

शाखा - एम. एस. एम. ई विकास संस्थान  
सूक्ष्म लघु एवं मध्यम मंत्रालय  
भारत सरकार  
आर. एन. टागोर रोड, निकट पुलिस लाइन  
पो: सिडड़ी, जिला: बिरभूम (प.ब.)  
पिन - 731101



Br. MSME Development Institute  
Ministry of Micro, Small & Medium  
Enterprises  
Govt. of India  
R. N. Tagore Road, Near Police Line  
Po. - Suri, Distt. - Birbhum (W.B)  
Pin - 731101

Tele-Fax : (03462) 255402, E-mail - brdcdi-birb@demsme.gov.in

File No: 253 /D-32017/1/2002-Suri

Date: 18.10.2016

**INVITING BIDS FOR ENGAGING SERVICE PROVIDE FIRM FOR PROVIDING MANPOWER THROUGH SERVICE CONTRACT**

Sealed Competitive Bids on behalf of the President of India are invited from reputed, experienced and financially sound Manpower Companies / Firms / Agencies for providing services of outsourced manpower for Watchman and Sweeper for the following nature of works in **no work no pay basis** in the Office of The Asstt. Director (I/C), Br. MSME-Development Institute, Suri, Birbhum, West Bengal, Pin - 731101 for a period of 01 (One) year from the date of taking up of the job in pursuance of contract on specified terms and conditions.

Sl.No.	Category of Manpower	Nature of work	Estimated no. of personnel required	Minimum Qualification	Probable duration of engagement of manpower
01.	Sweeper	Sweeping/Cleaning of the office premises of Br. MSME-DI, Suri including toilets/lavatories etc.	01	Class VIII Std Pass	One year (20-22 days per month)
02.	Watchman (without arms)	Total security of the office including workshop for round the clock	02	Metric/10 <sup>th</sup> Pass	One year

1. Pre-qualification selection criteria:

Firms fulfilling the following criteria will be eligible to submit tenders:-

- The firm should be a legal entity, eligible to enter into contract with the Br. MSME-Development Institute, Suri to provide services;
- The firm should be registered with Service Tax Directorate, ESIC and Employees Provident Fund Commissioner office;
- The bidder shall quote unit rate which shall comprise of monthly remuneration, OTA rate, EPF, ESI & Other statutory costs and service charges (including profit and administrative charges) in the format of quoted only attached (Annexure-II)
- The service tax and any other such other tax liable to be paid by the client shall be quoted by the bidder separately.
- Hourly rate of OTA should not exceed monthly remuneration

30x8

- Earnest Money Deposit:** The bidder shall deposit EMD of Rs. 10,000/- (Ten thousand only) in the form of DD drawn in favour of Director, MSME- Development Institute, Kolkata payable at Kolkata along

with the BID. Qualifying bids without Earnest Money Deposit will be rejected. No interest shall be paid on the Earnest Money Deposit. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(vii) The selected firm has to furnish performance security in the form of DD drawn in favour of Director, MSME- Development Institute, Kolkata payable at Kolkata for an amount of Rs. 50,000/- (Fifty thousand) only valid for fourteen months from the date of award of the contract. The performance security shall be submitted within 10- days from the date of Notification of Award. The earnest money shall be returned only after the performance security is submitted by the Contracting Agency.

(viii) Each Bidder must submit only one Bid.

(ix) **Validity of Bid:** The Bid shall remain valid for a period not less than 90-days after deadline fixed for the submission of Bids.

## **2. Documents required to be submitted along with Bid.**

Photocopies of the following documents, self-attested and with the seal of the Company/Firm/Agency, should be submitted along with the Technical Bid:-

- (a) Registration Certificates;
- (b) Copy of PAN Card;
- (c) Copy of the IT Return filed for the last three Financial Years;
- (d) Copies of the EPF and ESI Certificates;
- (e) Copies of the Service Tax Registration Certificate;
- (f) Proof of 03 years experience in providing manpower (along with total no.) to Government Ministries/Departments/PSUs .
- (g) Valid License for running Private Security Agency.
- (i) Trade License & Professional Tax Enrolment Registration.

