

**EASTERN REGIONAL COMMITTEE,  
NATIONAL COUNCIL FOR TEACHER EDUCATION,  
15, Neelakantha Nagar, Nayapalli,  
Bhubaneswar – 751012 (Odisha)**

Website: [www.ercncte.org](http://www.ercncte.org) E-mail: [erc@ncte-india.org](mailto:erc@ncte-india.org)

Tender No. : ERC/Manpower/2018

Dated: 15.05.2018

**BID DOCUMENT**

Supply of Manpower

(Highly-skilled, Skilled, Semi-skilled, Un-skilled including Security Guards for ERC, NCTE Bhubaneswar).

Not Transferable

Price of Bid Document: Rs.1000/- only

*(If this document is downloaded from ERC's website then Demand Draft of Rs.1000/- only in favour of "Regional Director, ERC, NCTE, Payable at Bhubaneswar" shall be sent along with duly filled Bid document).*

**Contents of Tender Document**

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**EASTERN REGIONAL COMMITTEE  
NATIONAL COUNCIL FOR TEACHER EDUCATION  
15, Neelakantha Nagar, Nayapalli,  
Bhubaneswar-12, Odisha.**

**TENDER NOTICE**

1. Sealed tenders on behalf of the Regional Director, ERC, NCTE, are invited from reputed, experienced and financially sound Companies /Firms/ Agencies for providing manpower services for the office of ERC, NCTE, Bhubaneswar for a period of one year from the date of contract.
2. Desirous companies/firms/agencies may obtain tender documents **w.e.f. 15.05.2018** on request in writing from the Administration Section, ERC,NCTE, BHUBANESWAR. (on all working days between **10:30 hours and 16:00 hours** on payment of **Rs.1000/-** (non-refundable) in cash or Demand draft in the favour of "**Regional Director, ERC,NCTE**" payable at **Bhubaneswar**).
3. The Tender document can also be downloaded from the ERC, NCTE website: [www.ercncte.org](http://www.ercncte.org). In such case, the requisite tender documents fee/cost i.e. **Rs.1000/-** should be enclosed in the form of Demand Draft drawn on any Nationalized Bank in favour of the "Regional Director, ERC, NCTE" payable at Bhubaneswar at the time of submission of bid document.
4. **Schedule:**

Date & time of issue of Tender Document	<b>15.05.2018 (10:30 hrs.)</b>
Last date & time for receipt of Tenders	<b>31.05.2018 (Time 16:00 hrs.)</b>
Date & Time for opening of Bid	<b>07.06.2018 (Time 14:00 hrs.)</b>
Place of opening the Tenders	<b>Conference Hall, ERC, NCTE.</b>
Validity of Tenders	<b>90 days from the date of opening of Tenders.</b>

5. The interested Companies/Firms/Agencies may put the sealed tender document complete in all respect along with **Earnest Money Deposit (EMD) of Rs.25,000/-** and other requisite documents in the tender box kept in the administration section before last date and time to the ERC, NCTE, Bhubaneswar. The tenders shall not be entertained after this deadline i.e. 31/05/2018 (16: 00 hrs) under any circumstances whatsoever.
6. This office 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 Regional Director, ERC, NCTE shall be final and binding in all respect.
7. The Quotation shall remain valid for **90 days** from the date of receipt of the same. Any future clarification and/or corrigendum(s) shall be communicated through a banner "**Tender Notice**" on the ERC website [www.ercncte.org](http://www.ercncte.org).

