

No.A-12034/02/2013-Estt
Government of India
Ministry of Science and Technology
Department of Scientific and Industrial Research
(Establishment Section)

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TENDER DOCUMENT

For providing Data Entry Operator service to the Department of Scientific and Industrial Research, Ministry of Science and Technology.

Manpower Agency

Last date and time for submission of Documents :- 3.30 PM on 19.08.2013

Date and time for opening of Technical Bid of Tender Documents :- 5.00 PM on 19.08.2013

Date and time for opening of Financial Bid of Tender Documents :- 3.30 PM on 26.08.2013

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(Establishment Section)

Technology Bhawan
New Mehrauli Road
New Delhi-110016
Dated:26th July,2013

TENDER NOTICE

Sealed tenders on behalf of the President of India, are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Companies/Firms/Agencies for providing services of 10 (Ten) skilled Data Entry Operators in Department of Scientific and Industrial Research for a period of **one year, from date of award of contract**, which is extendable as per requirement. However, quantum of Data Entry requirement may vary from time to time on the discretion of the Department.

2. Complete Tender Documents can be downloaded from the website www.dsir.gov.in of this Department.

3. The interested Companies/Firms/Agencies may submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs.100000/- (Rupees One Lakh only), and other requisite documents on or before 19.08.2013 by 3.30 PM to the Under Secretary, Room No.37, TIFAC Hutments, Technology Bhawan, New Mehrauli Road, New Delhi-110016. No tender shall be entertained after this deadline under any circumstances whatsoever. The Technical Bid of tenders will be opened at 5.00 PM on 19.08.2013 and Financial Bid of tenders will be opened at 3.30PM on 26.08.2013 in the presence of authorized representative of Bidders as may like to be present.

4. This Department reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Deptt. Of Scientific and Industrial Research in this regard shall be final and binding on all.



(KULDIP KUMAR)
UNDER SECRETARY TO THE GOVT. OF INDIA
FOR AND ON BEHALF OF THE PRESIDENT OF INDIA.

Copy to:

1. Notice Board
2. Shri V.K.Varun, Scientist 'F' for uploading in the website of DSIR and the website, e-tender.
3. All Ministries/Departments for circulation amongst the concerned.
4. As per list (service providers)

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. Only well established and financially sound Manpower Companies/Firms/Agencies with experience of minimum 3 (Three years as on the date of the Tender Notice) would be eligible for being considered.
2. The contract will be for a period of **One year** from the date of award of contract. The period of contract may be further extended or curtailed/terminated at any time before expiry of one year period depending upon requirement of the Ministry.
3. The Ministry has initial requirement for services of 10(Ten) **Skilled Data Entry Operators** who should be well conversant with computer Operation and well trained in MS Word and desirably possess knowledge of LAN functioning, MS Excel and MS Power Point package/language. The requirement of the Department may increase or decrease during currency of contract.
4. The interested Companies/Firms/Agencies may submit the tender document complete in all respects along with the Earnest Money Deposit (EMD) for Rs.100000/- (Rupees One Lakh only), in the form of Demand Draft/Pay Order drawn in the favour of PAO, Deptt. Of Scientific and Industrial Research and other requisite documents in a sealed cover addressed to Shri Kuldip Kumar, Under Secretary (Estt) and drop it in the tender box kept at Reception Office , Technology Bhawan, New Mehrauli Road, New Delhi-110016. The last date and time for receipt of tenders is 3.30PM on 19.08.2013.
5. The various crucial dates relating to "Tender for Providing Data Entry Operators to the Department of Scientific and Industrial Research" are cited as under:
 - (a) Last date and time for submission of Quotation) : 3.30 PM on 19.08.2013
(Technical & Financial), in **SEPARATE** (sealed covers)
 - (b) Date and time for opening of Technical Bids : 5.00 PM on 19.08.2013
 - (c) Date and time for opening of Financial Bids : 3.30 PM on 26.08.2013
 - (d) Likely date for deployment of required manpower : 01.09.2013
6. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are required to submit two separate sealed envelopes super scribing "Technical Bids for providing Data Entry Services to the Department of Scientific and Industrial Research & "Financial Bid for providing Data Entry Services to the Department of Scientific and Industrial Research". Both sealed envelopes should be kept in a third envelope super scribing "Tender for providing Data Entry Services to the Department of Scientific and Industrial Research, New Delhi".
7. The Earnest Money Deposit (EMD) of Rs.100000/- (Rupees One Lakh only), refundable (without interest) should be necessarily kept in the sealed cover containing Technical Bid of the agency in the form of Demand Draft/Pay Order of Nationalized bank drawn in the favour of PAO, Department of Scientific and Industrial Research, New Delhi, failing which the tender shall be rejected summarily.
8. The successful tenderer will have to deposit Performance Security Deposit of 10% of amount payable p.a., in the form of Bank Guarantee/Fixed Deposit Receipt (FDR) made in the name of the Company/Firm/Agency drawn in favour of the PAO, Department of Scientific and Industrial Research, New Delhi covering the initial period of one year as per para 2 above. The validity of the Bank Guarantee/Fixed Deposit Receipt shall be upto 60 days after the expiring of period of contracts. The Bank Guarantee/ FDR will have to be accordingly renewed by the successful tender.

9. The tendering Companies/Firms/Agencies are required to enclose photocopies of the following documents (**duly attested by a Gazetted Officer of the Government of India or a Class-I Officer of the State Government**) alongwith the Technical Bid, failing which their bids shall be summarily/our-rightly rejected and 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 registration certificate.
 - (f) Proof of annual turnover of the firm for the last 3 years.
- 10 Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
11. 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 Financial Bid Form. In such cases, the tender shall be summarily rejected. However, corrections, if any, in the Technical Bid Application must be initialled by the person authorized to sign the tender bids.
12. The Technical Bid of tenders shall be opened at 5.00PM on 19.8.2013 and Financial Bids shall be opened on the schedule date and time (3.30PM on 26.08.2013) in room No. 38 TIFAC, Technology Bhawan, New Mehrauli Road, New Delhi-110016. in the presence of the authorized representatives of the Companies/Firms/Agencies, if any, who are present on the spot at that time.
13. The Competent Authority of the Department of Scientific and Industrial Research reserves the right to cancel any or all the bids without assigning any reason.
14. The successful Tenderer/Agency should be in a position to supply the personnel within 15 days from the date of placing the indent.
15. Escalation clause shall not be accepted on any grounds during the period the contract is in force.
16. The award of contact will be subject to fulfillment of conditions laid down in Rule 157, 158 & 160 of GFR 2005, as amended from time to time.

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TECHNICAL REQUIREMENT FOR THE TENDERING COMPANY/FIRM/AGENCY.

1. The tendering manpower Company/Firm/Agency should fulfil the following technical specifications and furnish attested copies of documents evidencing compliance with these specifications:-

(a) The Registered Office or one of the Branch Offices of the Manpower Company/Firm/Agency should be located either in Delhi/New Delhi or NCR region of Delhi.

(b) The manpower Company/Firm/Agency should be registered with the 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, proof of which should be enclosed with the technical bid.

(d) The Company/Firm/Agency should be registered with Service Tax Department.

(e) The Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.

(f) Copy of PAN card/IT return.

(g) Proof of working with Ministries/Government offices/organizations for three years and the number of persons deployed by the agency each year in the last 3 years.

(h) Certificate of annual return from CA.

2. Attested copies of the documents indicating compliance with the above specifications/ requirements should be kept in the sealed envelope containing Technical bids.

TECHNICAL REQUIREMENT FOR DATA ENTRY OPERATORS TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/FIRM/AGENCY IN THE DEPARTMENT OF SCIENTIFIC AND INDUSTRIAL RESEARCH WITH PROPER DOCUMENTARY PROOF.

1. He/She should be at least 12th Standard pass (10 +2) and between the age group of 18 years to 30 years.
2. He/She should have minimum typing speed of 40 words per minute in English.
3. He/She should be conversant with the working of the computers and knowledge of MS word is essential. Knowledge of LAN functions, MS excel and MS Power Point packages as well as stenography is preferable.
4. He/She should submit Character certificates from two Group "A" or Class-I Gazetted officers of the Central Government /State Government.
5. His/her antecedents should have been got verified by the agency from the local police authorities.
6. He/she should have at least 2 years experience of Data Entry Operations in reputed Public / Private institutions /Central/ State Government offices.

APPLICATION-TECHNICAL BID

**FOR PROVIDING DATA ENTRY OPERATION SERVICES TO
DEPARTMENT OF SCIENTIFIC AND INDUSTRIAL RESEARCH**

1. Name of Tendering Company/Firm/Agency: _____
(Attach certificate of registration) _____

2. Name of proprietor/Director of Company : _____
Firm/Agency _____

3. Full Address of Regd. Office : _____

Tele. No. _____
Fax No. _____
E-mail Address _____

4. Full Address of Operating Branch : _____

Tele. No. _____
Fax No. _____
E-mail Address _____

5. Details of Earnest Money Deposits
i) Amount _____
ii) Draft No. _____
iii) Date _____
iv) Issuing Bank _____

6. (a) Banker of Company/Firm/Agency
(Full Address) _____
(Attach certified copy of statement of A/c
For the last three years) _____
(b) Telephone Number of Banker _____

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

8. Service Tax Registration No., if any _____
(Attach attested copy) _____

9. E.P.F. Registration Number, if any _____
(Attach attested copy) _____

10. E.S.I. Registration Number, if any _____
(Attach attested copy) _____

11. Financial turnover of the tendering Company/Firm/Agency for the last three Financial years with documentary proof thereof. (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lakhs)	Remarks, if any
2010-11		
2011-12		
2012-13		

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 address, telephone and Fax numbers	Amount value of Contract (Rs. In Lakhs)	Duration of Contract	
			From	To
1.				
2.				
3.				

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

13. Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or owner/partner anywhere in India.

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

Signature of authorized person

Date:

Name _____

Place:

Seal _____

DECLARATION

1. I, _____ 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. My agency has not been blacklisted/debarred from participating in tender of any Ministry/Department of Government of India and Government of India undertaking in the last Three Years.
4. The information/documents furnished along with the above application are true and 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 tender at any stage besides liabilities towards prosecution under appropriate law:

Signature of authorized person (s)

Date:
Place:

Full Name:
Seal:

APPLICATION – FINANCIAL BID

**FOR PROVIDING DATA ENTRY OPERATION SERVICES TO
DEPARTMENT OF SCIENTIFIC AND INDUSTRIAL RESEARCH**

1. Name of tendering Company/Firm/Agency: _____
2. Details of Earnest Money Deposit: Rs. 100000/-)Rupees One Lakh only)
D.D./P.O. No. & Date: _____
3. All the personnel for Data Entry Services deployed in this Department will be paid their wages on monthly basis by the Company/Firm/Agency through individual bank accounts opened at Union Bank of India, Technology Bhawan and the photocopies of disbursed cheque/documents, along with proof of receipt thereof by the workers will be submitted to this Department before the end of each month. Department shall verify the actual payment of statutory payments periodically and if not satisfied shall withhold the payments due to the service provider in addition to other legal action.
4. Rates are to be quoted in accordance with the Minimum Wages Act, 1948 as applicable in the NCT Delhi. The agency will have to furnish an Affidavit that it is complying with all statutory liabilities relating to taxes, payment of minimum wages and other statutory liabilities.
5. Rate per person/per month for DEO personnel (8 hours excluding ½ hour lunch) is Rs. _____ (Inclusive of minimum wages, plus all statutory payments such as EPF, Service tax showing the individual components. The administrative and service charge to be charged by the service provider to be quoted separately) with following break-up:

Sl.No.	Component of Rate	Amount in Rs. Per person/per month
i.	Daily Wage Rate including existing Dearness Allowance (in accordance with Minimum Wages Act, 1948)	Not to be quoted by the bidder. Minimum wage rate fixed by Govt. of NCT of Delhi from time to time would be paid.
ii.	Employees Provident Fund @ % of 1 (if applicable)	Not to be quoted by the bidder. Rule framed by EPFO from time to time would be paid.
iii.	Employees state Insurance @ of 1 (if applicable)	Not to be quoted by the bidder. Rule framed by ESIC from time to time would be paid.
iv.	Service Tax Liability @ % of	Not to be quoted by the bidder. Rule framed by Customs and Excise Department from time to time would be paid.
v.	Contractors Adm./Service Charge/Any other liability/charges(pl. indicate)	

Signature of authorized person

Full Name:

Seal:

Date:

Place:

Notes:

1. The administrative/service Charge/Any other liability/charges (mentioned in para 5 (v) above) to be charged by the service provider to be quoted separately which will be the indicator of selection of L-1 bidder.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each appointed DEO.

Terms and Conditions of Contract

General

1. The contract may be extended, on the same terms and conditions or with some addition/deletion/modification, for a further specific period mutually agreed upon by the successful service providing Company/Firm/Agency and Department of Scientific and Industrial Research.
2. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Department.
3. The Department, at present, is in requirement of manpower on urgent basis. The requirement of the Department may increase or decrease during the period or initial contract also and the tenderer would have to provide additional manpower, if required on the same terms and conditions.
4. The tenderer will be bound by the details furnished by him/her to this Department, while submitting the tender or at subsequent stage. In case, any document 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.
5. The Department of Scientific and Industrial Research reserves right to terminate the contract during initial period also after giving three days notice to the contracting agency in case of breach of terms of contract.
6. **Dully authorized representative of Bidders will be allowed to participate in the bidding process on the production of authorization letter.**
7. Department of Scientific and Industrial Research may ask the documentary evidence in respect of payment of statutory liabilities as and when required.
8. Service provider will pay the minimum wages to the persons deployed through individual bank accounts opened at Union Bank of India, Technology Bhawan, New Delhi.
9. Participating firm need not to indicate minimum wages/ESI Charges/EPF charge/Service tax charges. They would be given by the Department as per relevant rules.
10. **The administrative/service Charge/Any other liability/charges (mentioned in para 5 (v) of page 10) to be charged by the service provider to be quoted separately which will be the indicator of selection of L-1 bidder.**
11. **Whenever minimum wage is revised by the Government of NCT of Delhi, the rate in the contract and the consequential statutory payments shall automatically get revised keeping the Contractors Adm./Contractor Service Charge/Contractor any other liability charges unchanged.**
12. Department shall verify the actual payment of statutory payments periodically and if not satisfied shall withhold the payments due to the service provider in addition to other legal action.

13. The contracting agency shall ensure that the individual manpower deployed in the Department of Scientific and Industrial Research is physically fit to discharge duties of DEO staff.

14. The Department is a Central Government Office and have five days working (i.e. Monday to Friday) in a week from 9.00 AM to 5.30 PM with a lunch break of ½ hour from 1.00 PM to 1.30 PM. Besides, the Department also observes the Gazetted holidays notified by the Government of India from time to time. The Data Entry Operators, however, may be required to attend the office on Saturday/Sunday/Gazetted holidays or attend office before/after office working hours also in the exigencies of work for which this Department will make payment on pro rata basis.

15. The contracting Company/Firm/Agency shall furnish the following documents in respect of the individual Data Entry Operators who will be deployed by it 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. Character certificate from two Group 'A'/Class-I officers of the Central/State Government.
- e. Certificate of verification of antecedents of persons by local police authority.
- f. Identity Cards bearing photograph.

16. In case the persons employed by the successful Company/Firm/Agency commits any act of omission/Commission which amounts to misconduct/indiscipline/incompetence, the successful Company/Firm/Agency will be liable to take appropriate disciplinary/legal action against such persons, including their removal from site of work, if required by the Department.

17. The tenderer 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. on instructions of this Department.

18. The person deployed shall be required to report for work at 9.00AM to Under Secretary(Estt), Section Officer (Estt) daily and would not leave before 5.30 PM. In case, person deployed is absent on a particular day or comes late/leaves early on three occasions, one-day wage shall be deducted.

19. The agency shall depute a coordinator who would be responsible for immediate interaction with the Department of Scientific and Industrial Research so that optimal services of the persons deployed by the agency could be availed without any disruption.

20. The selected agency shall immediately provide a substitute in the event of any person absenting from duty on any day or leaving the job due to personal reasons. The delay by the agency in providing a substitution beyond three working days shall attract a pre-estimated agreed liquidated damages @ Rs.200/- per day on the service providing agency.

21. 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 this Department will have no liability in this regard.

