annual turnover for last five years should not be less than of **Rs.2 Crore**.

vi) Bidder should have its own office at New Delhi.

vii) Joint Venture Consortia will not be considered.

6 SUBMISSION OF Document

6.1 All the pages of the offer document must be signed and stamped by the bidder as proof that the terms and conditions of this quotation is accepted

by the firm.

- 6.2 Insertion, postscript, addition and alteration in rates/charges/discounts/rebate shall not be recognized unless confirmed by the Bidder's signature.
- 6.3 Enclosed the following attachments/ enclosures and documents in support of Eligibility criteria as detailed below:
- a) Govt. approved / authorized / registered agencies with FIVE years of experience.
 - b) Copy of Balance sheet of last five years dually certified by Chartered Accountant.
 - d) Successfully carried out at least one similar contract of providing Manpower supply during the last 3years in Govt./Semi-Govt./Central/Autonomous bodies and PSU.
 - e) Details of office facility located in New Delhi with address, telephone number, Fax number, e-mail address.
 - f) Copy of Service Tax registration.
 - g) Copy of Sales Tax Registration No.
 - h) Copy of PAN Number.
 - i) Any other information the Bidder wishes to furnish.
- 6.4 If at any point of time, it is found by ICWA, that the Bidder has furnished false information, ICWA reserves the right to reject the quotation/contract with immediate effect.

5 HIGHEST OR ANY QUOTATION NOT NECESSARILY TO BE ACCEPTED

ICWA is not bound to accept the highest discount offered or any firm or to assign any reason thereof. ICWA also reserves the right to accept or reject any or all quotations either in whole or in part or to invite revised price bids or to annul the bidding process at any time prior to finalisation without incurring any liability to the affected Bidder.

6 VALIDITY OF QUOTATION

The quotation and quoted charge shall remain valid for a period of 90 days from the last date of submission of quotation.

7 CORRESPONDENCE

All correspondence / documents in connection with the quotation shall be submitted to the Deputy Director General, ICWA, Sapru House, New Delhi-110001.

8 DURATION OF CONTRACT PERIOD

The contract shall be valid for a period of two years from the date of placement of work order unless extended by mutual consent.

9 TERMS OF PAYMENT

- 9.1 Bills shall be raised by the Firm after giving discounts as per contract. Consolidated Bills shall be submitted by the Firm on monthly basis to ICWA which shall be paid by A/c payee cheque or on-line ECS within two weeks of receipt of consolidated correct bills with relevant documents complete in all respect. No advance payment shall be made to the Firm or at no point of time the Firm will ask for advance cash payment.
- 9.2 Income tax deduction / statutory deductions as applicable shall be made from the bills of the Firm as per Govt. Rules / Acts.

10 SUBLETTING OF CONTRACT

The Firm shall not assign and or sub-let the contract or any part thereof or any benefit or interest therein or there-under without the prior written consent of Deputy Director(Administration), ICWA and such consent shall not relieve the firm from any liability or obligation under the contract and the Firm shall be fully responsible for the acts / defaults and neglects of his agent's, servants or workmen as if they were the acts, defaults or neglects of the firm, his agents, servants or workmen.

11 TERMINATION OF CONTRACT

ICWA reserves its right to terminate the contract for any reason at its absolute discretion including, but not limited to the following :-

- a) If the Firm is adjudicated insolvent by a Competent Court of Law or files for insolvency or the Firm's Company is ordered to be wound up by a Competent Court.
- b) Firm commits any material breach of the terms of this contract with ICWA or if found guilty of any malpractice in the performance of the contract.
- c) If any charge-sheet is filed by the Competent Authority of the Government against the Firm or its company or firm is convicted by a criminal court on grounds of moral turpitude.
- d) In the event of unsatisfactory service or failure on the part of the Firm or if the Firm shall neglect to execute the work with due diligence or expedition or shall refuse or neglect to comply with any reasonable order given to him by ICWA in connection with work or shall contravene the provisions of the contract, ICWA shall have the option to declare the contract as cancelled and may get the work executed by any alternate sources at the firm's risk and cost. In such an event the firm shall have no claims whatsoever against ICWA in consequence of such termination of the contract. The decision of ICWA in terminating the contract will be final and binding on the Firm.

12 FORECLOSURE OF CONTRACT

ICWA shall have the right to foreclose the Contract at any time during the

tenure of the contract without assigning any reasons whatsoever by giving notice of thirty days to the Firm of its intention to do so, without any claim of damages by the Firm.

13 CONCILIATION

Any dispute or difference whatsoever arising between the parties relating to or arising out of Contract, shall be settled first by Conciliation in accordance with the Govt. Rules and settlement so rendered between the parties in pursuance thereof shall be final and binding on the parties. Reference to Arbitration shall be made only when the Conciliation has failed.

14 EXECUTING AUTHORITY

The Deputy Director General, ICWA, or his authorized representative shall be the Executing Authority for this job. All the Bills pertaining to the work order shall be submitted to him for processing for release of payment.

15 ICWA reserves its right to remove from the list of approved firm or to ban business dealings with the firm if found to have committed fraud, deception, misconduct etc. and also to suspend business dealings pending investigation.

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