## GENERAL INSTRUCTIONS FOR BIDDERS

1. ERC, NCTE Bhubaneswar requires the services of reputed, well established and financially sound Companies/Firms/ Agencies to provide Security Guards, un-skilled, semi-skilled, skilled, highly skilled manpower and Housekeeping staff to carry out various office related activities in this office. **(Described in detail in the Annexure -IV).**
2. The contract shall be for a period of one year from the date of issue of Tender. The period of contract may be extended depending on the requirement of office or may be curtailed, terminated before the expiry of contract owing to deficiency in service or substandard quality of service, breach of contract, reduction or cessation of the requirements of work on administrative reasons. Regional Director, ERC, NCTE however, reserves the right to terminate the contract at any time after giving one week notice to the selected Bidder.
3. The required manpower should possess requisite skills and qualifications as indicated in the bid form and their responsibilities. The requirement of manpower for the office may increase or decrease during the period of contract.
4. The Tenders have been invited on single bid system. The interested agencies are advised to submit the same in a sealed envelope super-scribing "Bid for providing services of required Manpower under Highly-Skilled, Skilled, Semi-Skilled and Un-Skilled category at the office of the ERC, NCTE, Bhubaneswar.
5. **The Earnest Money Deposit (EMD) of Rs.25,000/-** (Rupees Twenty Five Thousand only), refundable (without interest), should necessarily be accompanied with the Bid of the agency in the form of Demand Draft from any of the Nationalised Bank drawn in favour of the Regional Director, ERC, NCTE payable at Bhubaneswar **valid for a period of 90 days.** Offer not accompanied by earnest money of the requisite amount or without proper validity will be summarily rejected.
6. The successful bidder will have to deposit a Performance Deposit equal to **10%** of total Annual cost of the bid on award of the contract, before entering into Agreement. The performance guarantee will be furnished in the form of A/c Payee deposit receipt/Banker's Cheque/Demand Draft/Bank guarantee of a scheduled bank drawn in favour of the Regional Director, ERC, NCTE, Bhubaneswar. The performance security should remain valid up to one year or so from the date of agreement of the contract or till the date of completion of all the contractual obligations of the manpower supplier.
7. The tendering Companies / Firms / Agencies are required to enclose photocopies of the documents mentioned in the **Annexure - V** (Duly attested), along with the Bid, failing which their bids shall be summarily rejected and will not be considered any further:
8. The conditional bids shall not be considered and will be rejected.
9. 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 corrections are permitted in the rate sheet.** In such cases, the tender shall be summarily rejected. However, the corrections, if any, in the Bid application must be certified by the person authorized to sign the tender bid.
10. The ERC, NCTE reserves the right to cancel any or all bids without assigning any reason, whatsoever.
11. The bidder shall quote in the Bid Application & Rate sheet as per the format enclosed at **Annexure – I & II.**

## QUALIFICATION REQUIRED FOR THE BIDDER

The bidder should fulfil the following Qualification / specifications:

1. The Registered Office or one of the Branch Offices of the bidder should be located in Bhubaneswar city, Odisha.
2. The bidder should be registered with the appropriate registration authority.
3. The bidder should have at least **5 years** experience in providing similar services to Public Sector / Autonomous bodies/ Banks and Government Departments etc.
4. The Bidder should have its own Bank Account.
5. The Bidder should be registered with appropriate Income Tax, GST/Service Tax, EPF & ESI authorities.
6. The Bidder should have a financial turnover of at least **05.00 Crore in the last 2 financial years (2015-16 & 2016-17)** and have to submit their audited balance sheets & I.T. returns.
7. The Bidder should have completed a single work of worth **01 Crore** in a single contract during each of the last three financial years for providing manpower under Highly-skilled, Skilled, Semi-skilled, Un-skilled category. Experience from Educational institutions and/or Govt. organizations shall be preferred.
8. The Bidder should possess valid licence under the **Private Security Agencies (Regulation) Act, 2005** issued by the State Home Department (Special Section) and subsequent provisions under "The Orissa Gazette No.974 dated 14<sup>th</sup> July, 2009" or any evidential authority thereof.

## QUALIFICATION REQUIREMENTS FOR THE CONTRACTED EMPLOYEES

1. Must be between 18-50 years in age, having good health.
2. Must be a citizen of India, having sound health and mind and not insolvent.
3. Antecedents must have been got verified by the agency from the local police authorities.
4. Should be at least a Graduate with computer qualification and other requisites for Highly-skilled & Skilled categories and Minimum 8<sup>th</sup> Pass (Matriculate or experienced preferred) and other requisites for other categories as elaborated in Annexure-IV.
5. The skills of the Contracted employees provided to this office shall be ascertained and verified by the Regional Director, ERC,NCTE, Bhubaneswar and shall be accepted for deployment, only if found satisfactory.
6. All claims are to be backed up by documentary evidences in original.
7. Documents mentioned in clause 10 under Terms and Conditions of this tender are required to be fulfilled before deployment for Job / services.

