

STATE AGENCY FOR DEVELOPMENT OF HANDLOOM CLUSTERS (SADHAC)

(An autonomous organization under Handlooms, Textiles and Handicrafts Dept, Govt. of Odisha)
1st floor, Directorate of Textiles (Odisha), P.O: Satyanagar, Bhubaneswar, PIN. 751007
Tel. No. 0674-2572256, Email: sadhacorissa@gmail.com, Website: www.sadhacodisha.org

TENDER NOTICE

Bid Reference No. 156 /SADHAC, Dated, 20.03.2023.

Bids in sealed cover are invited under two-bid system from reputed and experienced manpower service provider for providing services One Program Assistant & One peon for office of the State Agency for Development of Handloom Clusters(SADHAC) for a period of one year. The details timeline of the bidding process are as follows:

Sl. No.	Bidding Schedule	Deadline
1	Date of Issue	21.03.2023 to 11.04.2023
2	Bid Due Date and Time	11.04.2023 at 04:00 PM
3	Opening of Technical Bid	12.04.2023 at 11:00 AM
4	Opening of Financial Bid	12.04.2023 at 04:00 PM
5	Selection of Manpower Agency	13.04.2023
6	Engagement of personnel & execution of Agreement with the Agency	01.05.2023

The tender has been invited under two bid system i.e Technical Bid & Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for Providing Manpower Services to SADHAC "Financial Bid for Providing Manpower Services to SADHAC". The sealed envelopes should be kept in a third sealed envelope super scribing "Tender for providing Manpower Services to SADHAC" must reach the undersigned on or before **11.04.2023, 04:00 PM** by **Speed Post/ Registered Post/ Courier only**.

The bid documents containing eligibility criteria, scope of the work, terms and conditions of the tender and draft agreement can be downloaded from the website www.sadhacodisha.org/ [www.boyanika.com.](http://www.boyanika.com) / www.sidacodisha.org.in/ [www.handloom.odisha.gov.in /](http://www.handloom.odisha.gov.in/) <https://textiles.odisha.gov.in/>.

Complete Address for submission of Bid

State Agency for Development of Handloom Clusters (SADHAC)

1st floor, Directorate of Textiles (Odisha), P.O: Satyanagar, Bhubaneswar, PIN. 751007

Sd/-

Indramani Kandi

Member Secretary, SADHAC

BIDDING DOCUMENT
“TENDER FOR OUTSOURCING OF SERVICES
INDEX

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SECTION- I

Instruction to Bidders

A. General Information :

1. The State Agency for Development of Handloom Clusters (SADHAC), an autonomous organisation under the administrative control of Handlooms, Textiles and Handicrafts Dept., Govt. of Odisha, Directorate of Textiles, Odisha, P.O: Satyanagar, Bhubaneswar, PIN. 751007 requires the services of reputed, well established and financially sound Manpower Service Provider to provide services of one Program Assistant and one Peon on contract basis for day to day official work.
2. The period of contract for providing the aforesaid service will be ideally (1 year) from the date of effectiveness of the contract. The contract may be extended for a period, not exceeding the original duration of the contract on mutual consent depending upon the performance of the Service Provider and at the discretion of the authority. The authority reserves the right to terminate the contract at any time after giving 30 days notice to the service provider.
3. This Office has tentative requirement for one Program Assistant and one Peon. The successful Manpower Service Provider will furnish a list of candidates in the ratio of 1:3 for each post. The Office reserves the right to hold an interview for the listed candidates out of which successful candidate will be offered to render his/ her service for the office.
4. The tendering Manpower Services providers are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officer of the State Government/ Central Government) along with the Technical Bid, **failing which the bids shall be summarily/ out rightly rejected and will not be considered any further:**

Eligibility criteria:

Sl. No.	Eligibility criteria	Supporting documents to be furnished along with the Technical Bid
1.	The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none">• Registered under Companies Act 2013• Registered under the Indian Partnership Act.1932• Registered under the Indian Trusts Act 1882• Registered under Societies Registration Act 1860• Registered under the Limited Liability Partnership Act 2008	Certificate of Incorporation/Registration
2.	The bidder must have at least five years in business (up to the last date of submission of bid) for providing similar type of services to Central/ State Government/	Copies of the work order from the previous authorities

