

TENDER FOR OUTSOURCING OF MANPOWER SERVICES
(For a period of one year)



SOCIETY FOR APPLIED MICROWAVE ELECTRONICS ENGINEERING AND
RESEARCH

(An Autonomous Institution under the Ministry of Electronics
& Information Technology, Govt. of India)
Centre for Electromagnetics, CIT Campus, 2nd Cross Road, Taramani, Chennai-600113
Phone No.(044)22541583/1817/22544020/4061 (Fax). (044) 2254 1938/ 1424

TENDER No: S-CEM/GA/OMS/2017-18/001
Date: 11.01.18

NAME OF THE PARTY:

Outsourcing Manpower

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TENDER NOTICE

SAMEER-Centre for Electromagnetics

I	Authority, Designation and Address	The Programme Director, SAMEER - Centre for Electromagnetics, CIT Campus, 2nd Cross Road, Taramani, Chennai - 600 113. Website: cem.sameer.gov.in.
II	Name of the work	Out Sourcing of Manpower Services (Skilled DTP operators, Driver's & Utility workers)
III	Tender documents - Place and due date for obtaining tender	Tender documents can be downloaded/obtained on working days between 10.30 AM to 1.00 PM from 11.01.2018 to 31.01.2018 at the address mentioned in column I
IV	Due Date, time and place of submission of Tender	Due Date : 01.02.2018 Time : 3.00 P.M. Place : At the address mentioned in column I
V	Date, time and place of Tender Opening	Opening : 01.02.2018 Time : 3.30 P.M. Place : At the address mentioned in column I
VI	Any other important criteria specified by the tender inviting authority	Tender received after due date and time will be summarily rejected.

Sealed tenders are invited for Outsourcing of Manpower Services for SAMEER - Centre for Electromagnetics, Chennai from well-established reputed firms/registered Service Providers for providing DTP operators, Driver's and utility workers. The bid should be sealed by the bidder and duly super scribed as Tender No: S-CEM/GA/OMS/2017-18/001 dated.11.01.2018 and name of the tender with due date for submission.

All Clauses are complied – Signature of the bidder with seal

Outsourcing Manpower

Intending eligible bidders may obtain a copy of bid document from SAMEER - Centre for Electromagnetics, CIT Campus, 2nd Cross Road, Taramani, Chennai – 600 113 on payment of Rs500/- (Rupees Five Hundred only) in the form of crossed Demand Draft /Banker's Cheque from any scheduled Bank in favour of "SAMEER - Centre for Electromagnetics", Chennai. In case, the firm has downloaded the tender documents from the official website or Central Public Procurement Portal (CPPP) they must ensure that requisite tender fee is enclosed in the form of Account Payee Demand Draft with their tender, failing which the tender will be treated as incomplete and will be ignored. The EMD & Tender fee (Demand Draft or receipt given by SAMEER, in case paid at office) should be enclosed with the technical bid of tender document.

Exemption of Tender fee & EMD: The firm or the bidder who have valid registration with National Small Industries Corporation (NSIC) as on the date of submission of bids are exempted from payment of tender fee and EMD. If exemption from submission of tender fee & EMD is claimed and valid supporting document as required is not submitted along with techno-commercial bid, then the offer will be considered as non-responsive and will not be processed further.

PROGRAMME DIRECTOR
SAMEER, Chennai

All Clauses are complied – Signature of the bidder with seal

SECTION – I

TENDER REQUIREMENT

THE ELIGIBILITY CRITERIA :

- 1.1 The bidder should be a registered and bonafide service provider having similar experience of at least (3) years.
- 1.2 Average annual financial turn over during the last 3 years ending 31st March of previous financial year should be at least Rs. 50 lakhs.
- 1.3 Proof of similar experience during the last three (3) years in the field (*Definition of similar experience: Supply of Data Entry Operator, Driver & Utility worker manpower to Government Ministries / Departments / Government Organizations / PSUs / Corporate Sector / Reputed Organizations/Central Autonomous Institutions*)
- 1.4 Any contractor having any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Private Ltd. Company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force shall not be eligible.

Documentary proof for the above shall be produced along with the technical bid.