*(The qualifications of the manpower to be deployed should not be submitted during the tender, only successful bidder shall be asked to submit the same).*

Signature \_\_\_\_\_ Page 4 of 14

## TERMS AND CONDITIONS

1. The contract may be commenced from **01.07.2018** for one year which may be extended on year to year basis for a period of another one year, if required on the part of this office, unless it is curtailed or terminated by this office owing to deficiency of service, substandard quality of service, breach of contract, reduction or cessation of the requirements of work on administrative reasons.
2. The contract may be extended, on the same terms and conditions or with some addition / deletion /modification, for a further period not exceeding one year. However, no change in the value of tender shall be allowed, except in case of revision in the minimum wages or taxes and/or notified by the Government either Central Government or State Government and subject to the approval of competent authority.
3. The Bidder shall not be allowed to transfer/assign/pledge or sub-contract its rights and liabilities under this contract to any other agency without prior written consent of this office.
4. The present requirement of the manpower may be increased or decreased during the period of contract and the contractor must fulfil the requirement of additional manpower on the existing terms and conditions in all respect.
5. The contractor/firm shall be bound by the details furnished by them to this office, while submitting the tender or at subsequent stage. In case, any such documents furnished by them is found to be false at any stage, it would be deemed to be a breach of contract and breach of trust, making them liable for legal action besides termination of contract.
6. This office reserves the right to terminate the contract, after giving a week's notice to the contracting agency.
7. The contracting agency shall ensure that the manpower conforms to the qualifications/specifications/eligibilities asked for by ERC, NCTE, Bhubaneswar.
8. The manpower deployed by the contractor/firm/agency shall be required to work normally as per the office working days, i.e. from Monday to Saturday (Saturday & Sunday being holidays including Gazetted/Restricted & any other holiday declared by the Central/State Govt.) from 09:00 AM to 05:30 PM with a lunch break from 01.00 PM to 01.30 PM. The manpower may also be called upon to perform duties on holidays, if required. Wages will be paid for attending the office on such holidays according to the rules. If deputed for any official work outside the office within Bhubaneswar and/or outside Bhubaneswar, the contracted employees shall be entitled for emoluments under the rules. The contracted employees may be asked to work extra hours as desired by the office and/or competent authority and shall be paid to them according to the rules. The Security Guards shall be required to perform their duties round the Clock to safeguard the ERC, NCTE Properties.
9. The successful Bidder shall furnish the following documents in respect of the individuals who will be deployed by them in this office before the commencement of work:
  - (i) List of manpower to be deployed by agency in this office containing full details i.e. date of birth, marital status, address etc.
  - (ii) Bio-data (every details should be contained).
  - (iii) Certificate of verification of character and antecedents of manpower by local police authority.
10. In case, the manpower deployed by the successful Bidder commits any act of omission/ commission that amounts to misconduct / indiscipline / incompetence and security risks, the contractor will be liable to take appropriate action against such manpower, including removal from services, if required, within 2 hours of being brought to their notice.
11. The bidder shall provide identity cards to the manpower deployed in this office carrying the photograph of the personnel and personal information as to Name, DOB, Address (Permanent & Local), Mobile Number and Identification mark with pasting passport photograph etc.

