

F.No.A-12032/ 3/2019-Estt (OS).

Government of India
Ministry of Minority Affairs

11th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road,
New Delhi-110 003

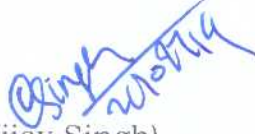
Dated, 20th August, 2019.

OFFICE MEMORANDUM

Subject: Invitation of Bid from Programme Management Agencies for for setting up of PMUs for various Schemes of MoMA.

The undersigned is directed to forward copies of Terms of Reference and General terms and condition etc for inviting Bid(s) from reputed Programme Management Agencies for setting up of following Programme Management Units (PMUs) in Ministry of Minority Affairs and request to publish/ notify the same on the website of this Ministry on urgent basis :-

- a. Seekho aur Kamao
- b. USTTAD and Hunar Haat
- c. Coaching and Nai Roshni
- d. Pradhan Mantri Jan Vikash Karyakram (PMJVK)
- e. Scholarship



(Vijay Singh)
Deputy Secretary (Estt)

To

The Sr. Director (Technical), NIC, MoMA

No.A-12032/3/2019-Estt(OS)
Government of India
Ministry of Minority Affairs

INVITATION OF BIDS

The Ministry of Minority Affairs , Government of India is running certain social sector schemes for welfare of minority communities. Ministry proposes to engage reputed Programme Management Agencies to set up Programme Monitoring Units (PMU) for the following schemes;

- a. Seekho aur Kamao,
- b. USTTAD and Hunar Haat,
- c. Coaching and Nai Roshani ,
- d. Pradhanmantri Janvikash Karyakaram (PMJVK)
- e. Scholarship

Programme Management Agencies who want to apply may visit the website <http://www.minorityaffairs.gov.in> , for detailed information regarding requisite qualification, experience and terms of reference for PMU and general terms and condition of the bids.

Separate bids should be submitted for each scheme. The agencies may bid for one or all PMUs indicating the same in their proposal along with the agency charges and all other costs including Taxes, GST etc. must be submitted in hard copies to the address given below by 11th September,2019 till 1600 hours. Individual bids for each PMU must be put in separate sealed envelopes.

**The Deputy Secretary(Establishment),
Establishment Division,
11th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road,
New Delhi-110 003
E-mail: vijay.s.icar@nic.in
Tel: +91-11-24360854**

Programme Monitoring Units(PMUs)

Terms of Reference for PMU of Seekho aur Kamao

Background:

The Ministry of Minority Affairs was carved out of Ministry of Social Justice & Empowerment on 29th January, 2006 to ensure a more focused approach towards issues relating to the six notified minority communities namely Muslim, Christian, Buddhist, Sikhs, Parsis and Jains. Jain community has been included as the sixth Minority community vide notification dated 27th January, 2014. The mandate of the Ministry includes formulation of overall policy and planning, coordination, evaluation and review of the regulatory and development programmes for the benefit of the minority communities.

The vision of this Ministry is empowering the minority communities and creating an enabling environment for strengthening the multi-racial, multi-ethnic, multi-cultural, multi-lingual and multi-religious character of our nation. The mission is to improve the socio-economic conditions of the minority communities through affirmative action and inclusive development so that every citizen has equal opportunity to participate actively in building a dynamic nation, to facilitate an equitable share for minority communities in education, employment, economic activities and to ensure their up-liftment.

This programme is envisaged to ensure accountability and to bring about the transparency through planning, execution, monitoring and evaluation of schemes related activities of Minorities communities in social sector and to enhance their visibility in the society.

2. Statement of Objectives:

To provide required support for implementation of the scheme.

3. Outline of the tasks to be carried out

The PMU will be positioned at Ministry of Minority Affairs, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi or its other location at Haj Division, West Block, R.K. Puram, New Delhi and is expected to assist the Ministry officials in the implementation of Seekho aur Kamao. The tasks would include support to senior officers in preparation and implementation of scheme, internal monitoring, data integration and analysis including management of scheme portal and data integration of the schemes under the supervision of Ministry officials.

Key Task and responsibilities: The role and responsibilities of the PMU shall include but not confined to the following areas:

1. Updating the data/documents on the portal of the scheme;
2. Issuing letter/direction with approval of the senior officer for the schemes;
3. Formulating/ processing /examining the work of schemes, release of funds; .
4. Preparation of monthly, quarterly and annual progress reports and returns based portal data and feedback report of Seekho aur Kamao call centre.
5. Internal monitoring and evaluation of the schemes from time to time
6. Coordination with inspecting agencies.
7. Compilation of Project Implementation agencies wise data on courses, beneficiaries, placements
8. Coordination with National Skill Development Corporation in order to sync the scheme with Ministry of Skill Development and Enterprises(MSDE) guidelines.
9. Any other issue related to scheme that emerges during the implementation of the schemes.

4. Outcomes:

The PMU will have the responsibility to monitor and assess the implementation aspect in terms of scheme guidelines been followed satisfactorily by the implementing agencies/ partners. The PMU will also develop a reporting format to capture progress and compliance on laid down parameters and using the same to provide a monthly report to the Senior Officers of the scheme. The PMU is expected to provide all data and analysis report in respect of the scheme as and when required as a major outcome. It will also be responsible for the data input and data analysis on the scheme portal.

5. Duration of the assignment

The assignment period is for two years, extendable to third year to the sole discretion of the Ministry. However, the Ministry reserves the right to terminate the contract if the services are not satisfactory.

6. Qualification and experience Programme Monitoring Unit(PMU) members.

The PMU will comprise the following professional with ceiling of maximum remuneration

Sl. No	Scheme	Designation of employees	Qualification	Experience	Remuneration
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1.	Seekho aur Kamao	1.Team Leader (one)	Post graduate or B.Tech	3 to 5 years in managing public/Govt. Projects with sound skills on technical aspects of managing and presenting data	Rs.70,000/- per month (consolidated)
		2. Associate (One)	Post graduate or B.Tech.	1-3 years experience	Rs.40,000/- per month consolidated)
		3.Programmer (One)	B.Tech/ Graduate with diploma in computer science, BCA	1-3 year well versed with all software systems, coding,app development , Portal management	Rs.40,000/- per month (consolidated)

7. **TA/DA:** The PMU members will be entitled to TA/DA for official work outside the headquarters at the rates to decided by the Ministry.

8. The PMU will work on full time basis including Saturday and its members cannot take up any other assignment during their period of his/her engagement with the Ministry of Minority Affairs

9. Only the basic working facilities/ infrastructure will be provided to the PMU;

10. PMU shall not exercise any statutory, legal or financial power.

11. The PMU shall not utilize or publish or disclose or part to third party any data or statistics or proceedings or information gathered during the course of this assignment without the written consent of the Ministry.

Programme Monitoring Units(PMUs)

Terms of Reference for PMU of USTTAD Hunar Haat

Background:

The Ministry of Minority Affairs was carved out of Ministry of Social Justice & Empowerment on 29th January, 2006 to ensure a more focused approach towards issues relating to the six notified minority communities namely Muslim, Christian, Buddhist, Sikhs, Parsis and Jains. Jain community has been included as the sixth Minority community vide notification dated 27th January, 2014. The mandate of the Ministry includes formulation of overall policy and planning, coordination, evaluation and review of the regulatory and development programmes for the benefit of the minority communities.

The vision of this Ministry is empowering the minority communities and creating an enabling environment for strengthening the multi-racial, multi-ethnic, multi-cultural, multi-lingual and multi-religious character of our nation. The mission is to improve the socio-economic conditions of the minority communities through affirmative action and inclusive development so that every citizen has equal opportunity to participate actively in building a dynamic nation, to facilitate an equitable share for minority communities in education, employment, economic activities and to ensure their up-liftment.

This programme is envisaged to ensure accountability and to bring about the transparency through planning, execution, monitoring and evaluation of schemes related activities of Minorities communities in social sector and to enhance their visibility in the society.

2. Statement of Objectives:

To provide required support for implementation of the scheme

3. Outline of the tasks to be carried out

The PMU will be positioned at Ministry of Minority Affairs, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi or its other location at Haj Division, West Block, R.K. Puram, New Delhi and is expected to assist the Ministry officials on the implementation of scheme USTTAD and Hunar Haat. The tasks would include support to senior officers in preparation and implementation of scheme, internal monitoring, data integration and analysis including management of scheme portal and data integration of the scheme under the supervision of Ministry's officials.

Key Task and responsibilities: The role and responsibilities of the PMU shall include but not confined to the following areas:

1. Updating the data/documents on portal of the scheme;
2. Issuing letter/direction with approval of the senior officer for the schemes;
3. Formulating/ processing /examining the work of schemes, release of funds ;
4. Preparation of monthly, quarterly and annual progress reports and returns based on portal data and feedback report of Usttad and Hunaar Haat ;
5. Internal monitoring and evaluation of the scheme from time to time ;
6. Coordination with National Institute of Fashion Technology (NIFT), National Institute of Design (NID) and Indian Institute of Packaging (IIP) to ensure implementation of the MOU;
7. Work relating to Hunaar Haat Cell;
8. Any other issue related to schemes that emerges during the implementation of the schemes.

