

E-Mail: roguwahati.cbse@nic.in
Website: www.cbse@nic.in



Phones: 0361 - 2331995
Fax: 0361 - 2330992

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, GUWAHATI
An Autonomous Organisation Under the Union Ministry of Human Resource
Development (Govt. of India)
Shilpagram Road, Near Shankardev Kalakshetra, Panjabari, Guwahati - 781037

TENDER NOTICE

Sealed tenders under "Two-Bid System" are invited from reputed & experienced agencies for supplying Technical (Skilled)/Clerical and Non-Technical(Unskilled) manpower at CBSE Regional office Guwahati. The agency must have experience and other eligibility criteria as given in tender form.

Cost of Tender form	: Rs. 200/- (Non-refundable)
Sale of Tenders	: From 01/08/2017 Upto 07/08/2017 from the Reception counter, CBSE Regional Office, Guwahati- 781037 on all working days between 10:00 A.M to 1:00 P.M
Last date for submission of tender	: 07/08/2017 up to 3:30 P.M
Opening of Tender	: 07/08/2017 at 4:00 P.M

Note: For complete details visit our Website: www.cbse.nic.in

REGIONAL OFFICER

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NOTICE INVITING TENDER

Sealed Tenders are invited from reputed agencies from Guwahati and greater Guwahati only which are specialized to supply Technical Manpower who have working knowledge of computer related works like data entry, MS Office, printing jobs etc and having minimum experience of 3 years in the field and also having expertise in supply of Non – Technical Manpower (Semi skilled/Un skilled) having at least 02 (two) years working experience in any educational institutions. Experience documents & EMD of RS.5000/- in the form of DD / Cheque in favour of Regional Officer,CBSE, Guwahati payable at Guwahati must be submitted alongwith the tender.

The tender form alongwith other terms & conditions can be purchased at a price of Rs.200/- (non-refundable) on all working days during office hours w.e.f. 01.08.2017 (10:00 am) to 07.08.2017 (2:30pm). The tender complete in all respects alongwith EMD of RS.5000/- in sealed envelope superscribing “Tender for Technical & Non –Technical Man Power” must be submitted on or before 07.08.2017 upto 3:30 p.m and shall be opened on the same day at 4:00 p.m. Tenders which are either late or incomplete shall be summarily rejected.

The Regional Officer, CBSE, Guwahati reserves the right to accept or reject any or all the tenders without assigning any reason thereof. Incomplete tenders or those without EMD will be rejected.

Regional Officer

CENTRAL BOARD OF SECONDARY EDUCATION
Shilpagram Road, Near Shankardev Kalakshetra, Panjabari, Guwahati - 781037

Tender Form No. _____
Price- Rs. 200/- only (non-refundable)

Last date of submission: 07.08.2017
Upto: 3:30 p.m.

Tender for supply of Manpower in computer related works & Non – Technical Manpower (Semi-Skilled & Un-Skilled)

Note : : Tender must read the Instructions
Instructions to the Tenderers : before filling the particulars in this part.

1. Credentials of the Tenderers

- 1.1 Name of the Agency
- 1.2 Office Address and
Tel. No.
- 1.3 Name(s) of the Proprieter/
Partners
- 1.4 PAN/GST No.
(with documentary evidence)
- 1.6 Annual turnover during last three years
(2014-15, 2015-16, 2016-17)

2. Past Experience (preferable last three years).....
With all necessary documentary evidence.....
Such as copy of work order etc.

SL. Nos.	Year	Name of the Organization	Cost of the work (executed)	Officers Concd. In the Organization with T.No.	Period From
01.					
02.					
03.					

- 2.2 Has the firm been ever debarred/Black Listed by any organization?
- If 'Yes' the details thereof.
- 2.3 The organizational set-up including Technical infrastructure/staff strength in all the categories.

- 2.4 Similar work at hand in Guwahati/Greater Guwahati and nearby cities
- 2.5 Details of wages structure for technical manpower (computer assistant) per month / per head
- a) Minimum wages (as per latest central govt. notification)
 - b) EPF
 - c) ESI
 - d) Service Charges
 - e) Total
- 2.6 Details of wages structure for non- technical manpower (Semi – skilled) per month / per head
- a) Minimum wages (as per latest central govt. notification)
 - b) EPF
 - c) ESI
 - d) Service Charges
 - e) Total
- 2.7 Details of wages structure for non- technical manpower (Un - skilled) per month / per head
- a) Minimum wages (as per latest central govt. notification)
 - b) EPF
 - c) ESI
 - d) Service Charges
 - e) Total
- 2.8 Rate quoted per month including details at 2.5, 2.6 & 2.7 (inclusive of all applicable taxes)
- 2.9 Particulars of Demand Draft paid as Earnest Money:

Amount :

DD NO. :

Issuing Bank with date of issue:

(Signature of the tenderer)
With complete address and seal

Tel. No. :

Mobile No.:

Place :

Date :

Terms & Conditions

1. The agency shall have to execute an agreement, on standard parameters.
2. The Technical manpower (computer assistant) supplied should have a minimum educational qualification of having passed Class 10 +2 with diploma in computers (at least six months course) or having one year experience in data entry / data punching, MS Office in reputed firms etc. Minimum data punching speed should be 8000 KDPH.
3. Non-Technical Manpower (Semi-skilled/Un-skilled) should have read upto Class-viii or having two years working experience in any Educational Institution.
4. The period of contract will be initially for one year which can be extended for another year on mutual consent of both parties subject to satisfactory service provided on the same rate and terms & conditions.
5. The manpower shall have to work on 6 days of the week. Sunday/ any other day could be weekly off.
6. The manpower shall be interviewed before deployment in the building to ensure competency for the said work.
7. The general duty timings shall be 09:00 A.M. to 05:30 P.M. However duty timings can be scattered on the basis of functional needs.
8. LSA shall be payable at normal rates for extra duties on Sunday/ Holidays and extra hours on any working day.
9. Only Gazetted Holidays shall be allowed.
10. After selection, the agency shall have to give complete bio-data of its manpower.
11. The agency shall be bound to pay minimum wages(as per Central Govt latest notification) and other statutory benefits to its manpower as prescribed by Central Government. The rates quoted shall be automatically revised as per notification by the central government.
12. The agency shall be solely responsible for any theft, burglary, mischievous deeds committed by its manpower. The manpower deployed should be honest, courteous and well behaved.
13. No person shall be deemed to be in employment of the Board in any manner.
14. In case of unauthorized absence for more than 3 days the Board reserves the right to replace the incumbent.
15. Concerning any dispute of wages/ arrears pertaining to the workers, the Board shall not be connected in any manner and the agency shall be directly accountable.
16. In case of any accident/ untoward incident, the agency shall be solely responsible.
17. In case the Board is put to any financial loss directly or indirectly by any act of commission or omission by the manpower deployed by the agency, it shall be bound to compensate the loss.
18. Insurance and accident risks of the manpower shall be the responsibility of the agency.
19. The agency shall not further appoint sub-contractor/ agencies.
20. In case of any dispute between the agency and the Board, the Secretary, CBSE, Delhi shall appoint an arbitrator and his decision shall be binding on both the parties.

Accepted by me

Sign. of Prop./Manager
Seal of firm

Add. _____
Tel./Mob.No. _____