12. The bidder shall ensure that any details of office, operational process, Qualification know-how, security arrangements, and administrative/organizational matters are not promulgated and/or disclosed to any person by its manpower deployed in this office.
13. The bidder shall ensure proper conduct of manpower deployed in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering, Tambaku & Gutka etc.
14. In case, the contracted employee will be absent on working days or comes late / leaves early on three occasions, one day wages shall be deducted.
15. One day Casual Leave shall be allowed to the deployed staff in a month.
16. The successful bidder shall depute a coordinator, for the manpower deployed, who would be responsible for immediate interaction with ERC, NCTE, Bhubaneswar so that optimal services of the manpower deployed by the successful bidder could be availed without any disruption. And, he must be making physical verification of the deployed staff and also give the report to the in-charge of administration in this office.
17. The successful bidder shall immediately provide a suitable substitute in the event of any manpower leaves the job due to their personal and/or any other reasons whatsoever. The delay by the contractor in providing a substitute beyond three working days shall attract liquidated damages @Rs.500/- per day (per such case) on the successful bidder, besides deduction in payment on pro-rata basis.
18. It will be the responsibility of the successful bidder to meet transportation, food, medical and any other requirements in respect of the manpower deployed by it, in this office and this office will have no liabilities in this regard.
19. For all intents and purposes, the successful bidder shall be the Employer within the meaning of different Labour Legislations in respect of Attendants so employed and deployed in this office. The manpower deployed by the successful bidder in this office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against this office. The contractor/firm shall be liable for any kind of act and omissions of the deployed manpower at this office.
20. The successful bidder shall be solely responsible for the redressal of grievances / resolution of disputes relating to the manpower deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever.
21. This office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by successful bidder in the course of their performing the functions/duties, or for payment towards any compensation. Means or no compensation shall be made to the deployed staff in any circumstances i.e. inside or outside the office.
22. In case of termination of this contract on its expiry or otherwise, the manpower deployed by the successful bidder shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular /other-wise capacity in ERC, NCTE.
23. The successful bidder will be responsible for compliance of all statutory provisions relating to Minimum Wages, Employees Provident Fund, and Employees State Insurance etc. in respect of the manpower deployed by it in this Office as per extant rules. The bidder should be registered with appropriate authorities. Any violation notice by ERC, NCTE will lead to termination of contract by giving notice of as decided by competent authority.
24. The successful bidder shall also be liable for depositing all taxes, levies, CESS etc. on account of service rendered by it to this Office to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
25. The successful bidder shall maintain all statutory registers under the applicable Law. The successful bidder shall produce the same, on demand, to the concerned authority of this office or any other authority under Law.
26. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income-Tax Department, as amended from time to time and a certificate to this effect shall be provided to the successful bidder by this office.
27. In case, the successful bidder fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the office is put to any loss / obligation, monetary or other-wise, the office will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the successful bidder, to the extent of the loss or obligation in monetary terms.

28. The Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of **Rs.25,000/- (Rupees Twenty Five Thousand Only)** in the form of Demand Draft drawn in favour of Regional Director, ERC, NCTE Payable at Bhubaneswar, failing which the tender shall be rejected.
29. The EMD in respect of the unsuccessful bidders who do not qualify shall be returned to them without any interest. However, the E.M.D. in respect of the successful bidder shall be adjusted towards the Performance Security Deposit. Further, if the successful bidder fails to deploy manpower against the initial requirement **within 15 days** from date of placing the order the EMD shall stand forfeited without giving any further notice.
30. Bids, offering rates which are lower than the minimum wages (as applicable for Bhubaneswar Region) for the pertinent category, will be rejected.
31. The successful bidder will have to deposit a Performance Security Deposit **equal to 10% of total Annual cost** of the bid, subject to the revision at the time of executing the contract **within 15 days** of receipt of the formal order. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of Regional Director, ERC, NCTE payable at Bhubaneswar from a Nationalised Bank. The performance security should remain **valid for a period of 180 days** from the date of completion of all the contractual obligations of the successful bidder.
32. In case of breach of any condition of the contract, the Performance Security Deposit of the successful bidder will be liable to be forfeited by this office besides annulment of the contract.
33. The successful bidder shall raise the bill, in triplicate, along with attendance sheet [**duly verified by the officer in-charge**] in respect of the contracted employees and submit the same to this office **within 3 days** during the first week of the succeeding month.
34. The claims in bills regarding contracted Employees State Insurance, Employees Provident Fund, and Service Tax/GST etc. should be necessarily accompanied with documentary proof pertaining to the preceding month along with the bill.
35. Settlement of disputes will be as per **Indian Arbitration and Conciliation Act, 1996**.
36. The Regional Director, ERC, NCTE, reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the bidders, in case proper justification is presented.
37. **FORCE MAJEURE: -**  
If at any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any War, or Hostility, Acts of the public enemy, Civil commotion, Sabotage, Fires, Floods, Explosions, Epidemics, Quarantine Restrictions, Strikes, Lockouts or Act of God (hereinafter referred to as events), provided notice of happening of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the ERC, NCTE as to whether the works have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period **exceeding 60 days** either party may, at his option, terminate the contract.
38. **BREACH OF CONTRACT**  
The breach of contract is the failure or refusal to perform it. Any breach of contract by one party gives the other party an immediate cause of action and a right to damages as compensation for loss flowing from the breach of contract. A breach occurs where a party to the contract repudiates or fails to perform one or more of the obligations imposed upon him by the contract. The failure to perform may take place when the time for performance has arrived or even before that. Thus, the "Breach of Contract" mentioned above covers (a) the Anticipatory Breach and (b) the Present Breach.

