

F.No. 1-(7)/2011/NCW (Committee)
National Commission for Women
4, Deen Dayal Upadhyaya Marg
New Delhi-110 002

5th December, 2012

T E N D E R

Sub: Engagement of one (01) Psychologist through outsourcing basis.

The National Commission of Women, as per its mandate, looks into complaints and takes suo moto notice of matters relating to deprivation of women's rights and investigates and examines all matters relating to the safe guards provided for women under the Constitution and other laws. There is requirement of professional services for extremely distraught cases which this office deals with. The victims are in need of psychotherapy and counselling. This office is interested in having an arrangement with a suitable placement agency / service provider for providing the services of one expert in the field (full time) on outsourcing basis. The psychologist/ psychotherapist is to provide counselling services and assist Hon'ble Members of the Commission. The general terms and conditions are as:

The engagement shall be **initially for one year** and can be renewed further depending upon the requirement of the Commission. However, the office shall have the right to terminate the engagement by giving 15 days notice before expiry of the period without assigning any reason what so ever.

The expert Psychologist engaged must possess the following qualifications:

Essential Qualifications: M. Phil or Ph.D. in clinical psychology recognised and registered by Rehabilitation council of India (RCI) with a minimum of 3 years of professional experience/practice in handling case especially distraught.

The manpower supplied by service provider should not have any police record/criminal cases against him/her. The service provider should make adequate enquiries about the character and antecedents of the person whom they are recommending.

- The service provider firm shall have experience in the similar job for more than three years and presently having 02-03 contracts with various Govt. Departments.
- The selected agency shall be solely responsible for complying with all statutory obligations including minimum wages Act etc.
- The agency shall not engage the service to any sub-contractor or transfer the contract to any other person.
- The agency shall be fully responsible and answerable to the Commission for the performance of the contract and also for any act of commission and/or omission on the part of the worker deployed by them.
- It may also be ensured that the person so engaged will observe office discipline and decorum and may not misbehave with any official.
- The service provider's personnel shall not divulge or disclose to any person any details of office files/appeal memos information, technical literature, documents, operational systems of this office etc as well as confidential data to any other person.
- The service provider shall engage the necessary person as required by the Commission from time to time under the contract. The person so engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay the salary every month.
- The working hours should be normally 9.00 AM to 6.00 P.M during working days. However in case of emergency the personnel may be directed to attend the duty beyond 06.00 P.M in that case no overtime is admissible to him/her.
- The payment for the expert would be strictly on certification by the officer/officers with whom he/she is attached, that his/her service was satisfactory and attendance as per the attendance sheet enclosed with the bill preferred by the service provider.

- In case of service are not given for a particular day, proportionate recovery will be made at the quoted rate of monthly rupees divided by thirty days. The service provider should take adequate steps well in advance to arrange substitute person in case of any man power going on leave.
- Any liability regarding payments to the worker, or arising due to non compliance with any of the labour laws or due to any human loss/injury during the course of work will be the sole and personal responsibility of the contractor.
- The service provider/contractor should submit two separate sealed cover containing technical information as per Annexure -I and Financial bid as per Annexure-II in two separate envelopes.
- Usual taxes will be deducted from the payment and TDS certificate will be issued at the end of the year.
- An earnest money of Rs 5000 must be deposited in form of Demand Draft payable to 'PAO National Commission for Women'. The particulars of the earnest money deposited must also be superscribed on the cover of the envelope by indicating the DD No. and date. The tenders shall not be considered if earnest money is not being deposited with the tender.
- The successful contractor shall have to submit performance security by way of fixed deposit of Rs. 6000/- which shall be valid for 15 months from the date of execution of contract.
- The last date of submission of tender along with credentials strictly as per Annexure -I and II on 19/12/2012 before 17.00 hrs. personally to the undersigned. However, this office has right to modify, cancel any tender without assigning any reason thereof.

Sd/-
Under Secretary

Copy to Notice board/website

TECHNICAL BID

Technical Bid should indicate the following information along with the self attested photocopies of these documents:-

- 1 Profile & work experience of the company.
- 2 Proof of incorporation/inception of the agency.
- 3 Registration for man power supply
- 4 PF Registration details
- 5 ESI Registration details
- 6 Copy of PAN Number/certificate.
- 7 Service Tax Registration Number.
- 8 Details of Registration with Labour Commissioner.
- 9 Any other relevant information

Date:

Name and signature of the authorized person
Of the company along with seal and designation

Financial Bid

To
National Commission for Women
4,Deen Dayal Upadhyay Marg,
New Delhi

Sub: Quotation for award of Contract for Providing Services of one
Expert(Psychologist).

Sir,

With reference to tender enquiry **1-(7)/2011/NCW (Committee)**
Dated 29.10.12 on the subject mentioned above I/we quote the rate for
above mentioned work as under.

Rate per person, per month(inclusive of all charges except service Tax)
Rs. ----- (in figures)
Rs. (in words)
Total amount payable for one person Rs.

Date:

Name & signature of the Authorized Person
Of the firm along with seal and designation