

BY HAND

F. No. A-54011/13/2011-Estt./NPPA  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Pharmaceuticals  
National Pharmaceutical Pricing Authority

5<sup>th</sup> / 3<sup>rd</sup> Floor,  
YMCA Cultural Centre Building,  
1, Jai Singh Road, New Delhi – 110001  
Dated: 14.03.2012

To,

Ms. Mattu J.P. Singh,  
Director,  
Directorate of Advertising & Visual Publicity,  
Ministry of Information & Broadcasting,  
Phase-IV, Sookhana Bhawan,  
Block -8, CGO Complex, Lodhi Road,  
New Delhi-110003.

**Subject: Estimate for publishing of Advertisement ( Public Notice) in the leading Newspapers.**

Madam,

I am directed to say that this office intends to publish a Tender Notice in the leading Newspapers (both in English & Hindi) to be circulated within the area of NCR of Delh., viz-

- i) Times of India
- ii) Navbharat Times

2. Copy of the proposed advertisement is enclosed to send us Estimates/proforma invoice for arrange the payment. Copies of the advertisement both in English & Hindi will again be sent to you alongwith payment for its publication.

Yours faithfully,

  
(SANJAY CHHABRA)

Under Secretary to Government of India  
Tele No. 23746643 (O)

**Encl: As above.**

Copy to: (1) Agencies supplying man power in Delhi/NCR (As per list enclosed).  
(2) Technical Director, NIC with the request that this notice be uploaded on the NPPA's website.  
(3) Notice Board of NPPA.

## TENDER NOTICE FOR SUPPLY OF MANPOWER

F. No. A-54011/13/2011-Estt./NPPA  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Pharmaceuticals  
National Pharmaceutical Pricing Authority

5<sup>th</sup> / 3<sup>rd</sup> Floor, YMCA Cultural  
Centre Building, 1, Jai Singh Road,  
New Delhi - 110001  
Date: 14.03.2012

National Pharmaceuticals Pricing Authority (NPPA) intends to invite sealed quotations from suitable man-power supply Agencies for supply of Data Entry Operators, Young Professionals (Cost) & Young Professionals (Pharma). The tenderers should have three years experience in supply of manpower to Government / State Government / PSU / Banks / Autonomous organizations. For detailed terms, conditions and qualifications etc., the interested parties may download it from the Website [www.nppaindia.nic.in](http://www.nppaindia.nic.in) and quote their rates keeping in view the rates fixed by the Delhi Government from time to time. The rates are required to be submitted on the prescribed format through sealed envelope superscripted "Quotation for Supply of Manpower". Tenders must be submitted **within 30 days from this advertisement** and send to the Director (Admn.), NPPA, YMCA Culture Centre Building, 5<sup>th</sup> Floor, 1 Jai Singh Road, New Delhi-110001.

  
(SANJAY CHHABRA)  
Under Secretary (Admn.)

## मानव संसाधन के लिए निविदा सूचना

मिसिल संख्या ए-५४०११/१३/२०११-स्थापना/एनपीपीए

भारत सरकार

रसायन एवं उर्वरकमंत्रालय

औषध विभाग

राष्ट्रीय औषध मूल्य निर्धारण प्राधिकरण

तीसरी/पांचवी मंजिल

वाई०एम०सी०ए० सांस्कृतिक केन्द्र भवन,

1, जय सिंह मार्ग, नई दिल्ली-110001

दिनांक: 14.03.2012

राष्ट्रीय औषध मूल्य निर्धारण प्राधिकरण (एनपीपीए) डाटा एन्टी ऑपरेटर, यंग प्रोफेशनल (लागत) और यंग प्रोफेशनल (फार्मा) से संबंधित उपयुक्त मानव संसाधन के लिए एजेन्सियों से एक मुहरबंद निविदाएं आमंत्रित करता है। मानव संसाधन के लिए निविदाएं सरकार/राज्य सरकार/सार्वजनिक उपग्रामों/बैंकों में आपूर्ति के लिए तीन वर्ष का अनुभव होना चाहिए। विस्तृत शर्तों और योग्यता इत्यादि के लिए इच्छुक एजेन्सियां/पार्टियां एनपीपीए की वेबसाइट [www.nppsindia.nic.in](http://www.nppsindia.nic.in) पर जाकर डाउनलोड कर सकते हैं और दिल्ली सरकार द्वारा समय-समय पर निर्धारित रेटों को ध्यान में रखते हुये निविदा दरें डालें। दरों को निविदा के माध्यम से निर्धारित प्रोफार्मा में भरकर एक सीलबंद लिफाफे में जिस पर स्पष्ट शब्दों में 'मानव संसाधन के लिए निविदा' लिख कर जमा करवायें। टेंडर/निविदाएं इस प्रकाशन से ३० दिनों के भीतर निदेशक (प्रशासन), एनपीपीए, तीसरी एवं पांचवी मंजिल, वाई०एम०सी०ए० सांस्कृतिक केन्द्र भवन, 1, जय सिंह मार्ग, नई दिल्ली-110001 को प्रस्तुत की जानी चाहिए।