	Autonomous bodies/ agencies/ societies/ corporate bodies.	
3.	The Registered Office/Branch Office of the Service Provider must be located within the jurisdictional area of Odisha.	Valid address proof of the office (Copy of the Telephone/Electricity Bill
4	Must have average annual financial turnover of Rs. 11,00,000/- during the last three financial years (The average annual financial turnover should be twice the estimated cost of the service)	Copies of audited Income/Expenditure Statement and Balance sheet for the concerned period.
5	Must have its own bank account in any scheduled bank situated in Odisha	Copies of the Pass book and transaction statement for the last six months.
6	The agency should not have been blacklisted by any Central/State Government, or any other public sector undertaking or a corporation as on bidder the date of this RFP	An undertaking to this effect to be furnished by the as per the prescribed format (Form-T2)
7	Must not have any pending judicial proceedings for any criminal offence against the proprietor/Director/Persons to be deployed by the Service Provider.	An undertaking to this effect to be furnished by the bidder as per the prescribed format (Form-T3)
8	Other Statutory Documents	Copies of : <ul style="list-style-type: none"> • PAN • GSTN • Copies of EPF & ESI Registration Certificate • IT Return for the last 3 assessment year • Valid license under PSARA (Private Security Agencies Regulation Act.2005 (In case of Security Services)

B. Submission of Bid :

1. The proposal complete in all respect as specified must be accompanied with a non-refundable amount of **Rs. 500/-** towards Bid Processing Fee and EMD of **Rs. 11,000/-** in form of Demand Draft “ in favour of "State Agency for Development of Handloom Clusters”drawn in any scheduled commercial bank and payable at Bhubaneswar **failing which the tender shall be rejected summarily**. The bid should be sent through **Speed Post/ Registered Post/ Courier** so as to reach the authority by **04.00 PM on 11.04.2023**.
2. The authority will not be responsible for any postal delay. Bids without bid processing fee and EMD shall be rejected. Bids submitted after due date will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.

3. The tender has been invited under two bid system i.e **Technical Bid & Financial Bid**. The interested agencies are advised to submit two separate sealed envelopes super scribing **"Technical Bid for Providing Manpower Services to SADHAC "Financial Bid for Providing Manpower Services to SADHAC"**. The sealed envelopes should be kept in a third sealed envelope super scribing **"Tender for providing Manpower Services to SADHAC"**.
4. The successful tenderer will have to deposit a Performance Security Deposit of **Rs.50,000/- (Rupees Fifty thousand)** only in the form of Bank Guarantee from any Nationalized Bank drawn in favour of "State Agency for Development of Handloom Clusters" as per the prescribed format provided in the tender document Section-IX for a period of three months beyond the contract period (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract, provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.

C. List of Documents for submission :

Bidders are required to furnish the following documents along with the Technical Bid :

- a) Covering letter along with power of attorney on the bidder's letter head.
- b) Demand Draft in support of Bid processing fee as applicable.
- c) Demand Draft in support of EMD as applicable.
- d) Copy of Certificate of Incorporation of the Firm/agency
- e) Copy of GSTIN
- f) Copy of PAN
- g) Copies of IT returns for last three assessment years.
- h) Copies of EPF & ESI Registration
- i) Copy of valid license under PSARA Act. 2005 (in case of Security Service)
- j) Copy of Bank Account details.
- k) Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 years.
- l) Copies of work orders from the previous organizations for providing services during last 3 years.
- m) Undertaking regarding non-blacklisting (On stamp paper)
- n) Undertaking regarding non-pending of any judicial proceedings
(On bidder's letter head)

Any deviation from the prescribed procedures/ required information/ formats/ conditions shall result in out-right of the bid. Any conditional bid shall be out rightly rejected.

All entries along with the pages in the bid document should be legible, filled in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The Technical Bid will be opened on 12.04.2023 at 11.00 A.M. in presence of the authorized representative of the bidder who wish to be present on the spot at that time. Financial bid of the Technically qualified bidders shall be opened on 12.04.2023 at 4.00PM in presence of the authorized representatives if any, who wish to be present on the spot at that time..

The EMD shall be forfeited if the successful bidder fails to undertake the work of fails to comply with any of the terms and conditions of the bid.

The bid shall be valid for a period of 90 days from the date of opening of the bids and no request for any variation in quoted rates and /withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

The bidder having the lowest evaluated financial bid (L-1) would be considered for award of the contract subject to fulfillment of the terms and conditions of the bid documents. In case the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract at L-1 price. However, the decision of the authority shall be final during the overall selection process.