39. The Regional Director, ERC, NCTE may without prejudice to his right against the Contractor in respect of any delay or inferior workmanship or otherwise or to any claims for damage in respect of any breach of the contract and without prejudice to any rights or remedies under any of the provisions of this contract or otherwise and whether the date for completion has or has not elapsed by notice in writing absolutely determine the contract in any of the following cases:

- (i) If the Contractor being a company shall pass a resolution or the court shall make an order that the company shall be wound up or if a receiver or a manager on behalf of a creditor shall be appointed or if circumstances shall arise which entitle the court or creditor to appoint a receiver or a manager or which entitle the court to make a winding up order.
- (ii) If the contractor commits breach of any of the terms and conditions of this contract.
- (iii) If contractor commits any fraud with the ERC, NCTE, Bhubaneswar or any fraudulent motive is detected in his action.
- (iv) If contractor demands undue charges not stipulated in this contract.

*Signature* \_\_\_\_\_ *Page 8 of 14*



**Annexure – I**  
**BID APPLICATION**

**Tender No. ERC/Manpower/20 18/**

Dated:

1. Name of Tendering Company / Firm / Agency (Attach certificate of registration):
2. Name of Proprietor / Director/Owner:
3. Full Address of Registered Office:  
Telephone No. Fax No. E-Mail Address:
4. Full Address of Operating Branch Office:  
Telephone No. Fax No. E-Mail Address:
5. Banker of bidder with full address (Attach certified copy of statement of A/c for the last three years)  
Telephone Number of Banker
6. PAN No. (Attach attested copy):
7. GST / Service Tax Registration No. (Attach attested copy):
8. E.P.F. Registration No. (Attach attested copy):
9. E.S.I. Registration No. (Attach attested copy):
10. Financial turnover of the Bidder for the last 2 Financial Years (Attach separate sheet if space provided is insufficient) Financial Year Amount (Rs. Lacs) (with remarks, if any)  
**2015-16:** **2016-17:**
11. Give details of the major similar contracts handled by the Bidder on behalf of PSUs/Autonomous Bodies and Government Departments during the last three years in the following format in a separate sheet. Attested copies of work orders may also be attached.

Year	Details of client along with address, telephone and FAX numbers	Amount of Contract	Duration of Contract

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

- Signature of authorized person
- Date:
- Name:
- Place:
- Seal:

*Signature* \_\_\_\_\_ *Page 9 of 14*

**Annexure – II**  
**RATE SHEET**

Tender No. ERC/Manpower/20 18 /

Dated: \_\_\_\_\_

1. Name of the Bidder:
2. Details of Earnest Money Deposit: Rs. ....DD/PO No. & Date.....  
Drawn on Bank.....
3. Rates are to be quoted in accordance with the **Minimum Wages Act, 1948** as applicable in the Bhubaneswar Region on the date of submission of quotation for Un-skilled/Semi-Skilled/Skilled/Highly-Skilled Daily Wage Workers on per month basis and other byelaws applicable (inclusive of all statutory liabilities, GST, Taxes, Levies, CESS etc.).

Sl. No.	Component of Rate	Highly-Skilled category (Rs.)	Skilled Category (Rs.)	Semi-skilled Category (Rs.)	Unskilled category (Rs.)	Security Guard (Unarmed)
1.	Monthly Rate					
2.	Employees Provident Fund @ ___%					
3.	Employees State Insurance @ ___%					
4.	GST / Service Tax Liability @ ___%					
5.	Any other liability (Pl. indicate)					
6.	Contractors Adm./Service Charge					
7.	Total (Column 1 to 7)					

- Terms and conditions mentioned in this tender are applicable.
- The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
- The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each contracted employee during the month.

- Signature of authorized person
- Date:
- Name:
- Place:
- Seal:

Signature \_\_\_\_\_ Page 10 of 14

**Annexure – III**

**DECLARATION**

1. I, \_\_\_\_\_ Son / Daughter / Wife of Mr./Mrs. \_\_\_\_\_ Proprietor / Director/ authorized 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 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
- Date:
- Name:
- Place:
- Seal:

*Signature* \_\_\_\_\_ *Page 11 of 14*

**Annexure – IV**

**SCOPE OF WORK AND QUALIFICATIONS OF CONTRACTUAL EMPLOYEES.**

**A. Highly Skilled:**

**Essential Qualification:**

- (i) Graduation in any discipline.
- (ii) Knowledge of Computer Skill (MS office).
- (iii) Knowledge of Typing (English/Hindi) (As per Govt. of India Instructions).
- (iv) Knowledge of English (Speaking, Writing, Reading).
- (v) Knowledge of rules, noting & drafting according to Central Govt. guidelines.
- (vi) Minimum 5 years experience (Central Govt. / State Govt. and its Statutory/Autonomous/Govt. enterprises/any subordinate office).

**Desirable Qualification:**

- (i) Post-Graduation in any discipline.
- (ii) Knowledge of Establishment, Administration, Accounts in Govt. Sector (Central Govt. / State Govt. and its Statutory/Autonomous/Govt. enterprises/any subordinate office).
- (iii) DCA / PGDCA/MCA.
- (iv) Knowledge of shorthand.

**B. Skilled:**

**Essential Qualification:**

- (i) Graduation in any discipline.
- (ii) Knowledge of Computer skill (MS office).
- (iii) Knowledge of Typing (English/Hindi) (As per Govt. of India Instructions).
- (iv) Knowledge of English (Speaking, Writing, Reading).
- (v) Knowledge of noting & drafting according to Central Govt. guidelines.
- (vi) Minimum 3 years experience (Central Govt. / State Govt. and its Statutory/Autonomous/Govt. enterprises/any subordinate office).

**Desirable Qualification:**

- (i) Post-Graduation in any discipline.
- (ii) Knowledge of Establishment, Administration, Accounts in Govt. Sector (Central Govt. / State Govt. and its Statutory/Autonomous/Govt. enterprises/any subordinate office).
- (iii) DCA / PGDCA.
- (iv) Knowledge of shorthand.

C. Semi-skilled:

**Essential Qualification:**

- (i) Senior Secondary/Graduation in any discipline.
- (ii) Knowledge of Computer Skill (MS office).
- (iii) Knowledge of Typing (English/Hindi) (As per Govt. of India Instructions).
- (iv) Knowledge of English (Speaking, Writing, Reading).
- (v) Knowledge of noting & drafting according to Central Govt. guidelines.
- (vi) Minimum 1 years experience (Central Govt. / State Govt. and its Statutory/Autonomous/Govt. enterprises/any subordinate office).
- (vii) Security Guards should Possess Sound Physique.

**Desirable Qualification:**

- (i) Graduation in any discipline.
- (ii) Experience in Govt. Sector (Central Govt. / State Govt. and its Statutory/Autonomous/Govt. enterprises/any subordinate office).
- (iii) BCA / PGDCA.

D. Un-skilled :

- (i) The required minimum qualification must be 8<sup>th</sup> Pass and Matriculate/experienced should be preferred.
- (ii) Regular cleaning, sweeping, mopping and maintenance of office /office area, dusting of furniture etc. so as to maintain general cleanliness and hygiene in office & surrounding areas.
- (iii) Making arrangements for tea, coffee, water etc during the meetings and routinely to the officers/officials DEOs and other official visitors.
- (iv) Photocopying, making sets of reports and other general office documents.
- (v) Dispatch and delivery of official letters by messenger, ordinary post and registered post.
- (vi) Distribution of office letter & files of general nature among the officers.
- (vii) Any other general tasks as and when assigned by ERC, NCTE officials.

**Annexure – V**

**ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE BID**

1. Bid form in the format;
2. Attested copy of Registration Certificate of the Firm / Agencies;
3. Attested Copy of the Licence granted under Private Security Agencies (Regulation) Act, 2005; or any evidential authority thereof.
4. Work experience of similar work during the last 5 years;
5. Work Completion Certificates as indicated in the Bid document;
6. Attested copy of PAN Card;
7. Attested copy of the IT return filed for the financial year (2015-16 & 2016-17);
8. Attested copy of the Balance Sheet for the (2015-16 & 2016-17);
9. Attested copy of GST / Service Tax Registration Certificate;
10. Attested copy of the E.P.F. Registration Letter / Certificate;
11. Attested copy of the E.S.I. Registration Letter / Certificate;
12. Certified document in support of financial turnover of the agency.
13. Copy of this Tender Document with each page duly signed and stamped by the authorized signatory of the agency in token of their acceptance of terms and conditions.

*Signature* \_\_\_\_\_ *Page 14 of 14*

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