## **3. Other Terms & Conditions:-**

- a) The remuneration of employees shall be disbursed through online. Proof of payment to the bank account of employees must be provided while submitting bills.
- b) The contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees. The employee should get his 'Carry Home Salary' and OTA for additional work, if any, without any further reduction.
- c) The contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees in support with the following documents.
  - (i) Details of disbursement made to the employees for each payment.
  - (ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax.
- (d) The contracting Agency will provide identity card to all his employees. The agency/service provider shall provide suitable uniforms. The employee deployed should not have been the person against whom criminal case is pending in court of law. The contractor should get verified the character and antecedents of each personnel through Police / District authorities before



**their deployment in this office and a certificate to this effect should be submitted to the office in the form of an affidavit.**

(e) The contracting Agency shall comply with all statutory obligations. Minor variation as per actual calculation will be borne by indenter/client.

(f) The Office hours of Br. MSME-Development Institute, Suri are from 9.30 am to 6.00 pm 5 days from Monday to Friday. However, Br. MSME-Development Institute, Suri reserves the right to request the services on holiday/beyond office ours. The contacting Agency will compensate as per the rate quoted for OTA as the case may be.

(g) The candidates /manpower provided by the contacting Agency shall be accepted only after scrutiny by Br. MSME-Development Institute, Suri. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also & **for which no Conveyance or any other charges will be paid by Br. MSME-Development Institute, Suri.** In case none is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e., within 24-hours.

(h) **In case any employee of the contractor is found responsible for any theft, loss or damage to the office furniture, fitting, fixture and property of the office or the officers, the contractor shall be held liable to compensate for the act.** Br. MSME-Development Institute, Suri reserve the right to claim and recover damages from contracting agency.

(i) The Contractor has the option to terminate the contract by giving two months notice in writing so that this office can make alternate arrangements for Housekeeping. Termination of contract by the Contractor for any reason whatsoever without the prescribed two month's notice will entail forfeiture of the performance guarantee amount as well as any other amount payable to the Contractor whatsoever.

(j) Br. MSME-Development Institute, Suri reserve the rights to increase/decrease the requirement of manpower during the period of contract.

(k) All the Housekeeping materials / consumables, as required to execute the above jobs will be supplied by the office and cost of cleaning material should not be included in the proposal.

**(l) The successful bidder shall not engage any sub-contractor or transfer the contract to any other person/agency/firm in any manner.**

(m) That the persons engaged shall not be below the age of 18 years or above the age of 55 years and they shall not interfere with the duties of the employees of this office.

(o) The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the sole responsibility of the agency/serviceprovider.

(p) The institute will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the agency/service provider.

(q) The personnel of the agency/service provider shall not join any labour union or resort to strikes or demonstrations or any other agitation of this nature. The personnel shall neither directly or indirectly join nor assist any commotion of civil nature. The personnel must not in any way act against interest of this institute.



(r) The Institute reserves the right to terminate the contract during the initial period also after giving **two months' notice** to the contracting agency.

(s) The Contract shall be interpreted and have effect in accordance with the law of India and any suit or other proceeding relating to this contract lies within the jurisdiction of the Suri Court.

(t) There is no Master and Servant relationship between the employees of the service provider and this office and further that the said person of the service provider shall not claim any absorption in this office.

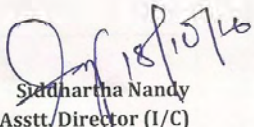
(u) The service provider's person shall not claim any benefit/compensation/absorption/regularization of services from/in this office under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to this office.

(v) 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.

(w) The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer In charge upon any matter arising under the clause shall be final and binding on the agency. The service provider will ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness.

(x) Br. MSME Development Institute, Suri reserves the right to withdraw/ relax of the terms and conditions mentioned above so as to overcome the problems if any, encountered by the contracting parties.

4. Sealed Competitive Bids are required to be submitted on or before 02.11.2016, 4 pm. by speed post in an envelope superscripting "**BIDS OF PROVIDING FOR PROVIDING MANPOWER OF SWEEPER & WATCHMAN THROUGH SERVICE CONTRACT**" in the prescribed format enclosed with the letter viz. ANNEXURE-I (Technical Bid) & ANNEXURE-II (Financial Bid). Both technical & financial bids has to be sealed in two separate envelopes superscripting Technical & Financial Bid and must be sealed in one envelop in which competitive bids are to be submitted (superscripting as mentioned above). Competitive bids will be opened at Br. MSME Development Institute, Suri on 03.11.2016, 2 pm.

  
Siddhartha Nandy  
Asstt. Director (I/C)  
Mob:09432828573

**TECHNICAL BID  
FORMAT FOR PROVIDING MANPOWER ON OUTSOURCING BASIS**

Sl.	Particulars	Relevant Information with documents
1	Name of tendering Agency/Company/Firm	
2	Name of Proprietor/Managing Partner/Director of Company	
3	Full Address of the Office	
4	Full Address of the Regd. office	
5	Telephone No. & Mobile No.	
6	FAX No	
7	E-Mail Address	
8	Certificate of registration of the Agency/Co./Firm	
9	Trade License & Labour License	
10	Banker of Company / Firm / Agency with full address (Attached attested copy of Pass Book/Statement)	
11	PAN/GIR No. (Attached attested copy)	
12	Service Tax Registration No. (Attached attested copy)	
13	EPF Registration No (Attached attested copy)	
14	ESI Registration No (Attached attested copy)	
15	Please specify whether the firm is a Sole proprietorship/Partnership Firm/Company also specify the name, address and Telephone nos. of Directors/partners of the Firm	
16	Annual Turnover of last three financial years (Attached balance sheets and Income and Expenditure Statements/ Annual turnover duly certified by Chartered Accountant).	
17	Attached certified copy of Income Tax Returns for last 3 years, other relevant statement / papers.	
18	Details of Earnest Money Deposit Amount Rs. 10,000/- (Rupees in words Sixteen Thousand only) Bank Draft/PO/BC No. Date of Issue Name of the Bank Validity	
19	Non relation certificate with the employees of Br. MSME Development Institute, Suri	
20	Non blacklisted Certificate of the Agency/Co/Firm	
21	List of major clients (including reputed company/PSU/Govt.) with details of manpower provided. (Attach a separate sheet for the list.)	
22	An Undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender documents and to mention that the agency/services provider will be fully liable for all statutory obligations to	



	the principal employer and for all obligations during and after the period of Contract.	
23	Additional information, if any (Attach separate sheet, if required)	

**DECLARATION**

1. I, ..... Son/Daughter/wife of Shri .....signatory of the agency/firm, mentioned above is competent to sign this declaration and execute this tender document.
2. It is certified that the information furnished above is correct.
3. I/We have gone through the terms and conditions stipulated in the Bid Document and confirm to abide by the same. A copy of the Bid Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. We understand that the decision of the Br. MSME Development Institute, Suri to accept/reject "the points of disagreements and proposed solution provided by us" would be final and binding.

Signature of authorized person

Date:

Full Name:

Place:

Designation:

Seal:

**FINANCIAL BID  
FORMAT FOR PROVIDING MANPOWER ON OUTSOURCING BASIS**

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

2. Address:

3. Agency/Company/Firm's quotation will be for the following component(s) only

4. Wages for Manpower to provide (As per applicable rate of wages):

Sl	Category of manpower	Number	Unit monthly remuneration	EPF Rate	ESI Rate	Service Charges including overhead and profit	Monthly Unit Rate (col.5+6+7)	Unit OTA Rate per hour	Total Monthly cost (Col.8*3)
1	2	3	4	5	6	7	8	9	10

**DECLARATION**

It is certified that I/we before signing this tender document have read and fully understood all the terms and conditions contained in the Tender Document and undertake myself/ourselves to abide by them. I/We fully agree and accept with the present rate and the changed rate from time to time and all taxes as per government norms with terms and conditions mentioned in the tender documents.

Signature of authorized person

Date:

Full Name:

Place:

Designation:

Seal: