

Government of India
Ministry of Information & Broadcasting
PUBLICATION DIVISION
EMPLOYMENT NEWS
7th Floor, Soochna Bhawan, Lodi Road,
New Delhi -110003

F.No. A-22014/12/2018-Admn.EN

Dated : 2nd January, 2019

E-TENDER NOTICE

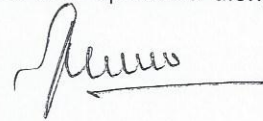
Subject: Notice for inviting of Tender for Data Entry Operators in Employment News (EN), New Delhi.

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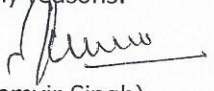
Tender Critical Date Sheet

Tender Publishing Date & Time	02.01.2019 (5.30 PM)
Bid submission start Date & Time	02.01.2019 (6.00 PM)
Bid submission closing Date & Time	23.01.2019 (10.00 AM)
Technical Bid opening Date & Time	24.01.2019 (10.30 AM)
Financial Bid opening Date & Time	28.01.2019 (10.30 AM)

1. E-Tenders (in prescribed format) on behalf of the President of India, are invited under Two Bid System i.e Technical Bid (Part-I) and Financial Bid (Part-II) from the registered firms/companies engaged in the business of Data Entry Operators through E-procurement portal on Contract basis for 10 Data Entry Operators in the office of the Employment News, Publication Division, Ministry of Information & Broadcasting, Soochna Bhawan, Lodhi Road, New Delhi-110003. However the numbers may be increase or decrease at the discretion of the Department. The contract shall be awarded for a period of one year from the date of execution of the agreement, which may be liable to be extended.
2. The complete tender document containing general terms & conditions, pre-Qualification requirements etc are available on <http://eprocure.gov.in> & website employmentnews.gov.in and can be downloaded free of cost.
3. The interested Companies /Firms/Agencies may submit the bid complete in all respect on line at <http://eprocure.gov.in/eprocure/app> along with Earnest Money Deposit (EMD) of Rs. 1,20,000/- (Rs. One Lakh Twenty Thousand Only) refundable (without interest) drawn in favour of Director/General Manager cum Chief Editor, Employment News. Tenders are to be submitted only online through e-procurement portal <http://eprocure.gov.in/eprocure/app>. All the documents in support of eligible criteria are to be scanned and uploaded along with the Tender document.



4. Original EMD is to be submitted in a sealed cover addressed to Dy. Director (Admn) Room No. 778, 7th floor, Sochna Bhawan, Lodhi Road, New Delhi-110003. The last date of submission of online tender and time of receipt is 10.00 AM on 23.01.2019.
5. General Terms & Conditions of the tender are given in Annexure-I.
6. Employment News, Publications Division, Ministry of Information & Broadcasting, reserves the right to amend or withdraw any of the terms and conditions contained the Tender Document or to reject any or all tenders without giving any notice or assigning any reasons.


(Somvir Singh)
Deputy Director(Admn)
Tele. No. 24369442

Copy to : -

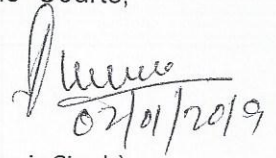
1. Notice Board.