The quoted rates shall not be less than the minimum wages fixed/notified by the Government of Odisha from time to time and shall include all statutory obligations.

The service provider shall be liable for all kinds of dues payable in respect of manpower deployed/provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.

The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

The various crucial dates relating to Tender for Providing Manpower Services to the SADHAC, Directorate of Textiles, Odisha, P.O: Satyanagar, Bhubaneswar, PIN. 751007 are cited as under:

- | | |
|--|----------------------|
| a. Period of issue of Tender Document | : 21.03.2023 |
| b. Date and time for submission of Tender Document | : 11.04.2023, 4:00PM |
| c. Date and time for opening of | |
| i. Technical Bid | :12.04.2023,11:00AM |
| ii. Financial Bids of eligible tenders and Selection | :12.04.2023, 4:00PM |
| d. Likely date for commencement of Deployment of required manpower | : 01.05.2023 |

SECTION- II

SCOPE OF WORK

A. Office Support Services

1. The State Agency for Development of Handloom Clusters (SADHAC), an autonomous organisation under the administrative control of Handlooms, Textiles and Handicrafts Dept., Govt. of Odisha, Directorate of Textiles, Odisha, P.O: Satyanagar, Bhubaneswar, PIN. 751007 requires the services of reputed, well established and financially sound Manpower Service Provider to provide services of one Program Assistant and one Peon on contract basis for day to day official work.
2. The manpower service provider should be managed by trained support staff to execute and perform the job and work assignment of such nature efficiently. The manpower to be deployed for this purpose should be registered under the service provider and must have the required qualifications, experience & relevant knowledge to perform office support services.
3. It shall be the responsibility of the Service provider to verify the qualification and experience of the outsourced manpower. Candidates will be liable for performing the defined responsibilities assigned by the authority from time to time. The authority reserves the rights to verify and check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel, it comes to notice of authority that he/ she has misrepresented the fact about his/ her qualification/ experience, the Service Provider will have to terminate the service of such staff immediately.
4. The manpower service provider should have an empanelled list of trained/experienced Office support staff so that un interrupted and continued services can be provided during the period of contract. The service provider should be able to provide additional man power support whenever required by the authority under the same terms & condition.
5. The Agreement may be extended on the same terms and conditions or with some additions/ deletions/ modifications for a further specific period mutually agreed upon by the Manpower Service Provider and the Finance Department.
6. The manpower deployed by the service provider shall be required to report for work at 10.00 AM and leave office at 5.30 PM and may also be required to work beyond 5.30 PM for which he/ she would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late/ leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
7. The manpower deployed for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain confidentiality.
8. The service provider shall nominate a coordinator who shall be responsible for periodic interaction with the Authority so that optional services of the persons deployed could be availed without any disruption.

9. The attendance rolls for the personnel deployed by the Service Provider at the premises of Authority shall be provided by the Manpower Service Provider and it shall be monitored by the Service Provider on regular basis. These attendance rolls shall be signed by the authorized representative of Manpower Service Provider who shall get it verified from the designated officer.
10. The entire financial liability in respect of manpower services deployed in the Authority's location shall be that of the Manpower Service Provider and the Authority will in no way be liable for the same. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the proposed monthly remuneration as mentioned in the financial bid.
11. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be responsibility of the Manpower Service Provider.
12. The persons deployed shall, during the source of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. If view of this, they shall be required take each confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides action for breach of contract.
13. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the persons deployed at the Authority's location. The service provider should ensure regular payment of monthly salary to the personnel engaged by the service provider by 10th of the succeeding month after deduction of applicable statutory dues. The Service Provider should credit the monthly salary of its employees in their respective Bank Account.
14. The engagement of outsourced person shall be purely on contract basis. The Manpower Service Provider shall at all times make it absolutely clear to the outsourced personnel hired through them. Any outsourced personnel deputed can be removed any time by giving notice in the Service Provider and the Manpower Service Provider will have to provide suitable replacement acceptable to Authority within 3 working days.

(Prescribed Qualification & Experience of the Manpower)
TECHNICAL REQUIREMENT FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL
MANPOWER SERVICE PROVIDER IN THE OFFICE OF SADHAC.

Program Assistant

1. **Job Description:** He will responsible for the following tasks:
 - i. Maintenance of Books of Account, Accounting procedure
 - ii. Maintain records of accounts in accounting software as well as in hard copies.
 - iii. Processing of vouchers for release of payments.
 - iv. Maintain records of leave and movement of Staff.
 - v. Data entry and typing.
 - vi. Administer daily vehicle movements, verify fuel consumption, check log book, and ensure proper maintenance.
 - vii. Maintain store, stock and asset inventory records.
 - viii. Diary, dispatch, postal works, maintenance of office files and other Secretarial Jobs.
 - ix. Any other related work as and when assigned.
2. **Essential Qualification:**
 - i. University Degree / PG in any stream.
 - ii. Preference will be given certificate having PGDCA in computer/ Tally software.
3. **Skill and Attributes:**
 - i. Proficiency in current office software application (Word, Excel, Power point, DTP & other IT applications.)
 - ii. Thorough knowledge of Tally Accounting Software, its operation.
 - iii. Knowledge of short hand typing and data entry.
 - iv. Knowledge of Secretarial jobs and record keeping.
 - v. Good interpersonal skills and ability to work in teams. He/she should manage the office efficiently i.e. having ability to handle correspondences, secretarial work, Accounts and banking having good communication skills.
4. **Age:** Should not be less than 25 years and not exceeding 32 years.
5. **Experience:** 2 to 3 years in a Society/ NGO/ Private Organizations in handling similar jobs. Work experience having adequate knowledge in maintenance of Books of Account, Accounting procedure, operation of computer namely data entry MS-Office. DTP & Internet.
6. **Remuneration & terms:** Consolidated remuneration of Rs. 18,000/- PM inclusive of employee share of EPF & ESI dues. The engagement will be purely on contractual and temporary basis for one year which may be extended as per the decision of the Executive Committee.

Peon

1. **Job Description:** He will be responsible for the following tasks:
 - i. Maintain the atmosphere of the office neat and clean.
 - ii. Maintain the office equipments/fixtures in a proper manner.
 - iii. Perform any other official work as assigned from time to time with full integrity.
2. **Qualification:** Literate, able to read and write English and Odia.
3. **Skills and attributes:** Willingness to work in late hours, obedient, sincere and hard working.
4. **Age:** Should not be less than 22 years and not exceeding 32 years.
5. **Experience:** Experienced candidates will be preferred.
6. **Remuneration & Terms:** Consolidated remuneration of Rs.15,000/- PM inclusive of employee share of EPF & ESI dues. The engagement is purely on contractual and temporary basis which may be extended as per the decision of the Executive Committee.

SECTION- III

Schedule of Requirement:

Tentative requirement of Manpower/machinery to be deployed for the proposed services given here as under :

Sl. No. Manpower	Description	Requirement
1	Program Assistant	01 no. (One)
2	Peon	01 no. (One)

(NB : All the scopes are tentative & can be modified as per the requirement of the Tender inviting Authority. Strike out the service which is not required for the purpose)

SECTION- IV
GENERAL TERMS AND CONDITIONS.

1. For all intents purposes the service provider shall be the “Employer “within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider do not shall nor have any claim whatsoever like employer and employee relationship against the authority under this agreement. The service provider shall make them known about their position in writing before deployment under the required service.
2. The Service provider must employ adult labour only. Employment of child labour will lead to the termination of the contract, persons to be deployed by the service provider should not below 20 years of age and not exceeding 32 years and physically sound to perform the duties.
3. The service provider will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the service provider in the course of their performing the frictions/duties or for payment towards any compensation.
4. The service provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirement. The service provider shall depute one full time supervision in concerned office of the authority for overall management of the service to be rendered at the site.
5. The Service provider shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as , wages allowances, compensation EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority’s location.
6. Service provider shall maintain complete official records of disbursement of wages & salary showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
7. The service provider shall maintain personal file in respect of all the staff who are deployed in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/ Permanente) Bank Account EPF/FSIC details etc.
8. The manpower to be deployed the service provider should not have any adverse police records/criminal case against them. The agency should make adequate enquires about the character and antecedent of the persons whom they are recommending. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.
9. The service provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.

- 10.** The service provider shall ensure that, the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
- 11.** The Authority shall not be liable for any compensation in case of any fatal injury/ death caused to any manpower while performing/discharging their duties/ for inspection or otherwise.
- 12.** In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police FIR will be lodged by the Authority. Wherever necessary, it need be joint enquiry comprising of both the purities shall be conducted and responsibility will be fixed.
- 13.** In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties. The same shall be borne by the service provider Authority shall have the right to deduct appropriate, amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action. Without assigning any reason whatsoever.
- 14.** In the event of any personnel being on leave absent , the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the service provider is liable to provide the suitable replacement within 3 working days.
- 15.** In case of delay in providing required replacement the amount of penalty calculated at the rate of 1% if the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
- 16.** There would be no increase in rates payable to the service provider during the contract period. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
- 17.** The service provider shall not be allowed to transfer assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization sub-contracting is not allowed under this agreement.
- 18.** The service provider shall raise the bill, in triplicate along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month.
- 19.** The service provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.
- 20.** In case of dispute resolution relating to rights/ liabilities arising out of the agreement, the same shall be disposed off at the level of Administrative Department.
- 21.** In event of failure of service provider to provide services as per the terms and conditions of the agreement, the performance security shall be forfeited. Any violation

of instructions/agreement or suppression of facts will attract termination of contract with month prior notice to the service provider.

- 22.** The service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.
- 23.** The Authority reserves the right to withdraw or relax any of the norms and condition mentioned above so as to overcome the problem encountered at a later stage.
- 24.** In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation, alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
- 25.** All disputes shall be under the jurisdiction of the court at Bhubaneswar.
- 26.** The agreement can be terminated by either party by giving one months notice in advance, if the agency fails to give one months notice in writing for termination of the agreement then one month's wages, etc and any amount due to the service provider will be recovered by forfeiture of performance security.
- 27.** The contract is liable to be terminated because of non performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of remuneration to the persons deployed by the service provider and the outstanding dues of the service provider to concerned authorities.
- 28.** The manpower service provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Mis-representation of documents /information leads to termination of agreement.

SECTION- V
TECHNICAL BID COVERING LETTER
(BIDDER LETTER HEAD)

{Location, Date}

To
[Name and Designation of
Tender Inviting Authority]
[Office Address and location]

Sub:- Tender for Outsourcing of [insert Name of the Service] at [insert Name of the Office/
Location] [Technical proposal]

Dear Sir,

I, the under signed after to participate in the tender process to provide services for [insert Name of the Service] in accordance with your Tender Notice No_____Dated_____We are hereby submitting our proposal, which includes Technical proposal and Financial proposal sealed in separate envelopes.

I hereby declare that all the information and statement provide in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document, in case any provision of this tender are found violated, then your office shall have the tights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain.

Yours faithfully

Authorized signatory
With Date and Seal

Name and Designation:_____

Address of the Bidder:_____

(FORM- TI)

1	Name of the Bidder	
2	Details of Bid processing Fee and Earnest Money Deposit (Demand Draft Details)	DD No. Date Amount (Rs) Drawn on Bank
3	Name of the Director/	
4	Full Address of Registered Office	Postal Address Telephone No: FAX No. e-Mail Address:
5	Name & Telephone number of the authorized person signing, the bid	Name & Designation Mobile No.
6	Bank Name	Account Number: Bank and Branch Name: IFSC Code:
7	PAN No. (Attach self attested copy)	
8	GSTIN (Attach self attested copy)	
9	EPF Registration No. (Attach self attested copy)	
10	ESI Registration No. (Attach self attested copy)	
11	PSARA Licence No. & Valid up to (Application in case of security Service)	
12	Acceptance to all the terms & conditions of the tender (Yes/ No)	
13	Power of Attorney/authorization letter for signing of the bid documents.	
14	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
15	Kindly mention the total number of pages in the tender documents.	

16. Financial turnover of the bidder for the last 3 financial years (*)

Financial year	Turn over Amount (In INR)	Average Turnover (In INR)
FY1		
FY2		
FY3		

* From the date of issue of tender.

17. Details of the similar type service provided by the bidder in last 5 years.

Sl. No	Period	Name of Authority with Complete Address & Fax No.	Type of services provided with details of manpower/ machinery deployed	Contract Amount (In INR)	Duration	
					From	To
1						
2						
3						
4						

18. Declaration

1. Shri Son/ Daughter/Wife of

Shri _____

Proprietor/ Director/ Authorized signatory of

(Name of the service provider) competent to sign this declaration and execute this tender.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them

The information and documents furnished along with the tender are true and authentic to the best of my knowledge of any false information/ fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorized Representative with seal)

Place.....

Date.....

Enclosures:

1. Bid processing, Fee in the form of Demand Draft in original.
2. EMD in the form of Demand draft in original
3. Copy of tender document(each page must be signed and sealed)
4. Duly filled Technical Bid and Financial Bid
5. List of Documents as applicable.

FORM- T2

UNDERTAKING.

[On the stamp paper of appropriate value in shape of affidavit from the Notary regarding non- blacklisting]

I, hereby under taking that, our organization has not been blacklisted/ debarred by any of the central/ state Government Department/ Office or by any public sector undertaking (PSUs) and blacklisted by any authority during the recent past.

Yours faithfully

Authorized Signature
[In full and initials]

Name of the Designation of the Signatory:
Name of the Bidder and Address:

FORM- T3

UNDERTAKING.

[On the Bidder's letter lead regarding not have any pending judicial proceeding for any criminal offences]

I, hereby undertake that there is no criminal case pending in any court of law against our company or against the Proprietor/ Director/ Persons to be deployed by our company.

I/We further certify that Proprietor/ Director/ Persons to be deployed by our company of my company have not been convicted of any offence in any court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours faithfully

Authorized Signature
[In full and initials]

Name of the Designation of the Signatory:
Name of the Bidder and Address:

TECHNICAL BID EVALUATION.

TECHNICAL REQUIREMENT FOR THE TENDERING MAN POWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfil the following technical specifications.
 - a) The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of user Office. Besides, if the Office procuring manpower for deployment in their field office(s), then the manpower service provider should provide the name, designation and contact number of the person to liaise with the said Field Offices.
 - b) They should be registered with the appropriate registration authority.
 - c) They should have at least **two/ three year's** experience in providing manpower to the Governmental Department, Public Sector Companies/ Banks etc.
 - d) They should have their own Bank Account.
 - e) They should be registered with Income Tax and Service tax Department.
 - f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - g) They should have any other regulatory clearance (to be specified by the user department) that may be required for providing manpower services.
 - h) Minimum turn-over requirement.Rs. 11,00,000/- P.A. during the last three financial years.
 - i) Execution of contracts of similar type (minimum value to be prescribed) during proceeding 3 years of value equal or more than 60% of the estimated cost of the present contract.)

Technical evaluation of the bid will be done to determine whether the bids complied to the prescribed eligibility condition and the requisite documents/ information have been properly furnished by the bidder or not bids qualified the technical evaluation stage, will be considered for opening of the financial bids. The financial bids shall be opened in the presence of the tender committee and bidders representatives who choose to attend. Least cost selection Method will be followed during the tender process to determine the selected bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the lowest and competitive evaluated bid price.

SECTION- VI
TECHNICAL BID COVERING LETTER

(BIDDER LETTER HEAD)

[Location, Date]

To

[Name and Designation of

Tender Inviting Authority]

[Office Address and location]

Sub:- Tender for Outsourcing of [insert Name of the Service] at [insert Name of the Office/
Location] [Technical proposal]

Dear Sir,

I, the undersigned, after to provide the services for [insert title of the service] I accordance with your Tender No_____ Dated_____ Our attached financial price is [insert amount(s) in words and figures] for the proposed service.

This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid the service shall be provided in respect to the norms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 90 dys . I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that, you are not bound to accept any proposal you receive.

I remain.

Yours faithfully,

Authorized Signatory
[in full and initials]

Name and Designation of Signatory with Date and Seal:
Address of the Bidder:

(FORM-F1)
(Administrative Charge)

Manpower details:

Sl. No.	category	Requirement of Manpower	Cost per Unit in INR (inclusive of remuneration and all statutory dues)	GST as (applicable)	Total
1					
A	Sub Total (Manpower Cost) in INR				
B	Service charges @.....				
C	Total Administrative Charges (A+B)				

- Bidder with lowest evaluated competitive administrative charges for the required service will be awarded with contract.
- The bids with "Nil" or very abnormally low quoted service charges will be treated as "Non responsive" and will be rejected during the financial evaluation stage.

Place.....

Date.....