2. TENDERING PROCESS:

- 2.1 The tenders are invited on two bid system i.e. the qualifying bid (technical bid including tender fee and EMD) and then the financial bid:

- (i) The tender form for Technical bids prescribed at Annexure-I (Attached) complete in all respect (Including Tender fee and EMD) should be submitted in sealed cover superscripted –“Technical Bid – Outsourcing of Manpower Services”.
- (ii) The tender form for Financial bids prescribed at Annexure-II (Attached) complete in all respect should be submitted in sealed cover superscripted – “Financial Bid – Outsourcing of Manpower Services”.
- (iii) The above two sealed covers should be put together in another big cover/envelope which should be sealed with wax. The cover shall be and superscripted as “Tender No:....., dated: & Name of Tender “Outsourcing of Manpower Services” and addressed to

“The Programme Director,
Society for Applied Microwave Electronics Engineering and Research-
Centre for Electromagnetics (SAMEER) CIT Campus, 2nd Cross Road, Taramani,
Chennai 600 113”.

Further, the sentence “NOT TO BE OPENED” before due date and time of tender opening, should also to be indicated on this envelope.

If the outer big envelope is not sealed and marked properly as above, SAMEER will not take any responsibility for its misplacement, premature opening etc. The Envelope should be dropped in the Tender Box of the SAMEER at Reception in the above address latest by 03.00 PM on 01.02.2018

All Clauses are complied – Signature of the bidder with seal

2.2 Contents of the Technical Bid: The tender form for Technical Bids as per Annexure-I, complete in all respects. The bidder in this regard should submit the following documents in the Technical Bid:

(i) Financial status: The annual turnover of the bidder for the last three years.

(Copies of I.T. returns, P & L A/c and balance sheet to be enclosed)

(ii) The bid should be accompanied by two separate Demand drafts for Tender Fee (If the Tender Document was downloaded from SAMEER website) for Rs.500/- (non-refundable) and Bid Security (EMD) of Rs. 60,430/- (Rupees sixty thousand four hundred and thirty only).The bid received without tender fee and EMD will not be considered.

(iii) Exemption of EMD: The firm or the bidder who have valid registration with National Small Industries Corporation (NSIC) as on the date of submission of bids are exempted from payment of EMD. If exemption from submission of tender fee is claimed and valid supporting document as required is not submitted along with techno-commercial bid, then the offer will be considered as non-responsive and will not be processed further.

(iv) Copies of documentary evidence of similar work carried out during the last 3 years, (eligibility criteria).

(v) Copies of the following documents to be enclosed:

- a) Copy of PAN Card,
- b) Copy of GST certificate.
- c) Copy of ESI registration certification with sub code for Chennai (Bidder's company registered outside Chennai)
- d) E-payment mandate form duly filled and signed by the bidder
- e) Power of attorney in case of person other than bidder has signed the tender documents
- f) Declaration that none of family members /near relatives working in SAMEER
- g) Other related documents,

Proof of the bidder being a registered and bonafide contractors having similar experience of at least 3 years. Any Service provider having any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Private Ltd. Company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force shall not be eligible.

2.3 Contents of Financial Bid: The financial bid shall contain the financial details of the tender as per Annexure-II

All Clauses are complied – Signature of the bidder with seal

SECTION- II

INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

1.1 Definitions:

- (a) "SAMEER" means "Society for Applied Microwave Electronics Engineering and Research".
- (b) "Bidder" means any registered entity engaging in business such as a Public Ltd, proprietorship, partnership, private concern or corporation who participates in this tender and submits its bid.
- (c) "Service Provider" means any registered entity engaging in business such as a Public Limited, proprietorship, partnership, private concern or corporation who are providing the manpower under the contract.
- (d) "Scope" means standards of works mentioned in Section IV, which the Service Provider is required to take during the contract period.
- (e) "Parties" means SAMEER as one part and the service provider as the other part

1.2 CLARIFICATION OF THE BIDDOCUMENTS BY THE SERVICE PROVIDER:

A prospective bidder, requiring any clarification of the Bid Documents shall notify to SAMEER in writing e-mail: ramamoorthi.sameer@nic.in (Head-Administration) Phone: 044:22544020/22544061 or by Fax at: 044-22541938 SAMEER's mailing address indicated in the Invitation for Bids. The clarification will be accepted one day before from the due date of tender. The reply will be communicated to respective bidders.

2. PREPARATION OF BIDS

- 2.1 Clause by Clause compliance demonstrating substantive responsiveness to all the conditions by signing and stamping on all the pages of the original bid document No. S-CEM/GA/OMS/2017-18/001 (Containing 26 pages) by authorized person (s),
- 2.2 Conditional bids will not be accepted.
- 2.3 The Service provider shall submit his tender, only after carefully examining the whole of the tender documents and the conditions of tender and of contract, scope of work etc. All the documents submitted (whether original or photocopy) in the bid must be legible & self attested.