2. NIC for display in the website of Publication Division./Employment News

1. Employment News required reputed, well established and financially sound Manpower Companies/Firms/Agencies to provide services of Data Entry operator to its officers.
2. The contract will be initially for one year from the date of taking up of supply of manpower. The period of the contract may be further extended, provided the requirement of the Department for Data Entry assistance persists at that time, or may be curtailed/terminated at any time before the normal tenure owing to deficiency in services or substandard quality of manpower deployed by the Company/Firm/Agency. The Department however, reserves right to terminate the contract at any time after giving on week notice to the selected service providing company/Firm/Agency.
3. The Department has requirement for Data Entry Operators who are conversant with computers and essentially well trained in MS-Word and also posses knowledge of LAN functioning, MS Excel and MS Power Point. The requirement of the Ministry may increase or decrease during the initial period of contract.
4. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to upload bid completed in all respects online at <http://eprocure.gov.in/eprocure/app> along with Earnest Money Deposit (EMD) of Rs. 1,20,000/(Rs.One lakh twenty thousand only) refundable (without interest) drawn in favour of Director/General Manager cum Chief Editor, Employment News in two bids system i.e. (i) Technical Bid and (ii) Financial Bid in the prescribed proforma. Further, the original EMD is to be submitted in a sealed cover addressed to Dy./;Director (Admn) and dropped in the Tender Box kept in Room No.778, Soohna Bhawan, Lodhi Road, New Delhi-110003. In the absence of Original EMD, the financial Bid will not be considered for evaluation. In case of any exemption from submission of EMD, the firm is required to submit the mandatory certificates along with the Technical Bid. The last date of submission of tender and time of receipt of Tender is 10.00 AM on the 23.01.2019.
5. The successful tendered will have to deposit a Performance Security of Rs. 3,00,000/- (Rs. Three Lakh Only) in the form of Fixed Deposit Receipt (FDR) made in the name of the Company/Firm/Agency by hypothecated to the Director/General Manager cum Chief Editor, Employment News. The performance security shall remain valid for a period of three month beyond the period of the contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed.
6. The tendering Companies/Firms/Agencies are required to upload photocopies of the following document(duly attested by Gazetted officers of the Government of India or State Govt.) along with the Technical Bid, failing which their bids shell be summarily/out rightly rejected will not be considered any further:-



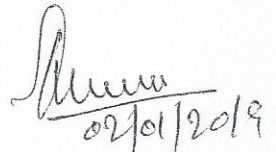
- a) Registration Certificate:
 - b) Copy of PAN/GIR card.
 - c) Copy of IT return filed for the last three financial years
 - d) Copies of the EPF and ESI certificates
 - e) Copies of the Service tax /GST registration certificate.
7. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
 8. 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 financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
 9. The Bids shall be opened on the scheduled date and time, which will be intimated later, in the presence of representative of the Companies/Firms/Agencies, if any, who are present on the spot at that time.
 10. The competent authority of the Department (Employment News) has reserves the right to annul any of all bids without assigning any reason.
 11. The contract shall be subject to the Indian Laws and the jurisdiction of the Courts, located in the NCT of Delhi.


02/01/2019

(Somvir Singh)
Deputy Director(Admn)
Tele. No. 24369442

TECHNICAL REQUIREMENT FOR THE TENDERING COMPANY/FIRM/AGENCY

1. The tendering manpower Company/Firm/Agency should fulfill the following technical specifications:-
 - a) The Registered Office of one of the Branch Officers of the manpower Company/Firm/Agency should be located either in Delhi/New Delhi or in any of the satellite towns of Delhi.
 - b) The manpower Company/Firm/Agency should be registered with appropriate registration authority.
 - c) The Company/Firm/Agency should have at least three years' experience in providing manpower to reputed Private Companies, Public Sector Companies/Banks and Government Department etc.
 - d) The Company/Firm/Agency should have its own Bank Account.
 - e) The Company/Firm/Agency should be registered with Income Tax and Service Tax Departments.
 - f) The Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.
2. In case the firm is registered with National Small Industries Corporation Ltd.(NSIC) or otherwise eligible for relaxation for depositing the earnest money, a copy of the certificate/authorization letter is to be attached.