4. Outcomes:

The PMU will have the responsibility to monitor and assess the implementation aspect in terms of scheme guidelines been followed satisfactorily by the implementing agencies/ partners. The PMU will also develop a reporting format to capture progress and compliance on laid down parameters and using the same to provide a monthly report to the Senior Officers of the scheme. The PMU is expected to provide all data and analysis report in respect of the scheme as and when required as a major outcome. It will also be responsible for the data input and data analysis on the scheme portal.

5. Duration of the assignment

The assignment period for two years, extendable to third year to the sole discretion of the Ministry. However, the Ministry reserves the right to terminate the contract if the services are not satisfactory.

6. Qualification and experience Project Monitoring Unit(PMU) members

The PMU will comprise the following professional with ceiling of maximum remuneration

Sl. No	Scheme	Designation of employees	Qualification	Experience	Remuneration
1.	Usttad, Hunaar	1.Team Leader (one)	Post graduate or B.Tech	3 to 5 years in managing	Rs.70,000/- per month

	Haat			public/Govt. Projects with sound skills on technical aspects of managing and presenting data	(consolidated)
	2. Associate (One)	Post graduate or B.Tech.		1-3 years experience	Rs.40,000/- per month consolidated)
	3.Programmer (One)	B.Tech/ Graduate with diploma in computer science, BCA		1-3 year well versed with all software systems, coding, app development , Portal management	Rs.40,000/- per month (consolidated)

7. **TA/DA:** The PMU members will be entitled to TA/DA for official work outside the headquarters at the rates to decided by the Ministry.

8. The PMU will work on full time basis including Saturday and its members cannot take up any other assignment during their period of his/her engagement with the Ministry of Minority Affairs

9. Only the basic working facilities/ infrastructure will be provided to the PMU;

10. PMU shall not exercise any statutory, legal or financial power.

11. The PMU shall not utilize or publish or disclose or part to third party any data or statistics or proceedings or information gathered during the course of this assignment without the written consent of the Ministry.

Programme Monitoring Units(PMUs)

Terms of Reference for PMU of Coaching and Nai Roshani

Background:

The Ministry of Minority Affairs was carved out of Ministry of Social Justice & Empowerment on 29th January, 2006 to ensure a more focused approach towards issues relating to the six notified minority communities namely Muslim, Christian, Buddhist, Sikhs, Parsis and Jains. Jain community has been included as the sixth Minority community vide notification dated 27th January, 2014. The mandate of the Ministry includes formulation of overall policy and planning, coordination, evaluation and review of the regulatory and development programmes for the benefit of the minority communities.

The vision of this Ministry is empowering the minority communities and creating an enabling environment for strengthening the multi-racial, multi-ethnic, multi-cultural, multi-lingual and multi-religious character of our nation. The mission is to improve the socio-economic conditions of the minority communities through affirmative action and inclusive development so that every citizen has equal opportunity to participate actively in building a dynamic nation, to facilitate an equitable share for minority communities in education, employment, economic activities and to ensure their up-liftment.

This programme is envisaged to ensure accountability and to bring about the transparency through planning, execution, monitoring and evaluation of schemes related activities of Minorities communities in social sector and to enhance their visibility in the society.

2. Statement of Objectives:

To provide required support for the implementation of the scheme.

3. Outline of the tasks to be carried out

The PMU will be positioned at Ministry of Minority Affairs, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi or at Haj Division, West Block, R.K. Puram, New Delhi and is expected to assist the Ministry officials on the implementation of scheme Coaching and Nai Roshani. The tasks would include support to senior officers in preparation and implementation of scheme, internal monitoring, data integration and analysis including management of scheme portal and data integration of the schemes under the supervision of Ministry's officials.

Key Task and responsibilities: The role and responsibilities of the PMU shall include but not confined to the following areas:

1. Updating the data/documents on portal of the scheme;
2. Issuing letter/direction with approval of the senior officer for the schemes;
3. Formulating/ processing /examining the work of schemes, release of funds ;
4. Preparation of monthly, quarterly and annual progress reports and returns based on portal data and feedback report of the inspection of State Governments in respect of Coaching and Nai Roshani.
5. Internal monitoring and evaluation of the Coaching and Nai Roshani from time to time
6. Coordination with inspection authorities of State Governments.
7. Any other issue related to schemes that emerges during the implementation of the schemes.

4. Outcomes:

The PMU will have the responsibility to monitor and assess the implementation aspect in terms of scheme guidelines been followed satisfactorily by the implementing agencies/ partners. The PMU will also develop a reporting format to capture progress and compliance on laid down parameters and using the same to provide a monthly report to the Senior Officers of the scheme. The PMU is expected to provide all data and analysis report in respect of the scheme as and when required as a major outcome. It will also be responsible for the data input and data analysis on the scheme portal.

5. Duration of the assignment

The assignment period for two years, extendable to third year to the sole discretion of the Ministry. However, the Ministry reserves the right to terminate the contract if the services are not satisfactory.

6. Qualification and experience Project Monitoring Unit(PMU)

The PMU will comprise the following professional with ceiling of maximum remuneration

Sl. No	Scheme	Designation of employees	Qualification	Experience	Remuneration
1.	Coaching and Nai Roshani	1.Team Leader (one)	Post graduate or B.Tech	3 to 5 years in managing public/Govt. Projects with sound	Rs.70,000/- per month (consolidated)

				skills on technical aspects of managing and presenting data	
		2. Associate (One)	Post graduate or B.Tech.	1-3 years experience	Rs.40,000/- per month consolidated)
		3.Programmer (One)	B.Tech/ Graduate with diploma in computer science, BCA	1-3 year well versed with all software systems, coding, app development , Portal management	Rs.40,000/- per month (consolidated)

7. **TA/DA:** The PMU members will be entitled to TA/DA for official work outside the headquarters at the rates to decided by the Ministry.

8. The PMU will work on full time basis including Saturday and its members cannot take up any other assignment during their period of his/her engagement with the Ministry of Minority Affairs

9. Only the basic working facilities/ infrastructure will be provided to the PMU;

10. PMU shall not exercise any statutory, legal or financial power.

11. The PMU shall not utilize or publish or disclose or part to third party any data or statistics or proceedings or information gathered during the course of this assignment without the written consent of the Ministry.

Programme Monitoring Units(PMUs)

Terms of Reference for PMU of Pradhanmantri Janvikash Karyakaram (PMJVK)

Background:

The Ministry of Minority Affairs was carved out of Ministry of Social Justice & Empowerment on 29th January, 2006 to ensure a more focused approach towards issues relating to the six notified minority communities namely Muslim, Christian, Buddhist, Sikhs, Parsis and Jains. Jain community has been included as the sixth Minority community vide notification dated 27th January, 2014. The mandate of the Ministry includes formulation of overall policy and planning, coordination, evaluation and review of the regulatory and development programmes for the benefit of the minority communities.

The vision of this Ministry is empowering the minority communities and creating an enabling environment for strengthening the multi-racial, multi-ethnic, multi-cultural, multi-lingual and multi-religious character of our nation. The mission is to improve the socio-economic conditions of the minority communities through affirmative action and inclusive development so that every citizen has equal opportunity to participate actively in building a dynamic nation, to facilitate an equitable share for minority communities in education, employment, economic activities and to ensure their up-liftment.

This programme is envisaged to ensure accountability and to bring about the transparency through planning, execution, monitoring and evaluation of schemes related activities of Minorities communities in social sector and to enhance their visibility in the society.

2. Statement of Objectives:

To provide require support for the implementation of the scheme.

3. Outline of the tasks to be carried out

The PMU will be positioned at Ministry of Minority Affairs, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi or its other location at Haj division, West Block, R.K. Puram, New Delhi and is expected to assist the Ministry officials on the implementation of scheme of Pradhanmantri Janvikash Karyakaram (PMJVK) . The tasks would include support to senior officers in preparation and implementation of scheme, internal monitoring ,data integration and analysis including management of scheme portal and data integration of the schemes under the supervision of Ministry's officials.

Key Task and responsibilities: The role and responsibilities of the PMU shall include but not confined to the following areas:

1. Updating the data/documents on portal of the scheme;
2. Issuing letter/direction with approval of the senior officer for the schemes;
3. Release of funds to State Government and other Central/ state agencies under Pradhanmantri Janvikash Karyakaram (PMJVK) scheme which are implemented by the Ministry for the welfare of Minority communities and any other task decided by the Competent Authority.
4. Preparation of monthly, quarterly and annual progress reports and returns based on portal and feed back report of PMJVK.
5. Internal monitoring and evaluation of the PMJVK scheme from time to time
6. Coordination with State Governments agencies to ensure receipt of Project Progress Reports, Geo tagging, project inputs, App updation etc.
7. Preparation of documents for the Screening Committee and Empowered Committee meetings..
8. Any other issue related to scheme that emerges during the implementation of the scheme

4. Outcomes:

The PMU will have the responsibility to monitor and access the implementation aspect in terms of scheme guidelines been followed satisfactorily by the implementing agencies/ partners. The PMU will also develop a reporting format to capture progress and compliance on laid down parameters and using the same to provide a monthly report to the Senior Officers of the scheme. The PMU is expected to provide all data and analysis report in respect of the scheme as and when required as a major outcome. It will also be responsible for the data input and data analysis on the scheme portal. The maintenance of a robust App on the Scheme will also be on essential outcome.

5. Duration of the assignment

The assignment period for two years, extendable to third year to the sole discretion of the Ministry. However, the Ministry reserves the right to terminate the contract if the services are not satisfactory.

6. Qualification and experience Project Monitoring Unit(PMU) members

The PMU will comprise the following professional with ceiling of maximum remuneration

Sl. No	Scheme	Designation of employees	Qualification	Experience	Remuneration
1.	PMJVK	1.Team Leader (one)	Post graduate or B.Tech	3 to 5 years in managing public/Govt.	Rs.70,000/- per month (consolidated)

				Projects with sound skills on technical aspects of managing and presenting data)
		2. Associate (One)	Post graduate or B.Tech.	1-3 years experience	Rs.40,000/- per month consolidated)
		3.Programmer (One)	Graduate with diploma in computer science, BCA	1-3 year well versed with all software systems, excel , Portal management	Rs.40,000/- per month (consolidated)

7. **TA/DA:** The PMU members will be entitled to TA/DA for official work outside the headquarters at the rates to decided by the Ministry.

8. The PMU will work on full time basis including Saturday and its members cannot take up any other assignment during their period of his/her engagement with the Ministry of Minority Affairs

9. Only the basic working facilities/ infrastructure will be provided to the PMU;

10. PMU shall not exercise any statutory, legal or financial power.

11. The PMU shall not utilize or publish or disclose or part to third party any data or statistics or proceedings or information gathered during the course of this assignment without the written consent of the Ministry.

Programme Monitoring Units(PMUs)

Terms of Reference for PMU of Scholarship

Background:

The Ministry of Minority Affairs was carved out of Ministry of Social Justice & Empowerment on 29th January, 2006 to ensure a more focused approach towards issues relating to the six notified minority communities namely Muslim, Christian, Budhist, Sikhs, Parsis and Jains. Jain community has been included as the sixth Minority community vide notification dated 27th January, 2014. The mandate of the Ministry includes formulation of overall policy and planning, coordination, evaluation and review of the regulatory and development programmes for the benefit of the minority communities.

The vision of this Ministry is empowering the minority communities and creating an enabling environment for strengthening the multi-racial, multi-ethnic, multi-cultural, multi-lingual and multi-religious character of our nation. The mission is to improve the socio-economic conditions of the minority communities through affirmative action and inclusive development so that every citizen has equal opportunity to participate actively in building a dynamic nation, to facilitate an equitable share for minority communities in education, employment, economic activities and to ensure their up-liftment.

This programme is envisaged to ensure accountability and to bring about the transparency through planning, execution, monitoring and evaluation of schemes related activities of Minorities communities in social sector and to enhance their visibility in the society.

2. Statement of Objectives:

To provide required support for the implementation of the scheme.

3. Outline of the tasks to be carried out

The PMU will be positioned at Ministry of Minority Affairs, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi or at Haj Division, West Block, R.K. Puram, New Delhi and is expected to assist the Ministry officials on the implementation of scheme Scholarship . The tasks would include support to senior officers in preparation and implementation of scheme, internal monitoring ,data integration and analysis including management of scheme portal and data integration of the schemes under the supervision of Ministry's officials.

Key Task and responsibilities: The role and responsibilities of the PMU shall include but not confined to the following areas:

1. Updating the data/documents on portal of the scheme;
2. Issuing letter/direction with approval of the senior officer for the schemes;
3. Formulating/ processing /examining the work of schemes, release of funds ;
4. Preparation of monthly, quarterly and annual progress reports and returns based on portal data and feedback report in respect of Scholarship.
5. Internal monitoring and evaluation of the Scholarship from time to time
6. Coordination with inspection authorities of State Governments.
7. Any other issue related to schemes that emerges during the implementation of the schemes.

4. Outcomes:

The PMU will have the responsibility to monitor and assess the implementation aspect in terms of scheme guidelines been followed satisfactorily by the implementing agencies/ partners. The PMU will also develop a reporting format to capture progress and compliance on laid down parameters and using the same to provide a monthly report to the Senior Officers of the scheme. The PMU is expected to provide all data and analysis report in respect of the scheme as and when required as a major outcome. It will also be responsible for the data input and data analysis on the scheme portal.

5. Duration of the assignment

The assignment period for two years, extendable to third year to the sole discretion of the Ministry. However, the Ministry reserves the right to terminate the contract if the services are not satisfactory.

6. Qualification and experience Project Monitoring Unit(PMU)

The PMU will comprise the following professional with ceiling of maximum remuneration

Sl. No	Scheme	Designation of employees	Qualification	Experience	Remuneration
1.	Scholarship	1.Team Leader (one)	Post graduate or B.Tech	3 to 5 years in managing public/Govt. Projects with sound skills on technical aspects of managing and presenting data	Rs.70,000/- per month (consolidated)

		2. Associate (One)	Post graduate or B.Tech.	1-3 years experience	Rs.40,000/- per month consolidated)
		3.Programmer (One)	B.Tech/ Graduate with diploma in computer science, BCA	1-3 year well versed with all software systems, coding,app development , Portal management	Rs.40,000/- per month (consolidated)

7. **TA/DA:** The PMU members will be entitled to TA/DA for official work outside the headquarters at the rates to decided by the Ministry.

8. The PMU will work on full time basis including Saturday and its members cannot take up any other assignment during their period of his/her engagement with the Ministry of Minority Affairs

9. Only the basic working facilities/ infrastructure will be provided to the PMU;

10. PMU shall not exercise any statutory, legal or financial power.

11. The PMU shall not utilize or publish or disclose or part to third party any data or statistics or proceedings or information gathered during the course of this assignment without the written consent of the Ministry.

General Terms and condition of Bid:

1. There shall be Two bid system (simultaneous receipt of separate technical and financial bids). The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed. The technical bids are to be opened by the Ministry at the first instance and evaluated by a competent committee. At the second stage financial bids of only these technically acceptable offers will be opened after intimating the Bidder(s) the date and time of opening the financial bid for further evaluation and ranking before awarding the contract.

2. The Service Provider Agency shall ensure deployment of suitable persons from proper background with requisite qualification and experience after investigation by the local police, collecting proof of identity; like, driving License. Bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found satisfactory by the office for any reason immediately on receipt of such a request.

3. The Agency should submit its PAN. GST Registration Numbers and other registration numbers. Bids of the firms who do not have PAN/GST Registration Number will NOT BE CONSIDERED.

4. The Agency will provide Ministry with service of personnel of requisite qualification, experience and standards for the PMU at his own cost and the Ministry of Minority Affairs shall not make any payment whatsoever to the personnel deployed in the Ministry by way of compensation.

5. The personnel deployed by the Service Provider shall perform the task assigned to them with due diligence and shall follow the norms of conduct applicable and maintain discipline in the office.

6. In case any person deployed by the Agency cause loss or damage to property or premises of Ministry of Minority Affairs, the Agency shall be liable to compensate the Ministry of Minority Affairs fully for the losses of damages

7. The persons deployed by the Agency in the PMU (s) shall be required to work normally as per this office's working days i.e from Monday to Friday from 9:00 hrs to 17:30 hrs with lunch break of half an hour (13:00 hrs to 13:30 hrs), The personnel would be asked to attend official duties even after office hours in public interest, as and when urgency arises. The deployed personnel may also be called upon to perform duties on Sunday, Saturday and Gazetted holidays, if required without any extra payment.

8. In the event of the personnel being deployed by the Agency not performing duties as per expected Standards in whatsoever manner or in case the personnel behave in an unacceptable manner, the Agency shall on request of the M/o Minority Affairs, remove the said personnel the same day and arrange for immediate substitute of equivalent qualifications and experience within 7

days failing which the Ministry of Minority Affairs may get the services performed by other means at the risk and cost of the Agency for which the Agency shall be liable to bear the extra cost, if any.

9. **Performance Security Deposit:** The Agency selected for awarding the job will be required to deposit an interest free Performance security equal to the amount of **5%** of tender value in the form of a Demand Draft or bank guarantee in favour of Ministry of Minority Affairs, New Delhi with the M/o Minority Affairs office as a security which can be forfeited in the event of termination of contract on account of violation of any terms and conditions of the contract. The Security Deposit shall be returned (after making deductions applicable), 60 days after the termination of the contract. The Agency will be required to deposit Earnest Money of Rs.3,60,000/- (**5%** of the tender value) in the form of demand Draft or bank guarantee in favour of Ministry of Minority Affairs, New Delhi which will be returned on finalization of the award of the Contract.

10. Ministry of Minority Affairs will be entitled to deduct up to 3% of the value of Service for deficiency in the Services, or any inconvenience caused to M/o Minority Affairs on account of non-provision of services or provision of deficient services, as compensation.

11. **Tax:** CGST/SGST or any other tax levied subsequent to signing of the Agreement by the State/Central Government will be reimbursed on actual basis by Ministry of Minority Affairs. However variation in any of the existing taxes, notified subsequent to signing of the Agreement, will be dealt with accordingly through payment/ recovery.

12. **TDS:** Income Tax shall be deducted at source as per the relevant provisions of Income Tax Act.

13. There should be no over writing/ cutting in the Bids. Cutting, if any, are to be duly attested by the authorized officer of the Agency. Otherwise, the Bid is liable to be rejected.

14. The L-1 status will be determined on the basis of the lowest and reasonable service charge (exclusive of CGST/SGST) quoted for providing of man-power of various positions in the PMU(s) of Ministry of Minority Affairs in the format prescribed for Financial Bids (**Annexure-II**).

15. This contract may be terminated forthwith by either party by giving written notice of one month to other if:

(i) The other party is in material breach of its obligations under the Agreement and/or, in the case of such breaches capable of being remedied, fails to remedy that breach within thirty days of receiving notice of such breach; or

(ii) The contract may be terminated forthwith by the Ministry by giving one month written Notice to the Contractor;

(iii) In case of breach of any of terms and conditions of the contract by the Contractor the Competent Authority of the M/o Minority Affairs shall have the option to cancel the contract without assigning any reason thereof, and nothing will be payable by the Client and in that event the security deposit in the form of performance Bank Guarantee shall be forfeited and encased.

16. The sealed Tender documents may be submitted by 11th September,2019 till 1600 hours i.e. within 3 weeks days from the date of publication of Notification Inviting Tender/Bid (NIT) in website of this Ministry and on CPPP Portal at the Office of the Deputy Secretary(Estt), Ministry of Minority Affairs,11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003 up to 1500 Hrs. Thereafter, no Bid/Tender will be accepted. Tender/Bid will be opened on 12th September,2019 at 1600 Hrs in the presence of intending Tender or their authorized Representatives who may like to present at the time of opening the Tender/Bids. Date of opening of financial Bid will be notified separately.

A. Supporting documents in respect of the following:-

(i) Documents in support of the Agency profile, management, organizational strength etc., if any in the main proposals.

(ii) A copy of Memorandum of Association of the Service Provider/Agency.

(iii) Copies of registration of the Service Provider/Agency with all statutory bodies.

(iv) Annual Turnover of the Service Provider/Agency should not be less than Rs. **2.00 crore** duly certified by Chartered Accountant, supported with Profit and Loss Account, Audited Balance Sheet and IT Returns for the last three years.

(v) Past Work Experience of the service Provider / Agency of Providing skill manpower of similar nature, in other PSUs / Ministries/Departments of Government of India. Copies of job orders' particulars of contact officer in the concerned Ministry/ Govt. Department/PSU (for the purpose of verification)

(vi) List of Key Executives and their qualification.

(vii) 2% of the total cost per annum Earnest Money Deposit (EMD) of **Rs. 1, 44,000/-** (Rupees one lakh forty four thousand)should be Submitted in the form of a Demand draft or bank guarantee drawn in favour of Ministry of Minority Affairs, New Delhi failing which financial bid will not be Considered

(The bidder shall enclose all the documents as mentioned in **Annexure I**)

B. Undertaking /Acceptance for the following:-

(i) All the statutory/legal liabilities will be handled by service provider/agency and Ministry of Minority Affairs will not be liable for the same in any circumstance.

(ii) The Agency will provide manpower of the specified Standards only (in terms of qualification and skill requirements), for each category of manpower.

(iii) The Agency selected for awarding the job will be required to deposit an interest free Performance security deposit of **5%** of tender value in the form of a Demand Draft or bank guarantee in favour of Ministry of Minority Affairs, New Delhi with the Ministry of Minority Affairs which can be forfeited in the event of termination of contract on account of violation of any of the terms and Conditions

(iv) Replacements of manpower as and when Sought by the Ministry of Minority Affairs will have to be provided by the Agency in accordance with the quality norms mentioned above.

