

F.No14011/04/Out Source-Steno/16-17/CT
CUSTOMS, EXCISE AND SERVICE TAX APPELLATE TRIBUNAL
WEST BLOCK-2, R.K.PURAM, NEW DELHI-110066

Date:-04/12/2018


Sub: - Tender for award of contract for providing the services of Three (03) Stenographers:-reg

Date and timing for submission of bid:- 17/12/2018 up to 3.30 PM

Date and Time for opening of Tender Documents at 3.30 on 18/12/2017

Sealed tender are invited under two bid systems i.e “Technical Bid” and Financial Bid from reputed experienced and financially sound manpower Companies/Firms/Agencies for Providing 03 Stenographers. The Present requirement of Stenographers is 03(Three). However, number may increase or decrease as per situation of the competent authority.

2. Complete tender document can be downloaded from the website of this office i.e www.cestat.gov.in
3. The interested companies/Firm/Agencies may submit their bid complete in all respect along with necessary Earnest Money Deposit(EMD) of Rs.5000/- drawn in favour of Assistant Registrar, CESTAT, New Delhi and other requisite documents in a “sealed cover” addressed to Registrar, Customs, Excise & Service Tax Appellate Tribunal, West Block No.-2, R.K.Puram, New Delhi-110066.


(Mukesh Gupta)
Assistant Registrar

Copy to:-

1. Notice Board
2. CESTAT website

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The Customs, Excise & Service Tax Appellate tribunal located at west blockNo-2, R.K.Puram, New Delhi-110066 requires the services of reputed, well established and financially sound Manpower Service Providers to provide 02 stenographers.
2. The contract for providing the aforesaid manpower is likely to commence from 01/01/2019 and would continue till 31st December 2019. The period of contract may be further extended beyond 31/12/2019 provided the requirement of the two manpower persists at that time or may be curtailed/terminated before 31/12/2019 owing to deficiency in services or substandard quality of manpower deployed by the selected service provider or because of change in the Tribunal's requirements. The Tribunal, however, reserves right to terminate this initial contract at any time after giving a weeks' notice to the selected service provider.
3. The Tribunal has initial requirement for 03 (Three) English Stenographers. The requirements may be increase/decrease as per the requirements.
4. The interested manpower service providers may submit the tender document complete in all respects alongwith Earnest Money deposit(EMD) of Rs.5000/- and other requisite documents by 17/12/2018 in the O/o the Registrar, Customs, Excise & Service Tax Appellate tribunal located at west blockNo-2, R.K.Puram, New Delhi-110066.
5. The various crucial dated relating to **"Tender for providing manpower Services to the CESTAT"** are cited as under:-
 - (a) Date and Time for Submission of bid : 17/12/2018 at 03.30 PM.
 - (b) Date and Time for opening of
Technical/Financial Bid of eligible renderers:-18/12/2018
 - (c) Likely date for Commencement of Deployment
of required manpower :-01/01/2019

6. The tender has been invited under two bid system i.e Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes a super scribing **“Technical Bid for providing Manpower Services to CESTAT”** and **“Financial Bid for providing manpower Services to CESTAT”**. Both sealed envelopes should be kept in a third sealed envelope super scribing **“Tender for providing manpower Services to CESTAT’**.
7. The Earnest Money Deposit (EMD) of Rs.5000/-(Rupees Five thousand only), refundable(Without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of demand Draft/pay order drawn of Accounts Officer, CESTAT, New Delhi, failing which the tender shall be rejected summarily.
8. The successful Tenderer will have to deposit a Performance Security Deposit of Rs.25000/-(Rupees twenty Five Thousand Only) in the form of Bank Guarantee from any Nationalized Bank drawn in favour of the Accounts Officer, CESTAT, New Delhi covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful Tenderer.
9. The tendering manpower service providers are required to enclose photocopies of the following documents duly attested by Gazetted Officer of the Government of India or the State Governments, along with the technical Bid, failing which their bids shall be summarily/out right rejected and will not be considered any further:-
 - (a) Registration Certificate of the applicant organization.
 - (b) Copy of PAN/G.I.R Card.
 - (c) Copy of IT return filed for the last three financial years.
 - (d) Copies of EPF and ESI certificate.
 - (e) Copy of the GST/Service Tax Registration Certificate.
 - (f) Certified extracts of the Bank Account Containing Transactions during last three year.
10. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**
11. All entries in the tender form should be legible and filed 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, the cuttings if any, in the Technical Bid application must be initialed by the person authorized to sign the tender bids.

12. The Technical/Financial Bids shall be opened on the scheduled date and time (at 3.30 at 10/12/2018) in the o/o Registrar, Customs, Excise & Service Tax Appellate tribunal at west block No-2, R.K.Puram, New Delhi in the presence of the representatives of the manpower Service Providers, if any who wish to be present on the spot at that time.
-

Technical Requirements for the Tendering manpower Service Provider

1. The Tendering Office Manpower Service Provider Should fulfill the following technical specifications:-
 - (a) The Registered Office or one Branch Offices should be located either in Delhi/New Delhi.
 - (b) They should be registered with the appropriate registration authority.
 - (c) They should have at least three year experience in providing manpower to Government Departments, Private Companies, Public Sector Companies/Bank, etc.
 - (d) They should have their own Bank Account.
 - (e) They should be registered with Income Tax Department, GST and Service Tax department.
 - (f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.

Technical Requirements for manpower to be deployed by the successful manpower service provider in the Customs, Excise & Service Tax Appellate tribunal west block No-2, R.K.Puram, New Delhi-110066

- (a) She/he should be above 18 years of age
- (b) The Stenographers should have a stenographic speed of 70 to 80 words per minute in English, and should be well conversant with computers and essentially well trained in MS Office and internet;
- (c) She/he should have Character certificate from a Gazetted Officer of the Central Government/State Government;
- (d) His/her antecedents should have been got verified by the agency from the local police authorities.