02/01/2019

(Somvir Singh)
Deputy Director(Admn)
Tele. No. 24369442

APPLICATION – TECHNICAL BID

1. For providing Data Entry Services to Employment News, Publications Division, Ministry of Information & Broadcasting.
2. Name of Tendering Company/Firm/Agency
(Attach Certificate of registration)
3. Name of Proprietor/Director of Company/Firm/Agency
4. Full address of Registered Office:

Telephone No.:-----
FAX No.-----
Email address-----
5. Full address of operating Branch

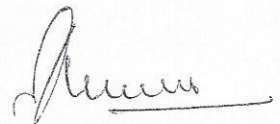
Telephone No.:-----
FAX No.-----
Email address-----
6. Banker of Company/Firm/Agency
(Full Address)
(Attach certified copy of statement of
A/c for the last six months)
Telephone No. of Banker

7. PAN/GIR No.
(Attach attested copy)

8. Service Tax/GST Registration No.
(Attach attested copy)

9. EPF Registration No.
(Attach attested copy)

10. E.S.I.Registration No.
(Attach attested copy)



11. Financial Turnover of the tendering Company/Firm/Agency for the last three financial years(Attach separate sheet if space provided is insufficient):

1	2	3
Financial Year	Amount(Rs. Lakh)	Remarks (if any)
2015-16		
2016-17		
2017-18		

12. Give details of the major similar contracts handled by the tendering Company/Firm/Agency during the last three years in the following format:

Sl. No.	Details of client along with address, telephone numbers	Amount of contract(Rs. lakh)	Duration of Contract from	Duration of Contract to
1				
2				
3				

(If the space provided is insufficient, a separate sheet may be attached)

13. Additional information, if any:
(Attach separate sheet, if required)

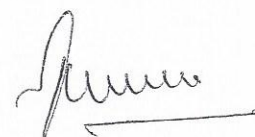
Signature of authorized person

Name:-----

Seal:

Date:

Place:



DECLARATION

1. _____ Son/Daughter/Wife of Shri _____

Signatory of the agency/firm mentioned above is competent to sign this declaration and execute this tender document:

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true/authentic to the best of my knowledge and belief. I/We/am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name: _____

Seal: _____

Date: _____

Place: _____



APPLICATION –FINANCIAL BID

1. For providing Data Entry Operators to the Employment News, Publication Division, Ministry of Information & Broadcasting.
2. Name of tendering Company /Firm/Agency:
3. Details of Earnest Money Deposit : Rs: 1,20,000(Rupees One Lakh & twenty thousand only) D.D./P.O. No. Date and the Name of the Bank and its branch on which drawn.
4. All the Data Entry Operators deployed in the Employment News will be paid their wages on monthly basis (by online in time) by the Company/Firm/Agency and the photocopies of disbursed Pay, Pay Slip will be submitted to the Department and the Individuals.
5. Rates are to be quoted not less than in accordance with Minimum Wages Act, 1948 as applicable in the NCT of Delhi. Rates per person/ /per day (8 hrs per day excluding ½ hrs. lunch break) Rs. _____
(Rupees _____) inclusive of all statutory liabilities, taxes, levies, cess/edu. cess etc. with following break up):

Sl.No.	Component of Rate	Amount(Rs.) Non Graduate(One month)	Amount (Rs.) Graduate(One month)
1.	Daily Wage Rate not less than as per MWA 1948 (in month only)		
2.	Employees Provident Fund @ % of 1 above		
3.	Employees State Insurance @ % of 1 above		
4.	Service Tax Liability % of		
5.	Any other liability (pl. indicate)		
6.	Contractors Admn./Service Charge		
	Total of Col.1 to 6		

Signature of authorized person

Full Name: _____

Seal: _____

Date: _____

Place: _____



Note:

1. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month without waiting release of funds by the Department only on the basis of number of working days for which duty has been performed by the personnel. Payments towards ESI contribution and Service Tax liability for the DEOs hired shall be mandatory.
3. The contractor Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its right and liabilities under this contract to any other agency without the prior written consent of this Department.
4. The contracting agency shall provide the services during the contract period. If, in any case, the Contractor, wants to withdraw the services, a notice of minimum three months shall be given by the contracting agency. Keeping in view of the situation, the Government may require the contractor to provide services even after the expiry of three months notice period which the contractor shall have to provide.
5. The tenderer will be bound by the details furnished by him/her to this Department, which submitting the tender or at subsequent stage. In case any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of Contract making him/her liable for legal action besides termination of contract.

LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

6. The contracting agency shall ensure that the individual Data Entry Operators deployed in the Department of Social Justice & Empowerment conform to the technical specifications of age, educational and skill qualification prescribed in Tender document.
7. The Department has five days working (i.e. Monday to Friday) in a week from 9.30 to 6.00 PM with a lunch break of ½ hrs. from 1.30 PM to 2.00 PM. However, the Data Entry Operator may have to work beyond office hours as per the requirement of the office. Besides this the Department observes the Gazzetted holidays notified by the Government of India from time to time. The Data Entry Operators, however, may be required to attend the office as and when required on Saturday/Gazetted holiday (on intimation) for which he/she may be paid extra as per the rates approved by the Department or give compensatory leave in lieu off.
8. The contracting Company/Firm/Agency shall furnish the following documents in respect of the individual Data Entry Operators who will be deployed in this Department before the commencement of work:
 - a) List of persons deployed:
 - b) Bio-data of the persons:



- c) Attested copy of matriculation certificate containing date of birth:
- d) Attested copy of the certificate showing qualification.
- e) Character Certificate from Gazetted Officers of the Central State Government or Notary Public
- f) Certification of verification of antecedents of persons by local Police authority
- g) Identity Cards bearing photograph.

9. in case, the person employed by the successful Company/Firm/Agency commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence, the company/Firm/Agency will be liable to take appropriate disciplinary action against such persons, including their removal from the site of work in the Department.

10. The tendering Company/Firm/Agency shall replace immediately any of its personnel, who are found unacceptable to this Department because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving a notice from this Ministry.

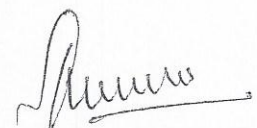
11. The person deployed shall be required to report for duty at 9.30 AM to Under Secretary (Admn.)/Section Officer(Estt.) and would not leave office before 6.00PM. **Incase, person deployed is absent on a particular day or come late/leaves early on three occasions, one-day wage shall be deducted.**

12. The agency shall depute a coordinator who shall be contactable at all the times at message sent by phone/email/fax/special messages from this Department shall be acknowledged immediately on the same day. The service provider shall strictly observe the instructions issued by this Department in fulfillment of the contract from time to time.

13. **If DEO does not report for duty any day no wages will be paid for the period.** However, if the agency is not in a position to supply substitute even after three days a penalty of Rs. 100/- will be deducted per day in addition to non-payment of wages for the days of absence. It will be the responsibility of the service providing agency to supervise the attendance daily and ensure that the persons contracted to do not quit in between. The DEO would need to intimate his/her decision to quit the job(due to whatever reason) at least one month in advance. After this period, the firm will provide a replacement to the Department.

14. It will be the responsibility of the service providing agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this Department and Publications Division/Employment News will have no liability in this regards.

15. For all intents and purpose the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of Data Entry Operators so employed and deployed in this Department. The persons deployed by the agency in the Department shall not have claim to Master and Servant relationship nor have any principal and agent relationship with or against the Employment News.



16. The service providing agency shall be solely responsible for the redressal of grievances/resolutions of disputes relating to persons deployed. The Department shall, in no way be responsible for settlement of such issues whatsoever.

17. This Department shall not be responsible for any damages, losses, claims – financial or otherwise, injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

18. The person deployed by the service providing agency shall not have any claim or be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/confirmed employees of this Department during the currency or after expiry of the contract.

19. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for absorption in the regular/otherwise capacity in the Department of Employment News.

LEGAL

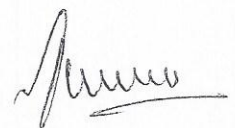
20. The tendering agency will be responsible for compliance of all statutory provisions relating to minimum wages, provident Fund, Employees State Insurance etc. In respect of the persons deployed by it in the Department.

21. The tendering agency shall also be liable for depositing all taxes, levies cess etc. on account of service rendered by it to the Employment News to concerned tax collection authorities from time to time as per extant rules and regulations in the matter.

22. The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority or any other authority under law or this Department.

23. The Tax Deduction at Source (TDS) shall be effected as per the provisions of the Income Tax Act, as amended from time to time and a certificate to this effect shall be provided to the agency by the Department.

24. In case, the tendering agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the Department is put to any loss/obligation-monetary or otherwise, the Department 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.

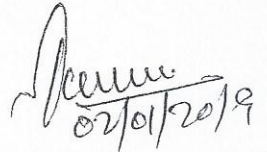


FINANCIAL

25. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by the Department besides annulment of the contract.

26. The agency shall raise the bill, in triplicate, along with attendance sheet (duly verified by Section Officer (Admn) in respect of the persons deployed and submit the same to the Section Officer (Admn) in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month. The payment to the DEOs should be made through PFMS.

27. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily accompanied with the documentary proof pertaining to the concerned month bill. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Department.



(Somvir Singh)
Deputy Director (EN)
Ph. 24369442

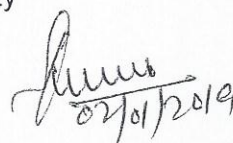
ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Application - Technical Bid.
2. Attested copy of the registration of agency
3. Attested copy of PAN/GIR Card.
4. Attested copy of the latest IT return filed by the agency.
5. Attested copy of the Service Tax registration letter/certificate.
6. Attested copy of the ESI registration letter/certificate.
7. Attested copy of the PF registration letter/certificate.
8. Certified documents in support of financial turnover of the agency.
9. Certified documents in support of entries in column 13 of Technical Bid application.
10. Copy of the terms and conditions at pages 11-14 in Tender Document with each page duly signed and sealed by the authorised signatory of the agency in token of their acceptance.

ORDER FOR ARRANGEMENT OF DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF DATA ENTRY OPERATORS

List of Data Entry Operators short listed by the agency for deployment in the Employment News containing full details i.e. date of birth, marital status, address etc.:

1. Bio-Data of all persons.
2. Character Certificate from a Gazetted Officer of Central/State Government in respect of all persons.
3. Certificate of verification of antecedents of all persons by local police authority



(Somvir Singh)
Deputy Director (EN)
Ph. 24369442

INSTRCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, Prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India(e.g. Sify/TCS/nCode/eMudhra etc.) with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidders then logs in to the site through the secured lo-in by entering their user ID/password and the password of the DSC/ e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date Other keywords etc. to search for tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

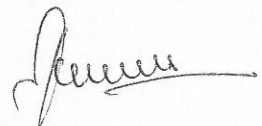


PREPARATION OF BIDS

- 1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/SLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents “ are available to them to upload such documents. These documents may be directly submitted from the “My Space” or “Other Important documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as ‘offline’ to pay the tender fee/EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.



5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidder's 'dashboard') will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS/

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 x 7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.



TENDER ACCEPTANCE LETTER

(To be given on Company letter Head)

Date: _____

To

The Director/General Manager-cum-Chief Editor,
Employment News (Publications Division),
7th Floor Sochna Bhavan, Lodhi Road, New Delhi-110003.

Subject: Acceptance of Terms & conditions of Tender.

Tender reference No. _____

Name of the Tender/Work: _____

Dear Sir/Madam,

1. I/We have downloaded/obtained the tender document(s) for the abovementioned 'Tender/Work' from the website(s) namely: _____

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No _____ to _____ (including all documents) which form part of the contract agreement/Tender and I/We shall abide hereby the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, which submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender (s) corrigendum in it totality/entirely.
5. I/We do hereby declare that our Company /Firm/Agency has not been blacklisted/debarred by any Govt. Department/Public Section undertaking.
6. I/We do certify that all information furnished by our Company /Firm/Agency is true and correct and in the event that the information is found to be incorrect/incorrect/untrue or found violated, then you department /organization shall without giving any notice or reason summarily reject the bid or terminate the contact, without prejudice to any other right or remedy.

Yours faithfully,

(Signature of the Bidder with name date & Official Seal)