(v) Any violations of these terms and conditions will lead to termination of the job contract with the Service Provider/Agency, forfeiture of the Security amount and blacklisting of the agency for future jobs.

(vi) Any legal disputes arising out of the job contract will be settled in Delhi Courts only.

(vii) The Agency must disburse the salary to the Staff on or before 7th of the following month and submit its bill to the M/o Minority Affairs along with the proof the requisite documents in Support of claim.

(viii) The service provider's person shall not claim any benefit/compensation absorption/regularization of services with the Ministry of Minority Affairs under the provision of Industrial Disputers Act. 1947 of Contract Labour. Regulation & Abolition Act, 1970 or any other Acts Law. An Undertaking from the persons to this effect will be required to be submitted by the service provider to Ministry of Minority Affairs.

(ix) There will be no relaxation in the educational and skill qualifications.

(x) The service charges agreed shall be fixed and no request for any change/modification shall be entertained during the currency of the contract.

Signature of Tenderer/Bidder

Address _____

Signature of Witness

Address

Date

Technical Bid

Annexure-I

S. No.	Particulars	
1	Name of the Tendering Agency	
2	Details of EMD	
	i)Amount	
	ii)Draft No.	
	iii)Date	
	iv)Issuing Bank	
3	Date of the establishment of the agency (along with proof of inception of the Agency)	
4	Name of proprietor/Director of Agency and Detailed office Address of the Agency with Office Telephone Number, Fax Number. Name and mobile number of contact person	
6	PAN/TAN No. (Self attested copies to be enclosed)	
7	Copies of income Tax Return of last 3 Financial Years (2019-20 , 2018-19 & 2027-18)	
8	Service Tax (CGST/SGST) Registration No. (Copy to be enclosed)	
9	Registration/License No. under Contract Labour (Regulation & Abolition)Act, 1970	
10	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/ partner anywhere in India (If no, undertaking to this effect is to be attached)	
11	Experience in dealing with Govt. Departments (indicate the name of the Departments and year of dealing with those Departments and attach at least two copies of contracts orders placed on the agency)	
12	Whether a copy of the undertaking (Part B of Annexure-II), duly signed, in token of acceptance of the terms and Conditions has been attached.	
13	Whether agency profile is attached	
14	List of other clients to whom the Service provider has provided manpower	
15	Certificate of Annual turnover from Chartered Accountant for the last 3 years (2018-19 , 2017-18 & 2016-17). Copies of Balance sheet and Profit & Loss Accounts need not be enclosed.	

Signature of the authorized Person

Full Name

Office Seal

Annexure-II**Financial Bid**

{{ (i)SEEKHO AUR KAMAO SCHEME, (ii)USTAAD & HUNAAR HAAT SCHEME, (iii) COACHING & NAI ROSHANI SCHEMES (iv) PRADHANMANTRI JANVIKASH KARYAKARMA (PMJVK) AND (v) SCHOLARSHIP}}

1. Name of the tendering Company/Firm/Agency _____

2. Details of the Earnest Deposit (As shown in Annexure-I)

Amount/DD NO. & Date

Name of Bank & Branch

3. Numbers of Programme Monitoring Unit : 04

4. Category of persons/ manpower in each PMU : (1) Team Leader

(2) Associate

(3) Programmer

3. Total number of persons required:

S. No.	Component of rate	Amount of Rupees for				
		Team Leader	Associate	Programmer	Total cost per month for 01 person	Total cost per month for 4 persons
1	Number of Persons required	04	05	04		
2	Remuneration per month/per person					
3	Service Charges of the Agency per month/per person					
4	Taxes, if any and any other Statutory or legal liability per month/ per person					
Total (Column 2 to 4 above)						

Note:

All the above Columns are mandatory. Hence no column should be left blank failing which Financial Bid is liable to be rejected.

Signature of authorized person

Full Name.....

Office seal.....

Date:

Place

Cost of Tender and Schedule of Submission of Tender Documents:

Sl.No	Tender No. A-12032/3/2019-Estt(OS) Tender cost :NIL	
1	Published Date	
2	Bid Document Download Start Date	
3	Clarification Start Date	
4	Clarification End Date	
5	Bid Submission Start Date (offline)	
6	Bid Submission End Date (Offline)	till 3:00 PM
7	Date of Technical Bid Opening (offline)	at 4:00 PM