All Clauses are compiled – Signature of the bidder with seal

3. BID PRICES:

- 3.1 The Service Charges to be charged by the Service Provider should be clearly indicated.
- 3.2 Service charge shall be quoted in words and figures. The amount to be worked out to whole number.
 - (i) The service charges shall be quoted clearly.
 - (ii) The service charge indicated by the bidder is during the entire contract period and no modification in the service charge will be accepted during the validity of the contract.
 - (iii) It should be ensured that the amounts are written in such a way that interpretation is not possible. No blank space should be left.

4. BID SECURITY (EARNEST MONEY DEPOSIT):

- 4.1 The bidders shall furnish as part of the bid, a Bid Security (EMD) for an amount of Rs.60,430/- (Rupees sixty thousand four hundred and thirty only) in the form of Demand Draft/ Banker Cheque from any nationalised Bank in favour of "SAMEER - Centre for Electromagnetics" payable at Chennai. The BS/EMD will bear no interest whatsoever. The EMD & Tender fee should be enclosed with the Technical Bid of tender document.
- 4.2 The bid security is to protect SAMEER against the risk of bidder's conduct, which would warrant the bid security's forfeiture.
- 4.3 A bid not secured in accordance with Para 4.1 shall be rejected by SAMEER being non-responsive at the bid opening stage and returned to the bidder.
- 4.4 The bid security of the unsuccessful bidder will be discharged /returned to them in 30 days after award of contract/order. The EMD of successful bidder will be retained as Retention Money and the same will be returned after submitting the Bank guarantee.
- 4.5 The bid security may be forfeited:
 - (a) If a bidder withdraws his bid during the period of bid validity or makes modifications to his tender which are not acceptable to SAMEER.
 - (b) If the bidder fails to sign the contract and does not furnish the performance security.
 - (c) Failure to fulfil the contract terms & conditions

4.6 SECURITY DEPOSIT:

The Service provider shall furnish a Security Deposit in the form of Bank Guarantee (from any one of the Nationalized Bank) or by Demand Draft for 5% of the annual contract value. This Security Deposit should be furnished within 10 days of the issue of the Contract. This Security Deposit will not bear any interest. The Security Deposit will be refunded after satisfactory completion of the contract. In case the Security Deposit is to be furnished in the form of Bank Guarantee, it should be valid for 2 months beyond the contract period for lodging the claims, if any and the Bank Guarantee should be furnished in the format prescribed by SAMEER.

All Clauses are complied – Signature of the bidder with seal

Outsourcing Manpower

5. PERIOD OF VALIDITY OF BIDS:

Bid shall remain valid for 90 days after the date of bid opening prescribed by SAMEER.

6. FORMATS AND SIGNING OF BID:

6.1 All pages of the Technical bid and financial bid shall be signed by the person or persons signing the bid. The bids submitted shall be sealed properly.

6.2 The bid shall contain no insertions, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid.

7. LATE BIDS:

Any bid received by SAMEER after the due date & time for submission of bids prescribed by SAMEER shall be rejected.

8. OPENING OF BIDS BY SAMEER:

8.1 Tender Opening Committee(TOC) open bids in the presence of bidders or their authorized representatives who choose to attend, at 3.30 P.M on the due date. The bidder's representatives, who are present, shall sign in attendance sheet. Authority letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening.

8.2 A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.

8.3 The date fixed for opening of bids, if subsequently declared as holiday by the SAMEER-CEM, Chennai, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened in the next working day, time and venue remaining unaltered.

8.4 The Two bid tendering process comprise the following,

(i) The *technical bids* will be opened in the first stage, at 3.30 PM on 01.02.2018 and the same will be scrutinized and evaluated by the Tender Opening Committee(TOC) with reference to parameters prescribed in the tender documents.

(ii) In the second stage, the *financial bids* will be opened only for the technically accepted offers (as decided in the first stage above) for evaluation, ranking the L1 and placement of contract.

The financial bids of the eligible bidders will be opened after intimating the date and time to bidder through e-mail/fax/letter.

9. CLARIFICATION OF BID DOCUMENTS BY SAMEER

To assist in the examination, evaluation and comparison of bids SAMEER may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarifications at the initiative of the bidder shall be entertained after opening of the tender.

All Clauses are complied – Signature of the bidder with seal

10. TENDER EVALUATION:

- 10.1 SAMEER shall evaluate the bids to determine whether they are complete, whether required EMD and Tender fee is attached, whether the documents have been properly signed and whether the bids are generally in order.
- 10.2 Tender opening committee will scrutinize the bids based on the eligibility criteria and technical specifications compliance. The technically qualified bidders only will be called for financial bid opening.
- 10.3 If there is a discrepancy between words and figures, the amount in words shall prevail. If the service provider does not accept the correction of the errors, his bid shall be rejected.
- 10.4 The evaluation and comparison of responsive bids shall be done only on the Service Charges quoted, as indicated in the Price Schedule of the Bid Document.
- 10.5 If a firm quotes NIL Service charges, the bid shall be treated as unresponsive and will not be considered.
- 10.5 SAMEER may waive any minor non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

11. CONTACTING SAMEER:

- 11.1 No bidder shall try to influence SAMEER on any matter relating to its bid. Any effort by a bidder to influence SAMEER in bid evaluation, bid comparison or decision on award of contract shall result in the rejection of the bid.

12. SAMEER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

SAMEER reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the bidder or bidders. Any deviations / irrelevant specifications in this tender will not be accepted. Final decision of accepting or rejecting any/all bid(s) will be at the discretion of SAMEER.

13. PLACEMENT OF ORDER:

SAMEER shall consider placement of order on the bidder whose offer has been found technically and financially acceptable. SAMEER shall have full rights to place order fully or partially of the total requirement.

14. ANNULMENT OF AWARD OF CONTRACT:

- 14.1 SAMEER reserves the right to, terminate the contract if the services are found unsatisfactory with one month notice.

All Clauses are complied – Signature of the bidder with seal

14.2 SAMEER reserves the right to disqualify the Service provider for a suitable period who habitually failed to execute the services. SAMEER reserves the right to blacklist a bidder for a suitable period, in case, he fails to honour his bid without sufficient reasonable grounds.

14.3 The service provider shall strictly comply with the terms and conditions of contract. In case of violation of any of the terms, the contract shall be liable for cancellation immediately.

15. JURISDICTION:

The Courts in Chennai will only have the jurisdiction.

16. ARBITRATION:

If, a dispute arises out of or in connection with this contract, or in respect of any defined legal relationship associated therewith or derived there from, shall be settled amicably between the parties through negotiations and conciliation whether during the existence of the contract and after the completion or abandonment of the contract. In case the parties are not able to settle the dispute or difference through negotiations and conciliation, such dispute or difference shall be referred to a sole arbitrator who would be appointed by the Director General, SAMEER, Mumbai, as per the Arbitration & Conciliation Act,1996. The venue of the arbitration shall be at Chennai. The language of the arbitration proceedings shall be in English.

All Clauses are complied – Signature of the bidder with seal

SECTION – III

CONDITIONS TO THE BIDDERS

1. GENERAL CONDITIONS:
 - 1.1 Period: The contract will be for a period of one year. After the expiry of the contract period, the service need not be continued taking it as deemed extension of period.
 - 1.2 Delivery/Execution of order: The manpower shall be provided at SAMEER Chennai and its Centres at Taramani & Perungudi as per the requirements.
 - 1.3 Payment: No advance payment will be made. Mode of payment will be monthly and within 15 days from the date of receipt of invoice. Payments to the Service provider will be through NEFT Transfer only.
 - 1.4 Income tax: The income tax/TDS and other statutory deductions as applicable will be deducted. Tax deduction certificate will be issued to the service provider by SAMEER.
 - 1.5 Scope: The contract covers providing manpower at SAMEER and sub-centres as required from time to time.
 - 1.6 Agreement: The notice inviting tenders, conditions of the tender and the duly completed form of the tender will form and part of the agreement to be executed by the successful service provider with SAMEER on non-judicial stamp paper of Rs. 100/- within 10days.
2. SPECIAL CONDITIONS:
 - 2.1 The persons deployed shall not be below the age of 18 years. Every person provided by the service provider will have to go through a screening test/interview by the committee, if required. Any person found to be not suitable will be replaced by new person immediately.
 - 2.2 SAMEER will take the decision regarding the requirement of manpower in each category indicated in the Tender, and will have the right to vary it from time to time as per requirements.
 - 2.3 The service provider shall ensure deployment of suitable people from proper background after investigation by the local police (P.V.C.), collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence, verification of certificates and recent photograph and withdraw such persons who are not found suitable by SAMEER for any reason immediately on receipt of such a request.
 - 2.4 The personnel supplied by the service provider shall not divulge or disclose any details of office, operational processes, technical know-how, security arrangements, and administrative/organizational matters of SAMEER.
 - 2.5 The service provider shall withdraw/replace such employees who are not found suitable by SAMEER for any reasons, immediately, if such request is made by SAMEER.
 - 2.6 The personnel supplied by the service provider shall not claim any benefit/compensation/absorption/ regularization of services from SAMEER, under the provisions of the Industrial Dispute Act 1947 or Contract Labour (Regulation and Abolition) Act,1970 or any other Act. There will be no "Employee-Employer Relationship" between the persons deployed by the service provider and SAMEER. They will be the employees of the service provider.

All Clauses are complied – Signature of the bidder with seal

- 2.7 The normal working hours for all the category of personnel shall be from 9.00 A.M. to 5.30 P.M. on all working days (6 days a week). However, depending upon the urgency/exigency of work, the personnel may be required to work late (beyond office hours) or on holidays for which no additional compensation will be admissible.
- 2.8 The service provider shall ensure that statutory the Rules & Regulations of the Contract Labour (Regulation & Abolition) Act 1970 are followed strictly including factors like EPF, ESI act etc., The contractor shall attach a Certificate " that the wages have been paid in accordance with the above Acts" with the monthly bill submitted to SAMEER for payment. The service provider shall be required to provide the particulars of EPF, ESI, etc. on monthly basis.
- 2.9 The service provider shall ensure that the salary is not less than the Minimum Wages prescribed by the appropriate government (*Tamil Nadu state minimum wages, prescribed by the Chennai district collector*) to the persons employed and is disbursed by 7th day of the succeeding month.
- 2.10 SAMEER, at its sole discretion, depending upon the workload may at any point of time, extend or curtail or make changes in the requirement of manpower by giving 15 days notice.
- 2.11 SAMEER will maintain an attendance register in respect of the persons deployed.
- 2.12 No wage/remuneration will be paid to any personnel for the days of absence from duty.
- 2.13 The service provider shall provide replacement within 15 days of any person leaving work assigned by SAMEER, the due to his/her personal reasons at no extra cost. In case of delay, penalty amounting to one-day salary of the concerned employee may be charged. In case of long leave in excess of 15 days, suitable replacement shall be provided.
- 2.14 The service provider shall be contactable at all times and message sent by phone/ e-mail/fax from SAMEER should be promptly responded to in fulfilment of the contract from time to time.
- 2.15 SAMEER shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the persons of the service provider.
- 2.16 The persons of the service provider shall not join any labour union, political party or resort to strike or demonstration or any other agitation of this nature. The persons shall neither directly or indirectly, join nor assist any commission of civil nature and they will render their sincere & dedicated service during any kind of natural calamities to their best extent. The persons must not in any way act against the interest of SAMEER.
- 2.17 Any dispute between the persons employed by the service provider, the service provider has to be sorted out themselves outside the campus of SAMEER-CEM and SAMEER-CEM should not be made as a party to their dispute.

- 2.18 The service provider has to provide photo identity cards to the person deployed.
- 2.19 The Service Charge to be charged by the service provider should be clearly indicated. The evaluation of the bid will be done by the TOC (Tender Opening Committee) on the basis of the service charges quoted by the bidder in the financial bid of tender documents. Selection of L1 bidder will be done by comparing the service charge quoted by the bidders. The lowest service charge will be considered as the L1.
- 2.20 SAMEER shall levy appropriate penalty for deficiency in services, violation of any terms & conditions of the contract etc., Failure by the service provider to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract.
- 2.21 No sub-contracting will be allowed.
- 2.22 The service provider will be fully responsible for any accident or mishaps involving the persons engaged by the service provider and the service provider would pay the claims made by those victims. The service provider shall indemnify SAMEER from any claims arising out of accidents, disabilities of any nature or death or any other nature in respect of persons provided by the service provider.
- 2.23 It should be very clearly informed to the persons deployed by the service provider that the nature of job is purely temporary and co-terminus with the Project in which employed. At any time, their persons cannot claim any benefits which are applicable to the employees of SAMEER. Further, they cannot claim for regular employment in SAMEER.
- 2.24 The service provider shall be liable to pay compensation for any loss and damage caused to property of SAMEER by the persons deployed by the service provider.

All Clauses are complied – Signature of the bidder with seal

2.25 Payment terms

- I. Bills shall be submitted in duplicate by 7th of the following month to the authority specified in contract along with the
- II. List of workers with name, engaged against the work order each month.
- III. Copy of attendance sheet of workers engaged during the month, duly certified by the contractor.
- IV. Copy of the muster roll indicating receipt of payments by each labourers duly countersigned by the controlling officer of having disbursed the wages.
- V. Documentary proof towards EPF & ESI contribution by both Employee and Employer for the duration of engagements for each contract labourer for the billed month duly signed by the contractor i.e., the computerized down loaded copy from the website of EPF India (www.epfindia.com) for the previous month duly signed and challan copy of the payment made in bank to EPF & ESI authority should be submitted. This challan should be exclusively for the personnel provided to SAMEER. No consolidated proof of challan including various other units will be accepted.
- VI. The copy of receipt towards payment of GST pertaining to the previous month.
- VII. Copies of wage slip issued by the contractor to his labourers as per rule 26(2) of the Minimum Wage Act 1948.

SECTION IV (Requirement of Manpower)

SAMEER is not guaranteeing the minimum number of persons to be deployed. It will be depending upon the project requirement as & when arises. The anticipated present requirement will be as follows

Sr. No	Category of persons	No. of persons required
1	Skilled Data Entry Operator's	09
2.	Utility worker's	03
3.	Driver's	02
TOTAL		14

All Clauses are complied – Signature of the bidder with seal

Qualification & Experience of Manpower

SAMEER has prescribed the Bench Marks such as educational/professional qualification, experience, age, etc. in respect of the manpower to be engaged on outsourcing basis.

Sl. No.	Name of the Post	Qualification & Experience	Age
1.	Skilled Data Entry Operator	a. Graduate in any discipline from a recognized Indian university. b. Knowledge/ in MS -Office/Computer Application c. Experience in Data Entry MS-Word/Excel/Tally. d. Good command over English and excellent Communication skills	18 to 35
2	Utility Workers	SSLC Passed	18 to 45
3.	Drivers	SSLC with valid LMV/HMV license holders	18 to 60

*Age and qualification may be relaxed for deserving candidates

All Clauses are complied – Signature of the bidder with seal

ANNEXURE - I

3. TECHNICAL BID:

1. Turnover for last 3 (three) years
(Copies of I.T. returns, P & L A/c and balance sheet to be enclosed)

Financial Year	Turnover (Rs. In lakhs)	Supporting Document Enclosed
		Yes / No
		Yes / No
		Yes / No

2. The agency should possess similar experience during the last 3 years. (Enclose the work order copies.)

Sl. No.	Year	Name of the client with the address and contact number	Contract Value	Proof submitted
1.				Yes / No
2.				
3.				

DOCUMENTS TO BE ENCLOSED WITH TECHNICAL BID (Copies)

1. Demand Draft for Earnest Money Deposit (EMD) Rs. 60,430/- (Rupees sixty thousand four hundred and thirty only) and two hundred only).
2. Demand Draft for Tender fee Rs.500/- (Rupees five hundred only)
3. Registration certificate under **Employees Provident Fund Act** (challans to be attached)
4. Registration under **Employees State Insurance Act** with sub code for Chennai (Applicable for bidders registered outside Chennai) (challans to be attached)
5. Copy of Latest **Income tax** clearance certificate and PAN Card of the Successful Bidder.
6. **GST registration** with latest proof (challans to be attached)
7. Copies of **Balance Sheets** for the past 3 years
8. Proof for registration and bonafide of the Service Provider having similar experience of at least three (3) years.
9. Declaration stating that there are no legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Private Ltd. Company). Bidders having been earlier convicted on grounds of moral turpitude or for violation of laws in force shall not be eligible. An Affidavit to this effect on a Non-Judicial Stamp Paper of Rs.100/- to be executed and submitted along with Tender.
10. Tender Fee of Rs.500/- vide DD No. _____ dated _____ and EMD amount of 60,430/- (Rupees sixty thousand four hundred and thirteen only vide DD No. _____ dated _____ (to be enclosed in a separate envelope)

I/We certify that all the terms and conditions of the tender documents are acceptable to us.

Signature of the Proprietor/Authorised person
Name :
Designation :
Company Seal :

Date :

Place :

All Clauses are complied – Signature of the bidder with Seal

ANNEXURE - II

FINANCIAL BID:

SCHEDULE RATES OF WAGES

The Schedule Rates of wages to be paid by the service provider to the engaged labourer's for carrying out the works as mentioned in the tender documents and in accordance with per day wages prescribed by the appropriate government (*Tamil Nadu State Minimum wages fixed by the Chennai district collector*).

Rate for Skilled Data Entry / Unskilled / Utility worker/Driver.

Sl No	Component of Rates per contract employee	Rate for one skilled data entry operator in Rs.	Rate for one Utility worker in Rs.	Rate for one Driver in Rs.
1	Daily wages	397	346	364
2	Employees Provident Fund 13.15%			
3	Employees State Insurance 4.75%			
4	Bonus	As applicable		
5	Service Charges			
	In figures			
	In words			

- The wages fixed to the above categories are minimum payable to each category. However, the committee constituted by the Programme Director may consider for maximum rate of wages depending upon the nature of work attended by the individual.
- The above schedule rates of wages are likely to be revised by the Chennai district collector. Whenever rate of wages are revised, the same shall be paid to labour with approval of SAMEER-CEM.
- Bonus will be paid as per Bonus Act. The Bonus shall be claimed by the contractor after the disbursement of bonus.

I/We certify that all the terms and conditions of the tender documents are acceptable to us.

Signature of the Proprietor/authorized person
Name :
Company Seal :

Date :

Place :

All Clauses are complied – Signature of the bidder with seal

ANNEXURE –III

CHECK LIST

Sl.No	Description of Documents	Supporting Documents Enclosed
1.	Copies of Turnover for last 3 years	Yes/No
2.	Copies of Proof of Experience for last 3 years	Yes/No
3.	Declaration in the form of Affidavit about no legal suit /criminal case pending against the proprietor or Director of the firm in a non-judicial stamp paper of value of Rs.100/-	Yes/No
4.	Copy of Pan Card	Yes/No
5.	Copy of GST Registration Certificate	Yes/No
6.	Copy of Registration/Incorporation of the firm/Company	Yes/No
7.	Copy of Registration of EPF, ESI	Yes/No
8.	Complete set of signed Tender Document	Yes/No
9.	Tender fee of Rs. 500/- by DD	Yes/No
10.	EMD amount of Rs. 60,430/- by DD	Yes/No
11.	Part - I Technical Bid (Separate sealed cover)	Yes/No
12.	Part - II Technical Bid (Separate sealed cover)	Yes/No

Signature of the Proprietor/authorized person

Name :

Designation :

Company Seal :

Date :

Place :

All Clauses are complied – Signature of the bidder with seal

ANNEXURE-IV

DECLARARTION

1. I, _____ Son/Daughter/Wife of _____ is the
Proprietor/ Director/ Authorized Signatory of the Agency / Firm _____
Address _____

_____ is competent to sign this
declaration and execute this tender document;

2. I/ We have carefully read and understood all the terms and conditions of the tender and undertake to abide by them. I / We shall comply with all the terms & conditions of the tender document as outlined in the entire clause unconditionally.

3. I / We hereby declare that no addition / deletion / correction / tampering has been done in the tender document. In case at any stage it is found that any addition / deletion / correction / tampering has been done SAMEER-CEM shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

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 /our tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name:

Place

Date & Seal:

All Clauses are complied – Signature of the bidder with seal

ANNEXURE-V

NO NEAR RELATIVES IN SAMEER-CEM CERTIFICATE

[Certificate to be given by the contractor in respect of no near relative (s) in SAMEER-CEM of the contractor]

DECLARATION

I/We _____ S/o _____
_____ resident of _____
_____ hereby certify that none of my
near relative(s) as defined in the tender document is/are employed anywhere in SAMEER as per details
given in tender document. In case at any stage, it is found that the information given by me is
false/incorrect, SAMEER shall have the absolute right to take any action as deemed fit, without any
prior intimation to me.

Signature of the bidder _____

Name : _____

Note: The near relatives for this purpose are defined as :

- A. Members of a Hindu Undivided family.
- B. They are husband and wife.
- C. The one is related to the other in the manner as father, mother, son(s) and son's
Wife (Daughter-in-law). Daughter(s) and daughter's husband (Son-in-law),
Brother(s) and brother's wife, sister(s) and sister's husband (Brother-in-law).

Note: In case of proprietorship firm, certificate will be given by the proprietor, for partnership firm, certificate will be given by all the partners and in case of Private Ltd. individuals /Company, by all the directors of the individuals /company.

Signature of the bidder _____

Name : _____

All Clauses are complied – Signature of the bidder with seal

ANNEXURE-VI

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING
(To reach on or before date of bid opening)

To

The Programme Director
SAMEER-CEM
Chennai - 113

Sub: Authorization for attending bid opening on _____ (date) in
the Tender for Outsourcing of Manpower Services to SAMEER-CEM

Following persons are hereby authorized to attend the bid opening for the tender mentioned above
on behalf of _____ (Bidder) in order of preference
given below.

Order of Preference	Name	Specimen Signature
I		
II		

Alternate Representative

Signature of bidder Or Officer authorized
to sign the bid Documents on behalf of
the bidder

Note:

- 1 Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
- 2 Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

All Clauses are complied – Signature of the bidder with seal

ANNEXURE-X

E-PAYMENT MANDATE FORM

To

The Programme Director
SAMEER-CEM
Chennai.

Sir,

Kindly pay any amount due to me /us to our Bank Account as detailed below either by Electronic Clearance / Electronic Fund Transfer mode and the payments shall continue to be made in my/our below mentioned account till a change is requested by me/us. The Service Charges, if any, levied by the bank will be borne by me/us. We also declare that the particulars given below are correct and complete. If the transaction is delayed or not effected at all for incomplete information, I /we would not hold SAMEER-CEM responsible.

Sl.No	Name of the bidder / Company / firm	
1.	Address	
2.	Name of the Bank	
3.	Name of the Branch	
4.	Branch Code	
5.	Branch IFSC Code	
6.	Type of account	
7.	Account No.	
8.	Bank Telephone No. with code	
9.	Bank address	

Date

Name & Signature of the Agency with seal

All Clauses are complied – Signature of the bidder with seal

Outsourcing Manpower

ANNEXURE-XI

AGREEMENT (Sample Format)

An agreement made thisday ofmonthyear between the Programme Director SAMEER-CEM (Hereinafter called the SAMEER-CEM) on the one part and M/s.....having his / its office at..... (Hereinafter called the Contractor, which expression shall include his heirs, executors, successors, administrative representatives and assignees) on the other part.

Whereas the SAMEER-CEM invited a tender for “OUT SOURCING OF MANPOWER SERVICES” at the offices under the terms and conditions as laid down in this agreement and the tender document and has accepted a tender by the contractor for the execution and completion of these Works and the remedying of defects therein, and the SAMEER-CEM agrees to pay the Contractor the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

THIS AGREEMENT IS AS FOLLOWS:

1. The tender notice, the General & Special Conditions of Contract, the instruction to bidder, the offer for the tender, the letter of acceptance, tender schedule etc., as per the tender document vide Tender No dated(along with its enclosures) annexed hereto and such other additional particular instructions as may be found requisite to be given during execution of the work shall be deemed and taken to be integral part of the contract and shall also be deemed to be included in the expression "Contractual or contract documents" wherever herein used.
2. In consideration of the payment to be made to the Contractor for the works to be executed by him, the contractor hereby covenants the SAMEER-CEM that the contractor shall in accordance with the tender document.
3. The SAMEER-CEM hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
4. The contract will be in force for one year with effect fromto

All Clauses are complied – Signature of the bidder with seal

5. Performance Security Deposit for Rs..... is furnished through of Bank
Guarantee/DD No. Dt..... of (bank) and it is valid up to

Dt.....IN WITNESS WHEREOF the parties here to have signed these presents on
the date, month and year first above written.

Signature of the Contractor

Signed and delivered

Name/Address of the Contractor

For and on behalf of the SAMEER-
CEM

In the Presence of witness:

1. Signature:

1

. Signature:

Name/Address:

Name/Address:

Designation:

Designation:

All Clauses are complied – Signature of the bidder with seal

ANNEXURE-XII

PERFORMANCE BANK GUARANTEE (BOND FORM)

1. In consideration of the Director General (hereinafter called "the SAMEER-CEM") having agreed to exempt _____ (hereinafter called the "Contractor(s) ") from the demand, under the terms and conditions of an agreement/Tender No. _____ dated _____ made between The Programme Director, SAMEER-CEM, Chennai and _____ for providing unskilled & skilled manpower for carrying different jobs (hereinafter called the "the said agreement"), of security deposit for the due fulfillment by the said Contractor(s) of the terms and conditions contained in the said Agreement, on production of a bank guarantee for Rs _____ (Rupees _____) only.
We, _____ (Name of the Bank) _____ (hereinafter referred to as "the Bank") at the request of _____ (contractor(s) do hereby undertake to pay to the SAMEER-CEM an amount not exceeding Rs _____ (Rupees _____) only against any loss or damage caused to or suffered or would be caused to or suffered by the SAMEER-CEM by reason or any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.
2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the SAMEER-CEM by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s)' failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of SAMEER-CEM in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs _____ (Rupees _____) only.
3. We undertake to pay to the SAMEER-CEM any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

All Clauses are complied – Signature of the bidder with seal

4. We (name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the SAMEER-CEM under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till SAMEER-CEM certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of one and half year from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank) _____ further agree with the SAMEER-CEM that the SAMEER-CEM shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the SAMEER-CEM against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the SAMEER-CEM or any indulgence by the SAMEER-CEM to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s) / supplier(s).

7. We (Name of the Bank) _____ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the BSNL in writing.

Dated _____

Place _____

Signature For

For _____
 (indicate the name of the Bank with stamp)

All Clauses are complied – Signature of the bidder with seal