KENDRIYA BHANDAR

E-Wing, Pushpa Bhawan,

Madangir Road, New Delhi-110062.

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Dated, the 17th February,2017

**TENDER NOTICE FOR SUPPLY OF MANPOWER**

Kendriya Bhandar is a Multi State Cooperative Society under the aegis of Ministry of Personnel, PG & Pension with Annual Turnover more than Rs.1000 crores and having branches all over the country invites sealed tenders (on amount per head/per month basis) for supply of Skilled/opSemi Skilled/Unskilled manpower for its Head office located at Madangir Road and various godowns and retail stores spread all over Delhi. The Contract would be awarded initially for a period of one year (from 1.4.2017 to 31.3.2018) which may be extended on mutual consent keeping in view the services rendered by the party. The details of manpower which may be required is as under:

1. Skilled - About 20 Nos.
2. Semi-skilled - About 100 Nos.
3. Unskilled - About 50 Nos.
4. Clerk/DEO - About 30 Nos.

*(Note: The above numbers are tentative and may increase or decrease depending on work-load).*

Detailed terms and conditions for the contract is at ANNEXURE-I. Interested parties may submit their bids (Technical Bid and Financial Bid) to the undersigned latest by 10.03.2017 upto 15:00 Hrs. as per ANNEXURE II & III respectively alongwith EMD. Technical Bids will be opened on the same day (10.03.2017) at 15:30 Hrs. A briefing meeting will be held on 07.03.2017 at 11:00 Hrs. and prospective bidders may like to attend the same to know the work to be performed by the workers supplied by the firm and also to know more about the different places of work in Delhi.

Sd/-

OSD(Admn.)   
011-65391129

**ANNEXURE-I**

**TERMS AND CONDITIONS   
FOR SUPPLY OF MANPOWER TO KENDRIYA BHANDAR**

1. The Contract would be awarded for one year from 1.4.2017 to 31.3.2018 which may be extended on mutual consent for another year. Kendriya Bhandar (KB) has the right to terminate the contract at any time without any notice and without assigning any reason thereof. The firm providing the manpower can seek disengagement after giving 60 days notice.
2. The contract would be awarded **on the basis of rates quoted for service charges**. i.e. Kendriya Bhandar would pay the (i) Minimum wages prescribed for the categories of employees deputed by the firm in KB; (ii) service tax and other government levies, if any, (iii) employers contribution of PF and (iv) contribution towards ESI) on the basis of rates fixed by the local government from time to time PLUS service charges as agreed to on the basis of this contract.
3. The firms submitting the bid must have experience of at least 2 years in the field. For this, the firms must enclose a copy of their registration certificate, list of existing customers (with number of employees deployed), Bank statement (for the last 2 years) etc. Kendriya Bhandar has the right to relax the condition.
4. **The firm would pay to the employees deployed in KB, their monthly salary by** **7th of the month succeeding the month to which the salary belong** (e.g. salary for the month of April,2017 must be paid by 7th day of May,2017). After making the payment to employees, Bill would be raised by the firm enclosing proof of payment made to employees, and copies of challan of payment made towards PF and ESI for the previous month. TDS will be deducted as per rules.
5. The firm would make payment of salary/other dues to persons deployed by it in KB by account payee cheque/e-payment mode only.
6. The firm would provide telephone/mobile/fax No. and name of contact person to KB. The contact person should be available round the clock to attend the calls/queries.
7. The Manpower supplying firm would be responsible for supply of manpower as per the requirement of Kendriya Bhandar. The request for any additional requirement/replacement would be met by the firm within 3 (three) working days.
8. The persons deployed in KB by the firm shall not have any right for regular employment in KB and/or for any other benefit from KB. For all purposes, the persons supplied to KB by the firm would be the employees of the firm and not of KB.
9. It would be the responsibility of the firm to make payment towards EPF, ESIC, Service tax and other government levies, if any, with the concerned agencies/Bank in time and maintain statutory record of the same.
10. The firm would abide by the provisions of labour law/other statutory requirements of the local government as applicable from time to time. The Firm will ensure that the persons employed by it and deputed at KB is not below the age of 18 years.
11. The Firm would be responsible for the work, behaviors/conduct of the persons deployed by the firm in KB.
12. In case any person deployed by the firm wants to leave the job, the firm would provide his/her replacement immediately on receipt of written communication from Kendriya Bhandar.
13. The firm awarded the tender shall not appoint/engage any sub-contractor .
14. A demand draft of Rs. 50,000/- (Rupees fifty thousand only) as Earnest Money has to be deposited along with the tender by way of DD from a scheduled Bank **payable to Kendriya Bhandar, at New Delhi**. No other mode of payment would be accepted. The Earnest Money would be returned to the unsuccessful bidders. If after acceptance of the bid, the firm does not take up the assignment, the Earnest Money would be forfeited. Bids received without EMD would be rejected.
15. The firm submitting the bid should not have been blacklisted by any government office/other organisations in the past. For this they may submit a declaration/details as mentioned in Technical Bid (Annexure-II).
16. The firms must submit their bids (technical and financial in separate envelops). Financial bids of only those firms would be opened who qualifies in technical bid. Rates should be mentioned in rupees/paise and if there is discrepancy in figures and words, the amount mentioned in words will only be accepted. Overwriting will not be permitted and such bids will be rejected forthwith.
17. Technical bid may be submitted as per Annexure-II in a separate cover superscribing “Technical Bid for supply of manpower”. Financial Bid may be submitted as per Annexure-III in a separate cover super scribing as “Financial Bid for supply of manpower”. These two sealed covers may be placed in a bigger cover along with a DD of Rs.50,000/- (Rupees fifty thousand only) as Earnest Money.
18. A formal agreement will be signed between the selected firm and KB. For this, the selected firm will provide the non judicial stamp paper for the agreement and borne other expenses for signing of the agreement.
19. The successful bidder would be required to furnish a “Performance Security” of Rs.100000/- (Rupees one lakh only) **(interest free**) as FDR /Bank Guarantee in favour of Kendriya Bhandar. The “Performance Security” should be valid beyond 60 days from the expiry date of the awarded contract. The performance security can be forfeited by KB in case of any default or breach of terms and conditions.
20. The tenders as per these instructions may be submitted to the undersigned latest by 10th March, 2017 upto 1500 hrs. Technical bids would be opened on the same day at 1530 hrs. in the presence of representatives of the firms, who may be present. Date for opening Financial bids would be intimated separately. The rates quoted by the firms will be valid for 120 days.
21. Kendriya Bhandar has the right to reject any/all the bids or cancel the process of this tender without assigning any reason.
22. In case of any dispute, decision of Managing Director, KB would be final and binding. Legal jurisdiction of the contract would be at Delhi only.

Sd/-

OSD (Admn.)

ANNEXURE-II

**TECHNICAL BID**

|  |  |  |
| --- | --- | --- |
| S. No. | Particulars | To be filled by the Firm submitting tender |
| 01 | Name of the Firm/Agency/ Organisation |  |
| 02 | Date of Establishment of Firm/Agency/Organisation (please attach copy of registration certificate |  |
| 03 | Complete Address of the Firm/Agency/Organisation with Office Telephone Number/Fax Number, Mobile Nos. and name of the Contact person(s) |  |
| 04 | PAN/TAN number (copy of registration to be enclosed) |  |
| 05 | Service Tax Registration No. (copy to be enclosed) |  |
| 06 | ESI and PF registration Nos. (copies to be enclosed) |  |
| 07 | Experience in dealing with/supplying manpower to Government and other large companies. (here mention the list of other clients) Copy of at least one contract agreement /certificate to be enclosed. |  |
| 08 | Whether the Firm/agency/ Organisation at any time in the past was blacklisted by any government/other organization? If so, please give details. |  |
| 09 | Details of EMD | Name of Bank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DD No.\_\_\_\_\_\_\_ date\_\_\_\_\_\_\_\_\_\_\_ Amount 50,000/-. |

The particulars furnished above are true to the best of our knowledge.

Signature of the authorized person with stamp

Date:\_\_\_\_\_\_\_\_\_\_\_

ANNEXURE-III

**FINANCIAL BID**

(To be submitted in a separate sealed envelope)

**For supplying manpower to Kendriya Bhandar, New Delhi.**

**(please see S.No.2 of terms and conditions at annexure-I)**

|  |  |
| --- | --- |
| Name and complete address of  the Firm/agency /Organisation |  |
| Amount of service charge (per person/per month) to be charged for all types of workers (skilled/semi skilled/unskilled/ Clerk/DEO)/watchman | Rs.\_\_\_\_\_ paise\_\_\_\_per person/per month  (Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in words) |

NOTE Overwriting and cutting is not permissible and this will be liable for rejection of tender.

Signature of the authorized person with stamp

M/s.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_