(Sign and Seal of Authorized Representative)

SECTION- VII
BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/ No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering letter in Bidder letter Head		
2	Bid processing Fee		
3	EMD		
4	Copy of incorporation/ Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copies of income Tax clearance Certificate for the last three Assessment years		
8	Copy of Valid EPF & ESI Certificate		
9	Copy of valid PSARA license (in case of security Service) labour license		
10	TECHNICAL BID duly filled in (Covering letter, FORM-11,12 and T3)		
11	Financial details of the bidder along with all the supportive documents such as copies of Income/ Expenditure statement and Balance Sheet for the 5 years		
12	12 power of Authority in favour of the person signing the bid on behalf of the bidder.		
13	List of completed/ on-going assignments of similar nature(past Experience Details) along with the copies of work orders for the respective assignments from the authorities		
14	Undertaking for not have been black-listed by any Central/ State Govt./any Autonomous bodies during the recent past (FORM-T2)		
15	Undertaking for not having any police case pending against the bidder(FORM-T3)		
FINANCIAL BID (ORIGINAL)			
1	Covering letter in Bidder letter Head		
2	Duly Filled in Financial Bid(FORM-F1)		

It is to be ensured that;

- All information has been submitted as per the prescribed format only.
- Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with index page.
- All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory [in full and initials].....

Name and Designation with Date and Seal.....

SECTION- VIII
SERVICE AGREEMENT

(To be made on Rs.100.00 Non judicial stamp paper)

This SERVICE AGREEMENT is made on _____ between _____ (hereinafter called as the Authority) of the 1st part and _____ its principal place of business at _____ (hereinafter called the service provider) of the 2nd part.

WHEREAS

- (a) The "Service provider" having represented to the "Authority" that he has the required manpower and other resources, has offered to provide the service in response to the Tender Notice No _____ Dated _____ issued by the Authority:
- (b) The "Authority" has accepted the offer of the service provider to provide the required services as per the terms and conditions as set forth in this service Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED between the two parties as follows:

- 1. The following documents attached hereto shall be deemed to form and integral part of this contract:
 - Appendix A: General Terms and Conditions
 - Appendix B: Scope of Work
 - Appendix C: Contract price and payment Term:

- 2. The mutual rights and obligations of the Authority and the consultant shall be as set forth in the contract in particular:

(a) The service provider shall carry out the service in accordance with the provisions of the Agreement; and

- (c) The certificate on the satisfactory performance of services by the Agency shall be issued by an officer authorized by the client and in consideration of the certificate of satisfactory performance of services provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

- 3. Mode of payment.

The service provider will open a specific Bank Account for payment by the Authority in the beneficiaries account towards the service performed by the service provider. The service provider will furnish the details of the Bank Account to the Authority within 7 days of the signing of the contract.

This contract constitutes the agreement between two parties in respect to obligations and supersedes all previous communications between the parties.

- 4. Now this agreement witnesses as below:

- a) That in consideration of the payment to be made by the Authority to the service provider the service provider hereby agrees with the Authority to provide manpower resources to be engaged in the [insert the location] in conformity with the provisions of the terms and conditions of the contract.
- b) That the Authority hereby further agrees to pay the service provider the contract price at the time at the time and in the manner prescribed in the said terms and conditions.
- c) Technical limit under this contract varies with changes in statutory dues and government taxes as applicable from time to time.
- d) That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.
- e) That this agreement is valid up to
For and on behalf of [Tender inviting Authority]

Witness 1:

Witness 2:

[For and on behalf of [SERVICE PROVIDER]

[Name and Designation of the Representative with seal]

Witness 1:

Witness 2:

PERFORMANCE BANK GUARANTEE FORMAT.

To,

NAME & ADDRESS OF THE
TENDER INVITING AUTHORITY.

WHEREAS _____ (Name and address of the service provider) (Hereafter called the service provider) has undertaken, in pursuance of contract No _____ Dated _____ to undertake the service (description of service) (herein after called the contract)

AND WHEREAS it has been stipulated by _____ (Name of the Authority) in the said contract that the service provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract.

AND WHEREAS we have agreed to give the service provider such a bank guarantee.
NOW THEREFORE we hereby affirm that we are guarantors and responsible to you on behalf of the service _____ provider _____ up _____ to _____ total _____ of _____ (amount of the guarantee in words and figures) and we undertake to pay you upon your first written demand declaring the service provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid without your needing to prove or in show ground or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the service provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the service provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, additions or modification.

This performance band guarantee shall be valid until the _____ day of _____ Year. Our branch at _____ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank guarantee only and only if you serve upon us at our _____ branch on _____ or before Dt _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
.....

Seal, name & address of the Bank & Branch.