

Sealed tenders are invited from professional manpower outsourcing agency fulfilling all terms and conditions for providing manpower service on outsourcing basis at '**Management Development Institute Murshidabad**'. The estimated cost of the tender is **Rs 48.00 Lakhs**. Firms/agency willing to participate in the tender may download the tender documents from the institute website: [www.mdim.ac.in](http://www.mdim.ac.in)

S. No.	Particulars	Date/Remarks
01	<b>Tender for Supply of Man Power (Skilled, Semi-skilled, Un-skilled) purely on contractual basis.</b>	
02	Time and last date of depositing Tender	15:00 Hrs of 10.12.2019
03	Time and Date of opening of Tender	15:00 Hrs of 11.12.2019
04	Minimum Validity of tender offer	<b>120 Days</b>
05	Estimated cost of tender	<b>INR 48.00 Lakh per annum</b>
06	Amount of EMD to be deposited (Demand Draft from SBI in favour of ' <b>Management Development Institute Murshidabad</b> ' payable at Omarpur, SBI branch.	<b>INR 15,000/-</b>
07	Duration of Contract	Initially for One year from the date of award of contract. However, the same may be extended further based on performances & mutual consent.
08	<b>Performance/ Security Guarantee</b>	5% of the annual contract value

**1. Total estimated cost of the tender is Rs 48.00 Lakhs.**

## **2. EARNEST MONEY DEPOSIT**

An Earnest Money Deposit (EMD) should be submitted in the bid of the tender, without which the tender shall be invalid. The amount of EMD will be **Rs 15,000/-** (Rupees Fifteen Thousand Only) payable in the form of Demand Draft issued by SBI bank, drawn in favour of '**Management Development Institute Murshidabad**' Payable at SBI Omarpur, branch.

In case of unsuccessful bidder, the EMD will be refunded to them against written application without any interest accrued thereon at the earliest and after the acceptance of the contract by the successful bidder.

In case of successful bidder, after acceptance of the work order, the EMD shall be refunded on receipt of the Performance Bank Guarantee (PBG) of Rs. 2.5 lakhs from any nationalized/scheduled commercial bank, drawn in favour of "**MDI Murshidabad**" enforceable at Raghunathganj/ Jangipur for safeguarding the interest in all respects.

The PBG shall remain valid for the period of the 13 months from the commencement of the contract.

## DETAILS OF MANPOWER REQUIREMENT

The present requirement of manpower are as under:

**Electricians, Plumbers, Carpenters, Mali, Garden helpers, Library assistants, Office assistants, Yoga instructor etc.**

### Documents to be submitted by the bidder:

- a) Copy of Trade license
- b) Copy of Labour license (can be submitted after award of contract)
- c) Details of Bank Account of the firm.
- d) Copy of PAN Card.
- e) Copy of GST Registration (Regular / Composite)
- f) Copy of Provident Fund Registration certificate
- g) Copy of ESI registration certificate
- h) EMD of Rs. 15000/-
- i) Experience certificate (if any)
- j) Duly filled Form-I (Technical Details)
- k) Duly filled Form -II (Financial details)

## GENERAL TERMS AND CONDITIONS

1. The bidder should number each page and sign in each page of the tender documents along with the Official Seal/Stamp.
2. The authority reserves the right to accept/reject any or all the offers received without assigning any reason whatsoever. The offer, in which any of the particulars and prescribed information is missing or is incomplete in any respect and/or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be summarily rejected.
3. The manpower supplied by the agency/service provider should not have any police records/criminal cases pending against them.
4. The agency/service provider shall withdraw/replace such manpower who are not found suitable by the office for any reasons immediately, if such request is made.
5. The agency/service provider shall engage such number of required manpower as required by MDIM from time to time. The said manpower engaged by the agency/service provider shall be the employees of the agency/service provider and it shall be agency/service provider's duty to pay salary and other dues as applicable every month. There is no master & servant relationship and further that the said person of the service provider shall not have any claim for absorption in MDIM.
6. The agency/service provider's personnel shall not claim any benefit/compensation/absorption/regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.

