**Government of India**

**Ministry of Micro, Small & Medium Enterprises**

**MSME TECHNOLOGY DEVELOPMENT CENTRE (PPDC)**

**FOUNDRY NAGAR, AGRA-282006**

**EXPRESSION OF INTEREST**

Expression of Interest are invited for engagement of agencies from Registered/Well established Manpower Agencies/Service Providers for providing Manpower on monthly contract basis to be considered for posting in Agra (U.P.). as well as across the Country. The Agency/Service Provider should have sufficient experience of providing Manpower to various Government Departments, Public Sector Undertakings and Autonomous Organizations of Govt. of India. The person should be deployed by the service providers should have adequate qualifications/ experience, as desired by organization.

1. The period of contract will initially be for a period of one year from the date of award of contract subject to review of performance every three months and will be extendable at the discretion of department after expiry of contract.
2. The Agencies/Service providers shall provide the required number of manpower within a period of one week from the date of the contract and failure to comply with the same or found deficient in service shall invite penalty fee or forfeiture of security deposit and legal proceeding for the omission /deficiencies in service.
3. The tender should be submitted under **Two Bid System** i.e. **“Technical Bid”** and **“Financial Bid”** clearly super-scribed on the envelope and contain information as prescribed in Form I,II,III & IV. The Financial Bid must contain for the rate for engaging on monthly basis for normal duty of 8(eight) hours per day per person in Form IV. Bidders will be required to quote separately for all such elements like minimum wages required and all other statutory requirements like EPF, ESI or any other taxes as may be applicable. Both the sealed covers should be placed in the main sealed envelope super-scribed “EOI for supply Manpower Services” and should be addressed to “Principal Director” and it should be sent on above address on or before 31st January 2020 by 3.00 p.m. The technical bids will be opened on the same day at 4.00 p.m. in the presence of prospective bidders, if they wish to be present. If they wish, they will have to produce authorization letter from there firm before the Committee Tenderer may download the documents from the Centre’s official website [**www.ppdcagra.in**](http://www.ppdcagra.in) and submit its tender by utilizing the downloaded document, along with the required non-refundable fee towards tender cost of Rs.500/-.
4. The financial bids of the successful bidders, who have been found technically qualified, may be opened at a later date and those will be intimated separately before opening.

**(PRINCIPAL DIRECTOR)**

**TERMS & CONDITIONS**

1. The firm/agency should be registered/authorize for deployment of manpower services. (Enclosed documentary proof evidence).
2. The service provider should have two years’ experience of providing manpower to various Government Departments, Public Sector Undertaking and Autonomous Organizations of Govt. of India. Performance certificates issued by their clients should be attached.
3. The turnover of the firm/agency for the last two years should have more than Rs.100 Lakhs. Enclose CA audited Balance sheet.
4. The service provider shall not assign, transfer, pledge or sub-contract the performance or service without the prior written consent of this office.
5. All services shall be performed by persons qualified and skilled in performing such services.
6. The period of contract will initially be for a period of Five year from the date of award contract subject to review of performance every three months and will be extendable at the discretion of this Department after expiry of contract.
7. The agency should submit PAN,TAN, EPF ,ESI & GST Registration Number in their firm’s name.
8. The firm/agency should have Provident Account No./ESI No. in their name.
9. An Earnest Money Deposit of Rs.25,000/- in the form of demand draft/ pay order / FDR (minimum validity of six month) drawn in favour of **“Principal Director, PPDC, Agra”** to be submitted along with the technical bid, failing which their bids will not be considered valid. The EMD of successful bidders will be kept against security bond.
10. Proforma for technical bid (Form-I to Form-IV) and Price bid (Form-V) are enclosed.
11. The successful bidder should furnish a security bond equivalent to Rs.25,000/-(Twenty Five Thousands only) immediately after the award of contract which will be forfeited in case the supply of manpower is delayed beyond the initial stipulated period of one week and within one day subsequently or for frequent absence duty /misconduct on the part of a person (s) deployed by the agency.
12. The persons supplied by the agency should verify and submit if any Police records/ criminal cases are pending against them. The agency should make adequate enquiries about the character and antecedents of the person whom they are recommending. The character and antecedents of each personnel of the service provider may be got verified by the by the service provider before their deployment after investigation by the local police, collecting proofs of identify like driving license, bank account details, previous work experience , proof of residence and recent photograph and a certification to this effect submitted to this department. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
13. The service provider has to provide the Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to constantly displayed & their loss reported immediately.
14. The service provider’s personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote goodwill be enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of person deployed by him.
15. The centre may require the service provider to dismiss or remove from the site of work, any person or persons employed by the service provider, who may be incompetent or for his/her/their misconduct and service provider shall forthwith comply with such requirements.
16. The service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach confidentiality or improper conduct upon receiving written notice from office.
17. The centre shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings equipment or vehicles of the personnel of the service providers.
18. The service provider’s personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/ secret nature that can attract legal action.
19. That the persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Centre.
20. The service provider’s person shall not claim any benefit/ compensation/absorption/regularization of services in this office under the provision of Industrial Disputes Act, 1947 of Contract Labour (Regulation & Abolition) Act 1970.Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
21. The person deployed shall not claim any Master & Servant relationship against this office.
22. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
23. The service provider’s person shall disburse monthly wages to their contract employee deputed in the centre on the first day of every month in the centre premises in presence of centre’s representative.
24. The service provider shall engage the necessary person as required by our office from time to time. The said person engaged by the service provider shall be employee of the service provider and it shall be the duty of the service provider to pay their salary every month in time by the contractor. There is no master & servant relationship between the employees of the service provider and the purchaser (this centre) further that the said person(s) of the service provider shall not claim any benefit. The contractor should not stop the payment of salary on account of delays not attributed to the engaged.
25. There shall be an automatic increase in the minimum wages of the personnel provided by the service provider consequent upon any increase on such account affected by any Govt. orders. However, service charge finalized through Tender shall remain fixed throughout the currency of the contract.
26. The transportation, food, medical and other statutory requirement under the various Acts/Govt. Regulations in respect of each personnel of the service provider will be the responsibility of the service provider. This shall include payment of PF, ESI, Service Tax etc. of the outsourced persons every month without fail and before submitting bills for the subsequent months. The bills should be for reimbursement of the actual amount to the service rendered by the contractor.
27. Working hours will be 8 1/2 hours between 9.30 A.M and 6.00 P.M. including half an hour lunch break normally from 1.30 P.M to 2.00 P.M. Actual amount per hour would be calculated for the personnel deployed on duty for any extra duty based on rates finalized.
28. The personnel may be called on beyond office hours, if required. They will be paid extra as per the rates approved by the office based on per hour rate calculated by dividing per month rate by 160 (Approx.20 working days x 8).
29. The service provider will submit the bill in triplicate in the 1st week of the following month for payment. The payment will be made on pro-rata basis whatever the amount comes to after necessary deduction in terms of non-permissible absent of the manpower.
30. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.
31. The service provider shall provide a substitute well in advanced if there is 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 the responsibility of the service provider.
32. If for any reason the personnel deployed by the service provider proceeds on absence, he/she should properly intimate the Controlling Officer and the Concerned Administration before such absence or in case of Medical emergency on the first day of taking such absence either officially or telephonically clearly indicating the number of days he/she will be absent. The service provider shall provide a substitute in case the absence exceed 5 days or even earlier, if situation so warrants, which shall invite a penalty fee of Rs.5000/- per day.
33. Payments to the service provider would be strictly on certification by the office with whom he is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.
34. The service provider shall be contactable at all times and message(s) sent by E-mail/Fax/Special Messenger/ Phone from the department to the service provider shall be acknowledged immediately on receipt on the same day. The contractor will ensure everyday that the minimum manpower has been compiled with.
35. The Principal Director, PPDC. Agra reserved the right to cancel the contract at any stage without assigning any reason.
36. However, the agreement can be terminated by either party by giving one month’s notice in advance. If the agency fails to given one month’s notice in writing for termination of the Agreement the one month’s wages etc. and any amount due to the agency from the centre shall be forfeited.
37. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
38. All disputes and differences arising out or in any way touching or concerning the contract shall be referred to the sole arbitration of any person nominated by the Principal Director, PPDC, Agra. There will be no objection to any such appointment that the arbitrator so appointed is a Government servant, he has expressed views on or any of the matters in dispute or differences. The award of the arbitrator so appointed shall be final and binding of the parties to the agreement. Further, if any dispute is to be referred to the courts, the jurisdiction of the same shall be at Agra.
39. When the Financial Bid is same for two or more than two bidders, in this case decision will be taken by comparing Part-B of technical bids on the basis of cumulative points scored by bidders.
40. The advantage will be given to bidder, who have working / worked with any/more MSME Centre/department.
41. For considering viability of technical bid, indenters will check if all the requirements laid down in PART-A as well as PART-B of technical bid is fully filled and necessary documents in support to justify their claim is attached. It is necessary on part of every bidder to score at least 30 points in PART-B of technical bid.
42. The rates quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended. In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability *i.e.* percentage of profits/service charge/s etc. As such the bidder while submitting the bid should specifically, quote the rate etc. in this regard. **Less than 4.00 % service charge will not be accepted.**
43. The Contract is initially for a period of five year and may be extended depending upon the performance and other related factors. During the validity period of the Contract, there shall be no revision of the compensation demand the Security Agency except wage revision of the workers as may be notified by appropriate authorities of Uttar Pradesh State Government or any other Competent Authorities.
44. **Minimum Eligibility Criteria:**
45. The firm/agency should be registered with GST Department.
46. The firm/agency should have PAN No. against their name.
47. The firm/agency must have Provident Fund Account No. in their name.
48. The firm/agency must be registered for deployment of manpower services under Companies Act, 1956.
49. The firm/agency must have ESI No. in their name.
50. The firm/agency must mark serial page number of their technical documents and put their authorized signature on each page.
51. The firm should have an office in Agra (U.P.).
52. The Company/ Firm should be in this business for at least two years. The turnover of the firm during last two financial years should be less than Rs.200.00 Lakhs.
53. The agency should not be blacklisted by any Department/Ministry of the Government of India or any PSU or any other organization.
54. Form I to V, Annexure-1 & 2 must be furnished.
55. The firm/agency must have Valid Labour License under the latest Contact Labour Act/ U. P. Shops and Establishments Act.
56. The firm/agency should have TAN No. against their name.
57. The firm/agency should have Quality related Certificates.
58. The firm/agency should have Balance sheet and profit and loss account statement for the Last two Financial Years 2017-18 and 2018-19.

**ANNEXURE-I**

**CHECK LIST**

1. The following documents shall be placed in an envelope and it should be wax scaled and super-scribed, as “Technical Bid for Manpower Services (Packet-I)”.
2. Duly completed tender form.
3. Earnest Money Deposit (Demand Draft/ Pay order pf Rs.25,000/-(Rupees Twenty Five Thousands Only) in favour of “Principal Director, PPDC, Agra”.
4. Notice Inviting Tender.
5. Terms & Conditions of the Tender (Item 1 to 38 above) duly signed by the tendrer.
6. Forms I to III and V, duly filled in , and enclosed with Technical Bid.
7. Registration No. of the firm (Under Shops & Establishment Act) or Registration No. of the Company (Under Companies Act, 1956), as applicable (attach attested copy of certificate).
8. PAN card of firm/company (Attach attested copy of PAN Card).
9. Provident Fund Account No. of Firm/Company (Attach attested copy of certificate).
10. ESI No. of Firm/Company (Attach attested copy of certificate).
11. The details of the turnover for the year 2017-18 & 2018-19 should be furnished on their letter head duly signed by the authorized signatory and should be verified by submitting the copy of Income Tax Returns of respective financial years.
12. Copies of Work Order(s) issued by Tenderer’s client (in support of Item 2 of the terms and conditions).
13. Performance certificate (attested copies) issued by the clients to the tender, (which should have minimum rating of satisfactory) for the last two years should be signed by client’s authorized signatory and it should also be further signed by tenderer along with the seal of the firm/agency.
14. Financial Bid as specified in Form-IV must be submitted in separate wax sealed envelope and it should be super-scribed as “Financial Bid for Manpower Service”.
15. Both separate wax sealed envelopes (**Technical Bid** **-** in Pocket-I-II) may be placed in a single large envelope super-scribed as “Tender for Manpower services at IMD” and it should also be wax sealed.
16. TAN No. of firm/company (Attach attested copy of TAN No.).
17. Breif Profile of the Firm/ Company (agency).
18. Quality related Certificates.
19. Minimum Average Annual turnover of more than Rs.1.00 Crore during the last Two years.
20. The affirmation that the authorized signatory /agency have read the tender documents and has understood the contents fully and accordingly and had submitted their quotes in the price bid abiding the terms and conditions laid down thereat.
21. Proof of minimum Experience of 2 Years in Manpower agency business in government department/ Semi Government / PSUs/ Any other firm.

The affirmation that the authorized signatory

**Signature of the Tenderer**

**With seal of the Firm/Company**

‘.

**ENCLOSURE LIST**

**(Fill the Page Nos., where the documents mentioned are placed)**

1. Duly completed Tender Form at Page No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Earnest Money Deposit (Demand Draft/Pay Order No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated\_\_\_\_\_\_\_\_\_\_

For Rs. 25,000 in favour of “Principal Director , PPDC ,Agra at Page No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Notice Inviting Tender at Page No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Terms & conditions of the Tender (1 to 38 above) at Page No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Forms I to III V attached with the Tender Notice have been duly filled in and enclosed at Page No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Registration No. of the Firm/Company (S.No. 1 of terms & conditions) attested copy placed at Page No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. PAN Card of Firm/Company (S No.7 of terms & conditions) attested copy at Page No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. Provident Fund Account No. of Firm/Company (S .No.8 of terms & conditions) attested copies placed at Page No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
7. ESI No. of Firm/Company (S.no. 8 of terms & conditions) attested copy at Page No. \_\_\_\_\_\_\_\_\_\_\_\_.
8. Details of turnover of the Firm/Company to be submitted in the letterhead of the Tenderer (S.No. 3 of Terms & conditions ) placed at Page No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
9. Details of work executed by the tenderer in its letterhead (S.No. 2 of terms & conditions) placed at Page No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
10. Copies of work order issued by Tenderer’s clients (S.No. 2 of terms & conditions) attested copy placed from Page No.\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_.
11. Attested copies performance certificate issued by the clients of the tenderer, for two years S.No. 2 of terms & conditions) copy placed from Page No. \_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_.
12. Financial Bid in Pocket-II.

**Place: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Tenderer**

**With seal of the Firm/Company**

**FORM-I**

**PROFORMA**

To,

The Principal Director

MSME-TDC (PPDC)

Foundry Nagar

Agra-282006

**Subject :- Providing Manpower Services on Contract Basis.**

Sir,

The undersigned have read and examined in detail the tender document in respect of providing manpower services on contract basis, do hereby express our interest to provide such services.

**Corresponding Details :**

|  |  |  |
| --- | --- | --- |
| **1.** | **Name of the Company.** |  |
| **2.** | **Address of the Company.** |  |
| **3.** | **Name of the Contact Person to whom all references shall be made regarding this tender.** |  |
| **4.** | **Designation and address of the person to whom all references shall be made regarding this tender.** |  |
| **5.** | **PAN and Service Tax Details** |  |
| **6.** | **Telephone (with STD code)** |  |
| **7.** | **E-mail of the contract person** |  |
| **8.** | **Fax. No.(with STD Code)** |  |

It is certified that the person, who shall engage in duties are competent enough and have necessary qualification for taking up this assignment.

**Document framing part of the bid:-**

The following documents are enclosed:

1. Form-II: Minimum eligibility
2. Form-III: Prior Experience
3. Form-IV: Declaration Letter
4. Form-V: Financial Bid
5. Letter of authorization (in the name of contract person) representing the company

Thanking you,

**Yours Faithfully,**

**(Signature of Authorized Person)**

**Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Seal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FORM-II**

**ELIGIBILITY**

**The Details in respect of the company are as given under:**

|  |  |  |
| --- | --- | --- |
| **1.** | **Name of the Company / Firm / Society / Other.** |  |
| **2.** | **Year of Registration / Incorporation.** |  |
| **3.** | **Number of Employees as on March 31, 2019.** |  |
| **4.** | **Average Annual Turnover from providing manpower for the last two Financial year.** |  |

**Yours Faithfully,**

**(Signature of Authorized Person)**

**Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Seal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Witness with signature:**

1. **Name & Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
2. **Name & Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**FORM-III**

**PRIOR EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **1.** | **Name of the Company/Firm/Agency, along withg its address and details of contract person to whom manpower was provided.** |  |
| **2.** | **Type of manpower provided and their numbers :**  **Clerk/Typist/Data Entry Operators/Councellor/Co-ordinators/Graduate Engineer/ Dandaman/ Gunman/Sweeper/Helper/Gardner Etc.**  **(Other Please Specify)** |  |

**Yours Faithfully,**

**(Signature of Authorized Person)**

**Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Seal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Witness with signature:**

1. **Name & Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
2. **Name & Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**FORM-IV**

**PROFORMA FOR FINANCIAL BID**

1. Name of the company, address ets.
2. Details of rate quoted

(Figure may be written in words as well as in figures, in case of any discrepancy between figures and words, the amount written in words will be taken for consideration.)

**Note: No cutting or over writing will be allowed. Any financial bid with overwriting or cutting will be disqualified.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.No.** | **Designation** | **I** | **II** | | | | | |
| **Educational**  **Qualification**  **(1)** | **Minimum wages as per Govt. of U.P. orders**  **(2)** | **PF/ESI/Service Charges Etc.** | | | | **Total**  **(2)**  **+(3)**  **+(4)**  **+(5)**  **+(6)** |
|  |  |  |  | **PF**  **(3)**  **13.16%** | **ESI**  **(4)**  **3.25%** | **SC**  **Service Charges (5)** | **GST**  **Goods & Service Tax**  **(6)** |  |
| **1.** | **Guard (Dandaman)** | **As per standard norm of Govt. of U.P.** | **As per Govt. Rules** | | |  | **As per Govt. Rules** |  |
| **2.** | **Guard**  **(Gunman)** | **As per Govt. Rules** | | |  |
| **3.** | **Sweeper** | **As per Govt. Rules** | | |  |
| **4.** | **Gardner** | **As per Govt. Rules** | | |  |
| **5.** | **Helper** | **As per Govt. Rules** | | |  |
| **6.** | **Peon** | **As per Govt. Rules** | | |  |
| **7.** | **Clerk/Typist** | **Graduate/COPA** | **As per Govt. Rules** | | |  |
| **8.** | **Computer data entry operator** | **As per Govt. Rules** | | |  |
| **9.** | **Councilors/**  **Coordinators** | **Graduate/BBA/**  **B.Tech/MCA/MBA**  **Convent Educated**  **English communication skill is must** | **As per Govt. Rules** | | |  |
| **10.** | **Engineers (Trainer)** | **B.Tech/Diploma CAD (Autocad/Pro-E/Ideas/Unigraphics/CNC** | **As per Govt. Rules** | | |  |
| **11.** | **Any other** |  | **As per Govt. Rules** | | |  |

**Note: Only Service Charge To be filled by the bidder**

**I understand that for calculation of the lowest bid, the following formula will be used.**

**The average of total/Service Charge to be paid by centre will be taken in to consideration.**

**The decision of Principal Director/committee shall be acceptable to me.**

**Yours Faithfully,**

**(Signature of Authorized Person)**

**Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Seal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Witness with signature:**

1. **Name & Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
2. **Name & Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**FORM-V**

**DECLARATION**

**Declaration letter on official letter head station the following:-**

1. **We are involved in any major litigation that may have an impact of affection or compromising the delivery of service as required under this tender.**
2. **We are not black-listed by any Central/State Government/Public Sector Undertaking in India.**

**Yours Faithfully,**

**(Signature of Authorized Person)**

**Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Seal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TECHNICAL BID Part-A**

**Annexure-1**

|  |  |  |
| --- | --- | --- |
| **S. N.** | **Particulars** | **To be Filled by the Bidder** |
| 1. | Detailed office of the firm/company/ Date of establishment / proprietary concern registered address of the Agency with office Telephone number, Fax number, Mobile number and Name of the contact  person | Name of Firm:  Date of Establishment:  Date of Company Registration\Renewal: E Mail:  Mobile:  Fax: |
| Telephone: |
| Name of the Contact Person: |
| Website: |
| 2. | Name and address of the  Directors/ partners/  owners of theagency  with Tel./Mobile No. | Name: |
| Designation |
| Telephone: |
| Mobile: |
| Email: |
| Aadhaar No. |
| 3. | **Type of Firm:**  Private Ltd./Public Ltd./Partnership/Prop./ NGO/ PSU (Please tick and enclose requisite supportingdocuments) |  |
| 4. | PAN/GIR No.: Please  upload scanned attested copy of certificates) |  |
| 5. | TAN No.: (Please upload  scanned attested copy of certificates) |  |
| 6. | GSTIN: (Please upload scanned attested copyof  certificates) |  |
| 7. | EPF Registration No: Please upload scanned attested copy of  certificates) |  |
| 8. | ESI Registration No.: (Please upload scanned attested copy of  certificates) |  |
| 9. | Annual Turnover for the last 2 Financial year: (Should be more than Rs. 100.00 Lakhs) (To be supported  by Audit balanceSheet) | 2017-2018: |
| 2018-2019: |
| 10. | Earnest Money Deposit  (EMD) submitted | Yes/No.: |
| 11. | EMD Details | DD No.  Date :  Drawn on Bank:  For Amount: |
| 12. | Tender Fee (Details) | DD No.:  Date:  Drawn on Bank: For Amount: |
| 13. | Details of your reputed clients to whom you are providing Manpower services for last Two years  (Enclose a copy of work  /contract) | Name & Address of five Clients:  1.  2.  3.  4. |
| 14. | Details of the contract with any Govt / Public sector etc. with contact person’s name and telephone/ cell number  etc. | **Name:**  **Phone:**  **Mobile:** |

**Annexure-3**

##### CHECKLIST OF DOCUMENTS TO BE ATTACHED ALONG WITH TECHNICAL BID

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. N.** | **Documents to be submitted** | **Submitted** | **Not submitted** | **Remarks** |
| 1. | Breif Profile of the Firm/ Company (agency). |  |  |  |
| 2. | Copy of Registration of Agency and its Registration with competent authority. |  |  |  |
| 3. | Details of constitution of Agency. |  |  |  |
| 4. | Copy of Registration certificate of EPF of agency. |  |  |  |
| 5. | Copy of Registration certificate of ESI of agency. |  |  |  |
| 6. | Copy of Labour License of agency. If applicable |  |  |  |
| 7. | CA Certified Average Annual turnover of more than 1 crore during last Two Financial years 2017-18 and 2018-19. |  |  |  |
| 8. | Copy of GST Registration |  |  |  |
| 9. | Copy of PAN/TAN Card |  |  |  |
| 10. | Copy of Quality related Certificates. |  |  |  |
| 11. | List of clients indicating period work executed  with them & Indicating Manpower working on their payroll. (Copy of EPF Challan) |  |  |  |
| 12. | Proof of experience Including Single Work Order. |  |  |  |
| 13. | Details of EMD/ Tender Fees. |  |  |  |
| 14. | Income tax Clearance Certificate/ Income Tax return for Last Two Financial Years, 2017-18 and 2018-19. |  |  |  |
| 15. | Balance sheet and profit and loss account statement for the Last Two Financial Years 2017-18 and 2018-19. |  |  |  |
| 16. | Proof of minimum Experience of 2 Years in Manpower agency business in government department/ Semi Government / PSUs/ Any other firm. |  |  |  |
| 17. | The affirmation that the authorized signatory  /agency have read the tender documents and has understood the contents fully and accordingly and had submitted their quotes in the price bid abiding the terms and conditions laid down thereat. |  |  |  |

**Annexure – 2**

**Technical Bid Part-B**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. N.** | **Particulars** | **Point Criteria** | **To be Filled by the**  **Bidder** |
| 1 | Annual Average Turnover During the last 02 financial year  (submit documentary evidence) | * Average annual turnover More than 3 crore during the last two years i.e. 2017-18,2018-19, : 10 Points * Average annual turnover Between 2 to 3 crore during the last two years i.e. 2017-18,2018-19, : 6 Points * Average annual turnover between 1 to 2 crore during the last two years i.e. 2017-18,2018-19, : 4 Points. |  |
| 2 | Length of Experience of similar work in the Field of supply of Manpower Services (submit documentary evidence) | * More than 8 yrs.: 10 points * Between 5 to 8 yrs: 6 Points * Between 2 to 5 yrs: 4 Points |  |
| 3 | Details of Govt. / Semi Govt/  Universities/ PSUs to whom you are providing Manpower Services for during Last five years | * More than 10 work Order   : 10 points   * between 5 to 10 Work Order: 6 points * between 2 to 5 Work Order: 4 Points |  |
| 4 | Value of Similar nature of works for Supply of Manpower Services during the last 03 years  (submit documentary evidence) | * Single Work Order Value more than 75 Lakhs: 10 points * Single Work Order Between 50 to 75 Lakhs: 6 points * Single Work Order Between 25 to 50 Lakhs: 4 Points |  |
| 5 | Maximum Number of Manpower on pay roll deployed to Govt. / Semi Govt/ any other Govt. Body during last one year (submit documentary evidence) | * More than 100 personnel: 10 Points * Between 75 to 100 personnel: 6 Points * less than 50 to 75 personnel :   4 Points |  |
| 6 | Quality and PAN India presence related Marks  (submit documentary evidence) | * MSME : 1 Point * ISO 9001 : 1 Point * ISO 14001 : 1 Point * SA 8000 : 1 Point * OHSAS 18001 : 1 Point * Services in 5 States : 5 Points   4 States : 4 Points  3 States : 3 Points  2 States : 2 Points  1 States : 1 Point |  |

#### NOTE – Tenderers are required to attach the self-attested scanned copy of receipt along with duly filled tender; if the EMD and /or tender form fee is/ are deposited in favour of the of “Principal Director, PPDC, Agra”, before the last date and time of tender submission.