

KENDRIYA BHANDAR
E-Wing, Pushpa Bhawan,
Madangir Road, New Delhi-110062
New Delh

No.KB/1/Secy/ PeV/Cont./O/S/AS/2018

Dated, the 27th April,2018

TENDER NOTICE FOR SUPPLY OF MANPOWER

Kendriya Bhandar is a Multi State Cooperative Society with Annual Turnover more than Rs.800 crores and having branches all over the country invites sealed tenders (on percentage basis) for supply of Skilled/Semi 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 w.e.f. **1.8.2018** which may be extended by Kendriya Bhandar if deemed fit and proper satisfaction whereof shall be primarily based on quality of service rendered. 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/Data Entry Operator	-	About 30 Nos.

(The above numbers are tentative and may increase or decrease depending on work-load and subject to change).

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 27.05.2018 upto 1500 hrs. Technical Bids will be opened on the same day (27.05.2018) at 1530 hrs. Date for opening Financial bids would be intimated separately. The rates quoted by the firms will be valid for 120 days.


OSD(Admn.)

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

1. The Contract would be awarded for one year from 1.8.2018 which may be extended for further period by Kendriya Bhandar. 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 in writing.
2. The contractor should not charge any amount at any stage from the persons provided by the contractor.
3. The contract would be awarded on percentage basis quoted for service charges. KB 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 charge as agreed to on the basis of this contract. Service charge will be admissible on the component of wages only.
4. As large number of persons are to be engaged at different locations of Delhi/NCR, Kendriya Bhandar may approve two service providers/bidders for this purpose, if considered necessary. As such, the service charges of L1 firm shall be counter offered to L2 firm. In the event of two firms having quoted same service charge, preference shall be given to the firm having better profile on the basis of number of years of operation, number of employees of the firm and number of contracts in hand, as per information furnished in their Technical Bids.
5. The firms submitting the bid must have experience of at least 2 years in the field of supplying manpower. The firms must enclose a copy of their registration certificate, list of existing customers (with number of employees deployed), Bank statement (for the last year/quarter) . Name, address (with proof) of the proprietor/partner, Directors of the proprietorship firm, partnership firm or registered company as the case may be. The Head Office of the Bidder shall have to be in Delhi/NCR.
6. 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 August, 2018 must be paid by 7th day of September,2018). 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.

7. The firm would make payment of salary/other dues to persons deployed by it in KB by account payee cheque / e-payment mode only.
8. 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.
9. The firm would be responsible for supply of manpower as per the requirement of Kendriya Bhandar. Manpower selection and deployment will be in accordance with the requirement and prior approval of KB. The request for any additional requirement/replacement would be met by the firm within 3 (three) working days.
10. The persons deployed by the firm in KB 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.
11. 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.
12. 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.
13. The Firm would be responsible for the work, behaviors/conduct of the persons deployed by the firm in KB.
14. In case any person deployed by the firm wants to leave the job, the firm would provide his/her replacement immediately in accordance with the communication from Kendriya Bhandar.
15. The firm awarded the tender shall not appoint/engage any sub-contractor.
16. A demand draft of Rs. 1,00,000/- (Rupees one lakh 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.

17. The firm submitting the bid should not have been blacklisted by any government office/other organisation in the past. For this they may submit a declaration/details as mentioned in Technical Bid (Annexure-II).
18. The firms must submit their bids (technical and financial in separate envelopes). Financial bids of only those firms would be opened who qualifies in technical bid. Rates should be mentioned in rupees/paise (in words and figures) and if there is any 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.
19. 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.1,00,000/- (Rupees one lakh only) as earnest money.
20. A formal agreement will be signed between the selected firm(s) and KB. For this, the selected firm(s) will provide the non judicial stamp paper for the agreement and borne other expenses for signing of the agreement.
21. The successful bidder would be required to furnish a performance security of Rs.200000/- (Rupees two lakh only) (**interest free**) as FDR /Bank Guarantee in favour of KB. This amount (interest free) would be refunded on the expiry of the contract. The performance security can be forfeited by KB in case of any default or breach of terms and conditions.
22. The tenders as per these instructions may be submitted to the undersigned latest by 27.05.2018 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.
23. Kendriya Bhandar has the right to reject any/all the bids or cancel the process of this tender without assigning any reason.
24. The firm shall avail a group insurance of public liability policy covering all perils, accident, etc. including compensation under Workmens Compensation Act covering each and every persons deployed to Kendriya Bhandar. The Kendriya Bhandar shall not be responsible for any mishaps caused to the said person inside or outside the premises or any other place or time whatsoever.

25. 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.


OSD(Admn.)

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	Number of regular employees of the firm	
08	Experience in dealing with/supplying manpower to Government and other large companies. (here mention the Name and address of other clients) Copy of at least one contract agreement /certificate to be enclosed.	
09	Whether the Firm/agency/ Organisation at any time in the past was blacklisted by any government/other organization? If so, please give details.	
10	Details of EMD	Name of Bank_____DD No._____ date_____ Amount 1,00,000/-.

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

Signature of the authorized person with stamp

Date:_____

Financial Bid

(To be submitted in a separate sealed envelope)

For supplying manpower to Kendriya Bhandar, New Delhi.

Name and complete address of the Firm/agency /Organisation	
Rate of service charge (in percentage (upto 2 places of decimal) to be charged for all types of workers (skilled/semi skilled/ unskilled/ Clerk/DEO)/ watchman	<p style="text-align: center;">_____ %</p> <hr/> <p style="text-align: right;">_____ per cent.</p> <p style="text-align: center;">(in words)</p>

Signature of the authorized person with stamp

M/s. _____

Date: _____