22. The successful Tenderer/Agency should be in a position to supply the personnel within 15 days from the date of placing the order.

23. Escalation clause shall not be accepted on any grounds during the period the contract is in force.

24. The award of contact will be subject to fulfillment of conditions laid down in Rule 157, 158 & 160 of GFR 2005, as amended from time to time.

25. For all intents and purpose the service providing agency shall be the 'Employer' within the meaning of different Labour Legislations in respect of personnel so deployed in the Department. The persons deployed by the agency in the Department shall not have any claims of Master and Servant relationship nor have any principal and agent relationship with or against the Department of Scientific and Industrial Research. They shall in no case be entitled for claiming regularization/employment in the Department of Scientific and Industrial Research on the basis of having rendered services through the contractor.

26. The Service-providing Agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. This Department shall, in no way be responsible for settlement of such issues whatsoever.

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

28. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissibly to casual, ad-hoc, regular/confirmed employees of this Department during the currency or after expiry of the contract.

29. 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 or any absorption nor for any relaxation for absorption in the regular/otherwise capacity in the Department of Scientific and Industrial Research.

LEGAL

30. The tendering agency will be responsible for compliance of all statutory provisions relating to minimum wages Service tax, Provident Fund and Employees State Insurance etc., if applicable in respect of the persons deployed by it in this Department.

31. The tendering agency shall also be liable for depositing any taxes, levies, Cess etc. on account of service rendered by it to the Department of Scientific and Industrial Research to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

32. The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority of this Department or any other authority under law. A compliance certificate in this regard will be submitted alongwith the bills everymonth.

33. The Tax at Source (TDS) shall be deducted 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 this Department.

34. 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

35. The Technical bid should be accompanied with earnest Money Deposit (EMD), refundable, of Rs.100000/- (Rupees One Lakh only), in the form of Demand Draft/Pay Order of Nationalized bank drawn in favour of Pay & Accounts Officer, Department of Scientific and Industrial Research, New Delhi **failing which the tender shall be rejected out rightly. The Annual Turn Over of the company should not less than Rupees 04(Four) Crores.**

36. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second Stage) shall be returned to them without any interest. However, the EMD in respect of the successful tenderer shall be adjusted towards the Performance Security Deposit. **Further, if agency fails to deploy required number of manpower of manpower against the initial requirement within 5 days from the date of placing the indent the EMD shall stand forfeited without giving any further notice.**

37. 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.

38. The agency shall raise the bill, in triplicate, along with attendance sheet (duly verified by Under Secretary (Estt)/Section Officer (Estt.) in respect of the persons deployed and submit the same to the Under Secretary (Estt) 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 manpower should be made by the agency through crossed cheque. Proof of receipt thereof by the workers will be submitted to this Department before the end of each month. Department shall verify the actual payment of statutory payments periodically and if not satisfied shall withhold the payments due to the service provider in addition to other legal action.

39. The amount of pre-estimated agreed liquidated damages calculated @ Rs.200/- per day per person on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the agency shall be deducted from the monthly bills of the service providing Company/Firm/Agency in the following month.

40. In case of revision of rates prescribed by the appropriate authority as minimum wage, revision of rates to the extent of increase/decrease in the minimum wage may be allowed by this Department.

41. The Department of Scientific and Industrial Research reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.


(KULDIP KUMAR)

UNDER SECRETARY TO THE GOVT. OF INDIA.

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Application – Technical Bid.
2. Attested copy of the registration certificate.
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, if any.
6. Attested copy of the PF registration letter/certificate, if any.
7. Attested copy of the ESI registration letter/certificate, if any.
8. Certified document in support of financial turnover of the agency during the last 3 years.
9. Certified documents in support of entries in column 10-11 of Technical Bid application.
10. Copy of the terms and condition at page 12-15 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

ORDER FOR ARRANGEMENT OF DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER

List of workers short listed by the agency for Data Operation Services in the Department of Scientific and Industrial Research containing full details i.e. date of birth, marital status, address etc.

1. Bio – Data of all persons.
2. Character Certificate from two Group 'A'/Class-I Gazetted Officer of the Central/State Government in respect of each person.

Certificate of verification of antecedents of all persons by local police authority.