

NEHRU YUVA KENDRA SANGATHAN
An autonomous body under the Ministry of Youth Affairs & Sports, Govt. of India
NYKS Hqrs

NYKS/Tender Notice/GA/2017

16th March, 2017

TENDER NOTICE

Sealed tenders in two bid system are invited from reputed, experienced and financially sound Manpower Companies/Firms/Agencies for deploying **300 Programme Coordinators** in various district offices of NYKS.

Complete Tender Documents can be downloaded from NYKS web site at. **www.nyks.org**

The interested Companies/Firms/Agencies 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 **10th April, 2017 by 3.00 pm** addressed to the Joint Director (GA), Nehru Yuva Kendra Sangathan. 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., 10th April, 2017 in the presence of bidders or their authorized representatives.

Interested Manpower Companies/Firms/Agencies may attend pre-tender briefing to clear doubts and anomalies, if any, on **7th April, 2017 at 2.30 p.m.**

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.

Joint Director (GA)
NYKS

Copy to :

- Notice Board
- Web site

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERES

- a. The NYKS requires reputed, well established and financially sound Manpower suppliers/Firms/Agencies to provide **300 Programme Coordinators** for District NYK 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 Companies/Firms/Agencies may submit the tender documents in two envelopes – one “**Superscribed Technical Bid**”- **ANNEXURE - A** and second “**Financial Bid**” – **ANNEXURE- B** complete in all respect along with the earnest money deposit (EMD) of Rs. 30 lakhs (Thirty lakhs only) -.in the form of Demand Draft/Pay Order, his/her requisite documents in a sealed cover addressed to Joint Director (GA), Nehru Yuva Kendra Sangathan Hqrs. and the dropped in the tender box kept at the Reception/or by Speed/Register post on or before **10th April, 2017 before 3.00 p.m.**.
- b. **The various crucial dates relating to " the Tenders are as under:-**
 - i. **Pre-Tender Briefing on 7th April, 2017.**
 - ii. **Last date and time for submission of Quotation is 10-04- 2017 by 3.00 pm.**
 - iii. **Date and time for opening of Bids 10-04- 2017 by 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. No relaxation in tender cost is allowed.
- d. The Earnest Money Deposit (EMD) of Rs. 30 lakhs (Rupees thirty lakh only), refundable (without interest) should be sealed in Technical Bid Envelop in the form of Demand Draft/Pay Order drawn in the favour of **Director General, Nehru Yuva Kendra Sangathan** failing which the tender shall be rejected summarily.

- e. The successful tenderer will have to deposit performance security deposit **Rs. one crore** in the form of Fixed Deposit Receipt (FDR) made in favour of NYKS covering the initial period, of 12 months.
- f. The tendering Companies/Firms/Agencies are required to enclose photocopies of the following documents in envelop (**First envelop along with Annexure – A – Technical Bid**) failing which their bids shall be summarily rejected and will not be considered any further:-
- i. Copy of PAN/TAN
 - ii. Registration Certificate
 - iii. Copy of IT return filed for the last three financial years.
 - iv. Copies of the EPF and ESI certificates.
 - v. Copies of the Service Tax registration certificate.
 - vi. Proof of annual turnover of the firm in the business for the last 3 years
 - vii. Certificates /orders showing similar work done with Government and Public Sector Undertakings etc.
 - viii. Tender fee, Earnest Money deposit.
- g. Conditional bids shall not be considered and will be outrightly rejected in the very first instance.
- h. 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.
- i. 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.

- j. 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.
- k. The service charges quoted by the bidder should be responsive to meet the required expenditure.
- l. 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.
- m. The Bids shall be opened on the schedule date and time in the presence of the representatives of the companies/firms/agencies, if any . All the representative may submit their authority letter to the tender opening committee.
- n. The competent authority of the NYKS reserves the right to cancel any or all bids without assigning any reasons.
- o. 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.

ASSIGNMENT

- 1) 300 Programme Coordinators as per the eligibility given in subsequent paras will be deployed on outsource basis at all India Level. The proposed number of District/State where deployment will be made is given in Annexure – I.
- 2) The candidates selected will be posted in the State from where their Selection have been made and may be shifted from one district to another as per the requirement/administrative exigencies.

- 3) The selected candidates will be deployed at the district level and given assignment by the officers of NYKS to execute, which will entail travelling, urgent stays during the programmes at village level and social development work in village and slums.

OTHER CONDITIONS OF ASSIGNMENT

- a. In case the Programme Coordinator employed by the Company/Firm/Agency commit any act of omission /Commission which amounts to misconduct/indiscipline/incompetence, the successful Company/Firm Agency will be liable to take appropriate disciplinary action against him including their removal from the services, if desired by the NYKS.
- b. The tendering Company/Firm/Agency shall replace immediately any of its deployed personnel, who is found unacceptable to NYKS because of security risks, incompetence, conflict of interest, improper conduct etc.
- c. NYKS has six working days (i.e. Monday to Saturday) schedule and office timing are 10 to 5 P.M. In case of any office exigency, deployed persons may be asked to work on extra days or hours as the case may be and no extra payment shall be made for that.
- d. Fixed Travelling Allowance of Rs. 4000/- will be paid

NATURE OF WORK OF PROGRAMME COORDINATOR

- a) Organize programmes as per the Annual Action Plan Guidelines and other activities assigned to him/her from time to time by NYKS.
- b) Responsibility to administer and execute work assigned to him/her by the DYC/ State Directors.

TECHNICAL REQUIREMENT OF PROGRAMME COORDINATOR

Age : Minimum : 25 year (As on 1st April, 2017)
Maximum : 35 years (As on 1st April, 2017)

Qualification : Graduation (In any discipline)

Emoluments : Rs. 35,000/- per month (Consolidated)

Experience : 3 year experience in Social Work (Mandatory)

Technical
Experience : proficient in Computers, report writing and communication skills

SELECTION OF CANDIDATE

- a) Candidate will be selected through an interview by a Selection Committee of NYKS
- b) Agency will provide 3 persons against each post
- c) Selection will be held State wise/Zone wise therefore, all the candidates must be from the State concerned.
- d) Selected candidates will be deployed in the State concerned only. However, placement in identified district will be at the sole discretion of NYKS.
- e) No person will be deployed at their Home District.

OTHER CONDITIONS

- a. The agency has to identify a contact person, who would be responsible for immediate interaction with the NYKS so that optimal services of the persons deployed by the agency could be availed without any disruption.
- b. The selected agency shall ensure smooth functioning in the office by providing services as mentioned above continuously without interruption. If needed the agency shall immediately provide a substitute in the event of any person absenting from duty on any day or resigns from duties. The delay by the agency in ensuring uninterrupted work beyond three working days shall attract pre-estimated agreed liquidated damages @ 200/- per day on the service providing agency.
- c. For all intents and purpose the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of the discharging the said assignment. The persons deployed by the agency in the NYKS shall not lay any claims of Master and Servant relationship nor have any principal and agent relationship with or against the NYKS. They shall in no case be entitled for claiming

regularization/employment in the NYKS on the basis of having rendered services through the contractor.

- d. The Service-providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed. The NYKS shall in no way be responsible for settlement of such issues whatsoever.
- e. NYKS shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the function/duties, or for payment towards any compensation.
- f. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/confirmed employees of this NYKS during the currency or after expiry of the contract.
- g. In case of termination of this contract on its expiry or otherwise, the person deployed by the service providing agency shall not be entitled to and will have No claim for any absorption nor for any relaxation for absorption in the regular/otherwise capacity in the NYKS.
- h. For raising the monthly bill of deployed workforce the agency will raise the bill along with attendance sheet of each employee duly countersigned by DYC/SD by 10th of every month.
- i. The Agency will mandatorily give ESI coverage to all the manpower deployed in NYKS.

LEGAL

- a. The tendering agency will be responsible for compliance of all statutory provisions relating to minimum wages as amended from time to time of the State Government; Provident fund and Employees State Insurance etc. in respect of the person deployed by it in district office/Kendra
- b. The tendering agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the NYKS to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

- c. The tendering agency shall maintain all statutory registers under the application law. The agency shall produce the same, on demand, to the concerned authority of this NYKS or any other authority under law.
- d. The tax at sources (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this NYKS.
- e. The service provider will be responsible for the work by engaging suitable man power. All statutory requirement for manpower deployment will be his responsibility.
- f. In case, the tendering agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the NYKS is put to any loss/obligation, monetary or otherwise, the NYKS will be entitled to get itself reimbursed out of the outstanding bills or the performance security deposit of the agency, to the extent of the loss or obligation in monetary terms.
- g. All disputes or difference whatsoever arising between the parties out of relating to the contract, meaning or difference or effect of the contract or the breach of the contract shall be referred to for the sole arbitration of Nehru Yuva Kendra Sangathan and its nominee and the award by him or his nominee made in pursuance thereof shall be binding on the parties. The Arbitration and Conciliation Act, 1996, shall govern such arbitration. Any court case file in this regard will be filed in Delhi only.

Technical Bid

Profile of the Agency

1. Name of tendering Company/Firm/Agency and its Address and Telephone No.....
 1. Incorporated as.....in year.....at.....
 2. Name of the Top executive with designation and Mobile No.....
.....
E-mail...ID.....
Service Tax No.....
PAN/TAN No.....
3. Type of jobs being handled by the agency (Please attach detailed profile).....
4. Total Number of employees being provided to different organization by Agencies in 2015-16
5. Details of proof that Agency is All India Service manpower provider
6. Major Assignments done so far.....
7. Total Turn Over (In Rs.)

2013-14	2014-15	2015-16

8. Checklist of attachment (All attachments are Mandatory and non-receipt will disqualify the bid)

- Tender fee
- Demand Draft/ Pay Order towards EMD
- Attested copy of the registration certificate. – annexure -
- Attested copy of the PAN/GIR Card. – annexure -
- Attested copy of the latest IT return filed by the agency. . – annexure -
- Attested copy of the Service Tax registration letter/certificate. . – annexure -
- Attested copy of the PF registration letter/certificate. . – annexure -
- Attested copy of the ESI registration letter/certificate. . – annexure -
- Attested copy of the balance sheets for the years last 3 years.
- Total of outsourced employees being deployed /organization/Agency were deployment - Table
- Attested copies of audited Balance and Profit and loss A/C for last three years.
- Copy of similar completed works orders.

Signature of authorized person

Full Name_____

Seal :

Date:

Place:

PS : There will be marking on the basis of Technical Bid.

Annexure- B

Financial Bid

Name of the Agency.....

Rates of per month for providing man power for Nehru Yuva Kendra as per the nature of work as defined in the Tender :

Position a	Prescribed rate for per person per month (In Rs)* + service tax + other Govt. taxes etc. b	Agency Charges in % c
Programme Coordinator	Rs 35,000 + Rs. 4000 (TA) + Rs _____ Service Charge + Rs _____ any other tax/Statutory payment = Rs. _____	necessary
Amount to be paid by NYKS per person per month to the agency _____		
Net Amount the deployed person will receive from the outsources agency per month Rs. 35,000/- + Rs 4000 (TA)		
(No amount to be deducted by service provider from this amount)		

- 1 All Statutory payment will be made by the Agency.
2. L-1 will be the agency based on score of Technical and financial Bid.

Disclaimer

The decision of NYKS will be final. NYKS may offer /may not offer assignment to any or none of the bidding agency without assigning any reason. The decision of NYKS will be full and final.

Signatures with Rubber Seal

Annexure – I**DETAILS OF PROPOSED NUMBER OF DISTRICT/STATE WHERE
DEPLOYMENT WILL BE MADE**

S.NO	State/UTs	No of Districts where Programme Coordinator to be deployed
1	Andaman & Nicobar Island	0
2	Andhra Pradesh	9
3	Telangana	6
4	Arunachal Pradesh	10
5	Assam	16
6	Bihar	20
7	Chandigarh	0
8	Chhattisgarh	8
9	Dadra Ngr	1
10	Daman & Diu	2
11	Delhi	1
12	Goa	1
13	Gujarat	8
14	Haryana	10
15	Himachal Pradesh	7
16	Jammu & Kashmir	5
17	Jharkhand	13
18	Karnataka	15
19	Kerala	8
20	Lakshwadeep	1
21	Madhya Pradesh	20
22	Maharashtra	13
23	Manipur	4
24	Meghalaya	4
25	Mizoram	6
26	Nagaland	9
27	Odisha	14
28	Pondichery	3
29	Punjab	10
30	Rajasthan	13
31	Sikkim	2
32	Tamil Nadu	10
33	Tripura	0
34	Uttar Pradesh	42
35	Uttrakhand	5
36	West Bengal	4
	Total	300