



नेहरु युवा केन्द्र संगठन

Nehru Yuva Kendra Sangathan

स्वायत्तशासी संस्था
युवा कार्यक्रम एवं खेल मंत्रालय
भारत सरकार

*an Autonomous Body under the
Ministry of Youth Affairs & Sports
Government of India*

साथ साथ
कल की ओर...



NYKS/Tender Notice/Pers/2017/1288

December 18, 2017

Limited Tender Notice

Sealed tenders are invited from reputed, experienced and financially sound Manpower supply Government Public Sector Undertakings (PSUs) and Public Sector Enterprises (PSEs) for deployment of **300 Programme Coordinators** in various district offices of Nehru Yuva Kendra Sangathan (NYKS).

Complete Tender Documents can also be downloaded from the website of NYKS at www.nyks.org

The interested Government PSUs/PSEs (as per appended list in alphabetical order) can submit their tender documents complete in all respects along with tender fee of Rs. 2000/- and Earnest Money Deposit (EMD) of Rs. 30 lakhs/- and other requisite documents on or before **28th December, 2017 (Thursday) by 3.00 pm** addressed to the Dy. Director (Personnel), Nehru Yuva Kendra Sangathan (NYKS), Core-IV, Second Floor, SCOPE Minar, Laxmi Nagar District Area, Delhi-110092. No tender shall be entertained after this deadline under any circumstances whatsoever. The tenders will be **opened at 4.00 pm** on the last day. i.e., **28th December, 2017** in the presence of bidders or their authorized representatives.

Public Sector Undertaking/Public Sector Enterprises (as per appended list) may attend pre-tender briefing to clear doubts and anomalies, if any, on **20th December, 2017 (Wednesday) at 11:00 a.m** in the office of NYKS at the address given above.

The NYKS reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the NYKS in this regard shall be final and binding on all.

This issues with the approval of the competent authority.

Atish Ganguly
Asst. Director (Pers)

011-22446073

Issued to:

1. Broadcast Engineering Consultants India Ltd (BECIL) at contactus@becil.com
2. EdCIL (India) Ltd at edcilsupport@edcil.co.in
3. Institute of Banking Personnel Selection (IBPS) at vchilana@ibps.in
4. Intelligent Communications System India Ltd (ICSIL) at kawaldeep.kaur@icsil.in
5. National Informatics Centre Services Inc. (NICSI) at mdnicsi@nic.in
6. Telecommunications Consultants (I) Ltd. (TCIL) at tcil@tcil-india.com

Copy to:

- NYKS website at www.nyks.org
- PS to DG/ED, NYKS-HQr, Delhi
- Notice Board
- File concerned

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERES

- a. The NYKS requires reputed, well established and financially sound Manpower PSUs/PSEs to provide **300 Programme Coordinators** for Nehru Yuva Kendra at district level offices as per attached list. (**Annexure – I**)
- b. The Contract will be initially for a period of 12 months from the date of selection and can be extended on the basis of performance for a period of one more year on same terms and conditions. However, the period of the contract may be curtailed/terminated at any time before expiry of the contract period depending upon requirement of the NYKS by giving written notice of one month.
- c. The number of Programme Coordinators may increase or decrease at any stage.

PROCEDURE FOR SUBMISSION OF BIDS

- a. The interested Govt. PSUs/PSEs may submit the tender documents in two envelopes – one “**Superscribed Technical Details**”- **ANNEXURE - A** and second “**Financial Bid**” – **ANNEXURE- B** complete in all respect along with the earnest money deposit (EMD) of Rs. 30 lakhs (Rupees Thirty lakh only) in the form of Demand Draft/Pay Order, in a sealed cover addressed to Deputy Director (Personnel), Nehru Yuva Kendra Sangathan, Core-IV (2n Floor), SCOPE Minar, Laxmi Nagar District Area, Delhi-110092 and the dropped in the tender box kept at the Reception/or by Speed/Register post on or before **28th December, 2017 before 3.00 p.m..**
- b. **The various crucial dates relating to " the Tenders are as under:-**
 - i. **Pre-Tender Briefing on 20th December, 2017 (Wednesday) at 11:00 a.m.**
 - ii. **Last date and time for submission of Quotation is 28th December, 2017 (Thursday) by 3.00 pm.**
 - iii. **Date and time for opening of Bids 28th December, 2017 (Thursday) at 4.00 pm**
- c. The cost of Tender will be Rs. 2,000/- and will have to be deposited along with Tender documents of local Cheque/Demand Draft/Pay order. No relaxation in tender cost is allowed.
- d. Agency register with NSIC are exempted from Tender Fee and EMD. NSIC certificate must have registration for “Manpower Hiring Services”.

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- e. The Earnest Money Deposit (EMD) of Rs. 30 lakhs (Rupees thirty lakh only), refundable (without interest) should be sealed in Technical Details Envelop in the form of Demand Draft/Pay Order drawn in the favour of **Director General, Nehru Yuva Kendra Sangathan** payable at Delhi, failing which the tender shall be rejected summarily.
- f. The successful tenderer (PSU/PSE) will have to deposit performance security deposit of **Rs. one crore** in the form of Bank Guarantee or Fixed Deposit Receipt in favour of NYKS covering the initial period of 12 months.
- g. The tender submitting PSUs/PSEs are required to enclose photocopies of the following documents in envelop (**First envelop along with Annexure – A – Technical Details**) failing which their bids shall be summarily rejected and will not be considered any further:-
- i) Copy of PAN/TAN
 - ii) Registration Certificate
 - iii) **Registration Certificate under “Manpower Hiring Services” category with NSIC (if registered)**
 - iv) Copy of IT return filed for the last three financial years.
 - v) Copies of the EPF and ESI certificates.
 - vi) Copies of the Service Tax registration certificate.
 - vii) Proof of annual turnover of the firm for the last 3 years
 - viii) Profit and loss Statement for last three years.
 - ix) Certificates/orders showing similar work done with Government and Public Sector Undertakings etc.
 - x) GST (if applicable)

Tender fee, Earnest Money deposit

- h. Conditional bids shall not be considered and will be outrightly rejected in the very first instance.
- i. Average Annual financial turnover during the last 3 years ending 31st March of previous financial year should be at least 30 % of the estimated cost.

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- j. Experience of providing manpower through outsourcing during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following :

Three outsourcing of manpower works costing not less than the amount to 40 % of the estimated cost.

Or

Two outsourcing of manpower work costing not less than the amount equal to 50 % of the estimated cost.

Or

One outsourcing of manpower work costing not less than the amount equal to 80 % of the estimated cost.

- k. As per the O.M. No. 29(1)/2014-PPD dated 28th January, 2014 of Ministry of Finance it is mentioned that if a firm quotes 'Nil' Service Charge i.e. 0 % , the bid shall be treated null and void and will be rejected.
- l. The service charges quoted by the bidder should be responsive to meet the required expenditure.
- m. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Bid Form. In such cases, the tender shall be summarily rejected. However, corrections, if any, in the Bid Application must be initiated by the person authorized to sign the tenders bids.
- n. The Bids shall be opened on the schedule date and time in the presence of the representatives of the PSUs/PSEs, if any. All the representative may submit their authority letter to the tender opening committee.
- o. The competent authority of the NYKS reserves the right to cancel any or all bids without assigning any reasons.
- p. NYKS may not consider the bid from the firm if anything adverse against the firm comes to the notice during the process of selection. In that case decision of the NYKS will be final.

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