*(संजय छाबडा)*

(संजय छाबडा)

अवर सचिव (प्रशासन)



F. No. A 54011/13/2011-Estt./NPPA  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Pharmaceuticals  
National Pharmaceutical Pricing Authority  
Fax : 23345119 & 23756652

5<sup>th</sup> Floor, Y.M.C.A. Cultural  
Centre Building,, 1 Jai Singh Road,  
New Delhi-110001.  
Dated : .03.2012

**PART-A TECHNICAL BID**

**Last date of submission of the Bid: within 30 days from the advertisement in News papers.**

**Upto 6:00 P.M.**

Name of Work :Supply of Data Entry Operators/Young Professional  
Location : YMCA Cultural Centre Building  
3<sup>rd</sup> & 5<sup>th</sup> Floor, 1, Jai Singh Road  
New Delhi

**1. Credentials of the Tenderers**

- 1.1 Name of the Agency \_\_\_\_\_
- 1.2 Office Address and Tel. Nos. \_\_\_\_\_
- 1.3 License No. & Registration  
Details (with documentary evidence) \_\_\_\_\_
- 1.4 P.F. A/c No.  
(with documentary evidence) \_\_\_\_\_
- 1.5 PAN No.  
(with documentary evidence) \_\_\_\_\_
- 1.6 Service Tax Red. Certificate  
(supported with documentary evidence) \_\_\_\_\_
2. Annual turnover (last three years supported  
With all necessary documentary evidence) \_\_\_\_\_
3. Experience (last three year with  
All necessary documentary evidence) \_\_\_\_\_

### 3.2 Contracts executed fulfilling eligibility criteria

Sl. Nos.	Year	Name of the Organization	No of Data Entry Operators/Young Professional (Pharma)/Young Professional (Cost) provided. (Separate details of each category)	T.No/Email and name of the Concerned person of the organizations	Period From to
01.					
02.					
03.					

### 3.2 TECHNICAL QUALIFICATION

- a. The tenderer should have minimum 03 years of experience in the area of supply of Manpower (Data Entry Operators/Young Professions Cost, Young Professional Pharma) contracts with Central Government Departments/State Government Department/PSUs/Banks/ Autonomous organizations/Banks .(Please enclose copy of the Contracts placed during past 36 months.)
- b. The tenderer should have completed satisfactorily at least three contracts in above field of estimated value of Rs. 50.0 lakh and above pa.. (A satisfactory execution certificate must be enclosed for each work from the contractor.)
- c. The tenderer should be registered with designated authorities under following Acts:
  - (i) The Employees Provident Fund Act, 1952.
  - (ii) Service Tax Act.
  - (iii) ESI (Employee State Insurance) Scheme.
- d. The tenderer shall furnish copy of registration under Service Tax and Income Tax giving its service tax & income tax registration number.
- e. The office of the tenderer should be located in Delhi or NCR.

### 3.3 Essential qualifications of the Incumbents:

#### Data Entry Operators

The person engaged for feeding cost data and providing other secretarial support to the officers should be at least graduate with good command over English with complete knowledge of data feeding and working knowledge of "Micro Soft Excel, MS Word, MS Office, Windows XP, networking and internet" 2 years experience is desirable. Preference will be given to the candidates with Diploma in Secretarial Practices from a recognized Institution. The engagement of such persons shall be purely temporary and their services can be terminated by NPPA any time without any notice. The number of Data Entry Operators would be approx 15. NPPA, however, reserves the right to increase or decrease this number.



**Young Professional (Cost)**

The person engaged for analyzing cost data should be at least a graduate preferably a B.Com., Intermediate ICWA/CA with complete knowledge of data feeding and working knowledge of Micro Soft Excel, MS Word, MS Office, Windows XP, networking and internet". The engagement of such persons shall be purely temporary and their services can be terminated by NPPA any time without any notice. The number of Young Professionals Cost would be **approx 5**. NPPA, however, reserves the right to increase or decrease this number.

**Young Professional (Pharma)**

The person engaged for analyzing the technical data of Pharma Industry should be at least a Science graduate preferably Pharma Graduate/ M Pharma/ M Sc. in Organic Chemistry with knowledge of data feeding and working knowledge of Micro Soft Excel, MS Office, Windows XP, networking and internet". The engagement of such persons shall be purely temporary and their services can be terminated by NPPA any time without any notice. The number of Young Professionals Pharma would be **approx 7**. NPPA, however, reserves the right to increase or decrease this number.

**Details of EMD:**

Amount Rs. : .....

DD/PO Nos. : .....

Issuing Bank with  
Date of issue : .....

Demand Draft/ Pay Order should be in favour of P&AO, Department of Chemicals & Petrochemicals payable at New Delhi. The Financial-Bid of the Agencies selected in Technical-Bid shall only be opened.

Declaration : All terms and conditions as mentioned in the tender are acceptable to me/us.

(Signature of the Tenderer/Service Provider)  
With complete address and seal

Tel. No. : .....

Mobile No. : .....

Place : .....

Date : .....

**PRICE BID**

Name of : Supply of Data Entry Operators/Young Professional - Cost/Young Professional - Pharma..

Location :

YMCA Cultural Centre Building  
3<sup>rd</sup> & 5<sup>th</sup> Floor, 1 Jai Singh Road,  
New Delhi

Last date of submission of the Price Bid: within 30 days from the advertisement in News papers.

Upto 6:00 P.M.

**Details of the manpower.**

S.No.	Description	No.	Rate Rs. per day
1.	Data Entry Operators	No. of persons can be provided	
2.	Young Professionals (Cost)	No. of persons can be provided	
3.	Young Professionals (Pharma)	No. of persons can be provided	

Duty timing : 9:30 a.m. to 6:00 p.m.

Working days : 5 days of the week.

Requisites including Terms & Conditions:-

1. The Tenderer shall submit EMD of Rs 10,000/- Demand Draft/ Pay Order should be in favour of P&AO, Department of Chemicals & Petrochemicals payable at New Delhi.
2. NPPA shall intimate the firm in writing to send its manpower for Walk-In-Interview. In case of manpower is not supplied by the stipulated time, the EMD shall be liable to be forfeited.
3. TDS and other statutory deduction, if applicable shall be made as per rules.
4. In case of unauthorized absence a deduction of the salary of the day per day shall be made.
5. In case of any accident/untoward incident, the Tenderer/Service Provider shall solely be responsible.
6. In case of any unlawful activity/deed of the incumbent the Tenderer/Service Provider shall only be responsible.
7. The Tenderer/Service Provider shall submit complete bio-data of the incumbent duly authenticating his/her credential, qualification and experience.



8. In case of any dispute between the Service Provider/any person supplied by the service provider and NPPA relating to wages/arrears or any other matter pertaining to the manpower supplied, Member Secretary, NPPA shall be the Sole Arbitrator and his decision shall be final on both the parties. However, NPPA will not be responsible for any dispute between the Service provider and the manpower supplied by him/her to NPPA.
9. The person supplied will be on trial for one month and if his/her services are found satisfactory on the basis of the given quantity and expected quality etc. or work/output, he will be continued or else the service contractor will have to change him and provide replacement immediately.
10. The person engaged should be well behaved, skilful and perform his duties under the direction of head of office where he will be attached and he will have to work during the office hours from 09.30 AM to 06.00 PM on all working days. The persons can be called upon to work on Holidays in the exigency of the work for which additional payment equal to the quoted rate for a normal working day will be made.
11. It is imperative that the person engaged performs his duties to the satisfaction of officer in charge of NPPA otherwise his/her services can be terminated with 1(one) day notice;
12. Only the normal weekly off and Gazetted holidays will be allowed;
13. The person being supplied will be certified to have clear bonafides and his complete details will be provided by the service provider.
14. All payments by NPPA will be made to the service provider only. The service provider shall in turn submit proof of having made the payment to the hired employees. The payment to the service provider shall be made at the earliest on submission of monthly bills. The service provider will comply with the local law relating to payment of minimum wages as prescribed by the Delhi Government.
15. The Service Provider should be registered with the designated authority under the following laws and shall comply with the provisions of the relevant laws/Rules:-
  - (i) Employee Provident Fund Act, 1952
  - (ii) Service Tax Act.
  - (iii) ESI (Employee State Insurance) Scheme.
16. The entire responsibility of the outsourced persons regarding their leave, pay, medical etc. will be on the service provider. The service provider will be solely responsible for the deployment of persons who will be working for and on behalf



of the service provider and would be on the service providers roll irrespective of their attendance being taken by NPPA. NPPA will not own any responsibility of their employment or otherwise;

17. The Service Provider shall give the department a Bank Guarantee of Rs. 10,000/- (to the satisfaction of NPPA) as a security deposit;
18. In case the performance of the persons supplied is found to be unsatisfactory, NPPA reserves the right to terminate the contract and the service provider shall be liable to forfeit the security deposit. It is important to high light that the contract would stand terminated the day the letter for termination is issued; and
19. The Service Provider should be conversant with the respective trades and should have 3 years experience in Manpower supply.
20. Incomplete and conditional tenders shall be summarily rejected.

ACCEPTED BY ME

Signature of Manager/Owner  
With Office Seal