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7. The agency/service provider's personnel shall not divulge or disclose to any person, any details of office, operational processes, technical know-how, security arrangements and administrative/organizational matters as most are of confidential/ secret nature.
8. The agency/service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of office.
9. That the persons deputed shall not be below the age of 18 (eighteen) years.
10. The agency/service provider shall provide suitable uniforms & safety appliances to certain category of staff. The cost will be reimbursed by the MDIM.
11. That the agency/service provider will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of the statutory obligation under all related legislations as applicable to it from time to time including Minimum Wages Act, Employment Provident Fund, ESI Act etc. and we will not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of the obligation. The agency will be required to provide particulars of EPF, ESI of its employees engaged under it. **If any manpower engaged, is not covered under ESI, he/she entitled of Mediclaim, personal accident benefit from the agency/service provider and cost will be reimburse by the MDIM.**
12. That the agency/service provider must ensure that the wages of their deployed staff are released within 7 (seven) days of the following month, irrespective of receipt of payment from MDIM.
13. The agency/service provider shall pay wages as decided by MDIM from time to time to all deployed staff depending on their performance and experience. The agency/service provider shall issue salary slip to all deployed staff on monthly basis accordingly.
14. No wage/remuneration will be paid to any staff for the days of absence from duty. This applies when there is no leave balance in account of the manpower.
15. The agency/service provider shall provide suitable replacement of any person leaving the job at the earliest at no extra cost.
16. MDIM will maintain an attendance register in respect of the staff deployed by the agency/service provider on the basis of which wages/remuneration will be decided in respect of the outsourced staff at the approved rates.
17. Either party can terminate the agreement /contract by giving 1 (one) month notice in advance. If the agency fails to give 1 (one) month notice in writing for termination of the agreement/contract, then Performance Bank Guarantee (PBG) will be forfeited.
18. 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 and they will render their sincere services during any kind of natural calamities to their best extent. The personnel must not in any way act against interest of MDIM.
19. The agency/service provider will submit the monthly bills along with a copy of attendance sheet, wage registrar, challan toward EPF and ESIC payment in respect of his employees to the Officer of the Institute for certification for payment.

20. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills of the agency/service provider.

21. SIGNING OF CONTRACT

The successful bidder will sign a contract for 1 year. The contract may be extended for further periods depending upon the requirement and performance of the agency/service provider and same will be purely on discretion of MDIM. .

Certified that I/We have read the instructions given in the tender documents. I/We undertake to supply the required categories and number of manpower. I/We have understood the contents of the terms and conditions and undertake to abide by the same as laid down in these documents.

**Signature of the authorized person**

**Name:**.....

**Seal:**.....

**Date:**



TENDER DOCUMENT  
FORM –1  
**TECHNICAL DETAILS**

1. Name of the Agency/Service Provider :
2. Full Address :
3. Type of the Firm (Proprietorship/Partnership) :  
(Attach certificate of Registration)
4. Telephone No. :
5. E-mail Id :
6. Copy of Trade license :
7. Copy of Labour license :  
(can be submitted after award of contract)
8. Details of Bank Account of the firm :
9. Copy of PAN Card :
10. Copy of GST Registration (Regular / Composite) :
11. Copy of Provident Fund Registration certificate :
12. Copy of ESI registration certificate :
13. EMD of Rs. 15000/- :
14. Experience certificate (if any) :

Signature of the authorized person

Name:.....

Seal:.....

Date:



Form - 2  
Financial Details

1	2	3	4	5	6	7	8	9	10
Category	Basic	HRA	Other Allowances	Bonus 8.33% (2)	Leave @ 1 day per month (2+3+4+5)/26	OT/Hr. Rate	Gross Wages (per month)	No.	Total Gross Wages (per month)
Electrician Helper - I	7245	580	2675	604	427		11530	1	11530
Electrician Helper - II	7245	580	2193	604	409		11030	1	11030
Electrician Helper - III	7245	580	1230	604	371		10030	1	10030
Plumber	7245	580	1230	604	371		10030	1	10030
Plumber Helper	7245	580	1230	604	371		10030	1	10030
Carpenter	7245	580	1230	604	371		10030	1	10030
Mali (20 days/month)	7968	637	923	664	392		10584	1	10584
Garden Helper	7245			604	302		8150	5	40752
Library Staff	8765	701	4729	730	574		15499	1	15499
Library Staff	8765	701	4729	730	574		15499	1	15499
Office Asst.	8765	701	1897	730	465		12558	5	62792
Office Asst. cum Yoga Instructor							25000	1	25000
Total monthly Manpower Cost before service charge & GST (if any)									
<b>Add, Service Charge (% of total gross wages – Col. 10)</b>								<b>#</b>	
<b>Add, GST (if any)</b>								<b>*</b>	

**Note:**

# The agency/service provider will have to put the percentage figure in the service charge column only in the above table  
\* If the agency/service provider is registered under Regular GST scheme then only mention the percentage of GST in the above table

1. It may also be noted that in order to eliminate frivolous bids and disguised charges/deduction form salary of personal service providers bidding at zero percent service charges or below 2 percent service charges shall be disqualified.
2. If case of tie in lowest bid, then decision of tender committee will be final for selection of L-1 vendor based on higher experience criteria

Certified that I/We have read the instructions given in the tender documents. I/We undertake to supply the required categories and number of manpower. I/We have understood the contents of the terms and conditions and undertake to abide by the same as laid down in these documents.



Signature of the authorized person

Date:

Office Seal: