



GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING & TECHNOLOGY
(CFTI, Estd. by MHRD, Govt. of India)
Narayanpur, Malda-732141, West Bengal, India

Tender Enquiry No.: GKCIET/422
Date: 26.12.2017

TENDER NOTICE

Tender Enquiry for Engagement of Outsourcing Agency for Cleaning/ Sweeping and Other Services at GKCIET, Malda

For and on behalf of GKCIET, Malda, invites open tenders from eligible Service Provider (Service Provider (manpower supply firm) registered/ licensed with Labour Department of any State Govt./ Central Govt. for the supply of Skilled/ Semi-Skilled & Unskilled manpower for various jobs/ services (Cleaning/ Sweeping and other services) on contract basis for the period of two year i.e. **01-02-2018** to **31-01-2020** (tentative). The bid documents for technical bid and price bid separately should be sent directly to the Chairman, Central Tender cum Purchase Committee, GKCIET, Malda under Sealed Cover duly super scribed with "**Tender for Engagement of Outsourcing Agency for Cleaning/ Sweeping and Other Services**", "**Tender Reference No., Date**", and "**The Due Date**". The bids should be submitted in hard copy directly or through Registered Post to the **Chairman, Central Tender cum Purchase Committee, GKCIET, Narayanpur, Malda-732141, West Bengal, India.**

Important Dates

Event	Date	Time	Venue
Date of Publication	27/12/2017	11:00 AM	-
Pre-bid Conference	17/01/2018	12:00 Noon	Seminar Hall, Academic Block-A, GKCIET, Malda
Bid submission end date	31/01/2018	1:00 PM	-
Technical bid opening date	31/01/2018	2:00 PM	Seminar Hall, Academic Block-A, GKCIET, Malda
Price (financial) bid opening date	To be informed to technically successful bidder by mail and phone		Seminar Hall, Academic Block-A, GKCIET, Malda

IMPORTANT NOTES:

1. Tender Documents can be downloaded from GKCIET website <http://www.gkciet.ac.in>. or from the Central Public Procurement Portal www.eprocure.gov.in/eprocure/app. The tender notification will be available soon in CPP Portal. However, the bidding process (submission and finalization) will be done in offline mode at the office of GKCIET, Malda.
2. GKCIET will assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria and only those found fit will be considered.

3. GKCIET reserves the right to accept / reject any or all the tenders in part /full without assigning any reason thereof, revise the requirement of service at the time of placing the order, modify, relax or waive any of the conditions stipulated in the tender specification, wherever deemed necessary and award contracts to one or more bidders for the items covered by the tender.
4. This Tender Notice is being simultaneously published on e-publishing module of CPPP Portal also. However, bid assessment and finalization of the successful bidder(s) shall be made including the bids submitted manually as well as any bids submitted on CPPP Portal e-publishing module.

Chairman

Central Tender cum Purchase Committee, GKCIET

Place: Malda

Date: 27.12.2017

INSTRUCTION TO BIDDER

The tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract. Please go through the enclosed "bid document" carefully for other bidding instructions.

1. Scope of Work: Supply of Skilled, Semi-Skilled and Unskilled manpower for various services at GKCIET, Malda or any other location within Malda/ or the Country where the Projects controlled by GKCIET, Malda is functioning are as per **Annexure 1 (List of Requirement of Manpower)**.
2. Service Provider (manpower supply firm) shall be registered/ licensed Service Provider (manpower supply firm) with Labour Department of any State Govt. /Central Govt. for the supply of Skilled, Semi-Skilled and Unskilled manpower.
3. Interested Service Provider (manpower supply firm) may quote their rates for engaging manpower on monthly basis (payment will be made as per actual basis depending upon working days of the Institute) to be employed by them. All the liabilities of supplied manpower directly or indirectly will be the sole responsibility of the Service Provider (manpower supply firm). The adherence of other statutory expenses like Minimum Wages, EPF, ESI, Workmen Compensation, Bonus etc. will be the responsibility of the Service Provider.
4. **IMPORTANT NOTE:** Being a Two-Part Tender (techno-commercial and price bid), bids received in sealed envelope only will be considered. Bids in any other form sent through email/ fax etc. will be rejected. Please note carefully that;
 - Quotations received without prescribed form will not be considered.
 - No request for extension of the due tender date will be considered.

- In the event any date indicated above is declared as holiday, the next working day at Institute shall be considered as the due date for receiving & opening of tenders.
 - The bids shall be opened on date and time as mentioned above. The bidders who wish to attend the bid opening may present themselves or send their authorized representatives with an authority letter.
 - The Tenders/Quotations received incomplete and/or received after due date and time shall be summarily rejected.
5. The bid should remain valid for a period of **90 days** from the date of opening of techno-commercial bid. In case your offer has a different validity period that should be clearly mentioned in the quotation. Validity period may also be extended without change in bid prices, if required on mutually agreed basis only.
6. The bids may be dropped in the Tender Box kept in the office of GKCIET, Malda on any normal working day that is Monday to Friday except holidays (from 11 AM to 5 PM) of the Institute. The bids may also be submitted in hard copy through Registered Post or Speed Post to the Chairman, Central Tender cum Purchase Committee, GKCIET, Narayanpur, Malda-732141, West Bengal, India. Bids reaching after bid submission end date through post will not be accepted. It is strictly advised do not hand over the quotation to any person by hand.
7. **Clarification of bidding documents:** If a prospective bidder requires any clarification in regard to the bidding documents, they may mail to ctpc.gkciet@gmail.com at least 10 days before the deadline for receipt of bids or may meet at office of Store Section, GKCIET, Narayanpur Campus, Malda West Bengal on any working day between 11.00 AM to 3:00 PM.
- 8. Amendment of Bidding Documents**
- Any change/corrigendum/extension of opening date, if issued any for the tender, shall form part of the Tender Document. Any amendment will be notified on GKCIET website (<http://www.gkciet.ac.in>). Bidders/Tenderers are requested to visit GKCIET website regularly and note the corrigendum/amendments to the tender without fail and submit the offer accordingly. GKCIET will not be responsible for ignorance of corrigendum.
 - At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective Bidder/Tenderer, modify the bidding documents by amendment. The same would also be posted on the website of the Institute and all prospective bidders/tenderers are expected to surf the website before submitting their bids to take cognizance of the amendments. Bidder/Tenderer who has submitted bids before publishing the amendment may revise their bid incorporating the amendments before the last date of tender.
 - In order to allow prospective Bidder/Tenderer's reasonable time in which to take the amendment into account in preparing their bids, the Institute, at its discretion, may extend the deadline for the submission of bids and host the changes on the website of the Institute, if required.
9. The Bidder must fulfill all conditions required under Labour Contract Employment Act as amended from time to time.
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10. The services of the Bidder shall be governed by the laws of India and interpretations in accordance with such laws.
11. The Bidder will submit a certificate regarding Income Tax paid for the last financial year.
12. Turn over for the last three financial years of the Bidder should be duly certified by the Chartered Accountant and it should not be less than 10 times of the estimated cost per month.
13. The tender should contain satisfactory performance report from past and present clients which may be verified.
14. The Bidder should have minimum 3 years' experience to supply the manpower to any Government/ Semi Government Institute or Organization of repute for various jobs and should have annual minimum turnover of Rs. 80 (Eighty) Lakhs for last three financial years. Audited balance sheet to be attached.

15. Bid Security (BS)/(Earnest Money/ EMD)

- i) The Bidder/Tenderer shall furnish, as part of its bid, a bid security (BS) of Rupees 3,00,000/- (three lakhs only) has to be submitted as Bid Security (Earnest money Deposit/EMD).
- ii) The bid security shall be in one of the following forms at the Bidder/Tenderers' option:
 - (a) A Banker's cheque or demand draft in favour of the Account Officer, GKCIET, Malda
 - (b) FDR in favour of the Account Officer, GKCIET, Malda
- iii) The bid security should be submitted in its original form. Copies shall not be accepted.
- iv) *Any bid without EMD or bid not secured in accordance with above will be rejected by the Institute as non-responsive.*
- v) The bid security of unsuccessful Bidder/Tenderer will be discharged /returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity or placement of order whichever is later.
- vi) The successful Bidder/Tenderer's bid security will be discharged upon the Bidder/Tenderer furnishing the performance security.
- vii) The bid security may be forfeited if a Bidder/Tenderer withdraws or amends or impairs or derogates its bid during the period of bid validity specified by the Bidder/Tenderer on the Bid.

16. Sealing and Marking of Bids:

In a two bid system, all Bidders/Tenderers are requested to follow carefully the following instructions before preparing their offer.

Part I: Techno-Commercial Bid (WITHOUT PRICE)

- i. This part should contain detailed specifications of the services quoted by you along with other essential and other qualification, experience, etc.

- ii. A compliance statement showing the compliance of the item quoted by you with that of item tendered by us should be prepared and enclosed to this.
- iii. Any other information called for in the tender related technical and commercial specifications can also come in this part.
- iv. The commercial terms applicable for the items quoted by you should be indicated in this part.
- v. **Prices should NOT be indicated in this part.** However, a copy of unpriced bid (without prices) must be enclosed (filled by the word "Quoted" against the item being quoted) in this part to enable to understand whether all the items required to be quoted by you have been quoted in the price bid.
- vi. The Commercial terms such as delivery terms, delivery period, payment terms, validity of the offer, and taxes etc., shall come into this.
- vii. The required EMD should be enclosed.
- viii. The Tenderer/ bidder need to submit the following certificates along with the Tender Documents to confirm their eligibility in this part :
 - a) Proof of establishment (registration) of Firms/business/Agencies etc.
 - b) Proof of registration with any other central government organization (if any)
 - c) Photocopies of work orders received from any central govt. organization to the firm (if any).
 - d) Attested copy of valid labour license from the Labour Commissioner
 - e) Attested copy of the IT return filed by the agency for last three years.
 - f) Attested copy of the Goods & Service Tax registration certificate, EPF registration certificate, ESI registration certificate, etc. should be enclosed.
 - g) The tenderer must submit the blacklisting certificate if they are blacklisted from any Govt. Organization.
 - h) The bidder should enclosed proof of turnover by way of Audited Balance Sheet/Auditor's certificate, if required.
 - i) The bidder should enclosed Photocopy of PAN/GIR card issued in the name of the bidder's firm.

Note:

- Technical Specifications and terms & conditions as above should be very clearly reflected item-wise with reference to the items called for in the tender.

- Technical and Commercial part as described above shall be prepared and put it in a sealed cover.

Part II: Price Bid

The prices applicable for the items, item-wise in response to the tender shall come into this part in the prescribed format only. ***Bid will be rejected if rates are not quoted in the prescribed format.*** Tenderer shall indicate very clearly item-wise prices with reference to their technical offer.

17. The mentioned wages rates (attached as Annexure 3) are calculated as per Order No. F.No.1/13(3)/2017-LS-II dated 06.10.2017 issued by the Ministry of Labour & Employment, Govt. of India. The bidders should quote their Service Charges/Administrative Charges only in clear terms without ambiguity **in the prescribed format only**. As the mentioned wages rates are fixed by the Ministry of Labour & Employment, Govt. of India, the quoted Service Charges/Administrative Charges will be the criterion for evaluation of financial bid.
18. The rates should be **quoted both in figures and words** and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible. Manufacturer's price-list, where applicable, should be submitted along with the bid. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
19. Each bidder shall submit only one bid against a particular work. A bidder, who submits more than one bid for a particular work will in the tender, shall be disqualified and considered non-responsive.
20. The bidder has to sign in full at all pages of the bidding document.

21. Responsiveness of Bids

- (i) Prior to the detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantive responsive bid is one, which conforms to all terms and condition of the bidding documents without material deviations, reservations or omissions. A material deviation, reservation or omission is one that:
 - (a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
 - (b) limits in any substantial way, inconsistent with the Bidding Documents, the Institute's rights or the Bidder/Tenderer's obligations under the Contract; or
 - (c) if rectified, would unfairly affect the competitive position of other bidders/tenderers presenting substantially responsive bids.
- (ii) The Institutes' determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- (iii) If a bid is not substantially responsive, it will be rejected by the Institute and will not subsequently be made responsive by the Bidder/Tenderer by correction of the material deviation, reservation or omission.

22. Evaluation and comparison of bids

- (i) A two stage procedure will normally be adopted:

Stage-I: Techno-Commercial Evaluation

- a) Evaluation of Technical Bids to assess their suitability against the laid down parameters.
- b) Tenderers must ensure that they enclose all original technical literature and detailed documentary proofs which specifically bring out the compliance of the equipment being offered against the specifications. If necessary the Tenderers may be directed to give a presentation for evaluation by a technical committee constituted for the purpose.
- c) In case it is not possible to verify compliance of equipment as per technical bid due to lack of adequate documents, in original no reference will be made to tenderer and the bid will not be considered further and **treated as cancelled**.

Stage-II: Financial Evaluation

- a) The price bids of only those firms found meeting the laid down specifications at stage I shall be opened, evaluated and considered further.
- (ii) It is in the tenderers interest to include all relevant and detailed technical data as supporting documents along with their bid.
- (iii) To evaluate a Bid, GKCIET shall only use all the factors, methodologies and criteria defined below. No other criteria or methodology shall be permitted.

23. Terms of Payment:

- I. The payment(s) to be made to the Service Provider are subject to deduction of taxes leviable by any Govt. as per rules from time to time and will be made after completion of every month.
- II. The Service Provider (manpower supply firm) will be responsible for making the payment directly to the supplied manpower by 7th of each month.
- III. The Service Provider (manpower supply firm) shall make the payment to the supplied manpower by depositing payment in their bank accounts.
- IV. The Service Provider (manpower supply firm) should make suitable arrangement for supervision (through deployment of regular supervisory staff) of the manpower supplied and other related works at its own cost.

24. **Performance Security (PS):** The **successful bidder has to furnish "Performance Security of 25% of total annual contract value in Indian Rupee"**, in the form of Account Payee Demand Draft, / Fixed deposit and/or unconditional Bank guarantee encashable on demand from Account Officer, GKCIET, Malda, from a nationalized Bank with validity period of sixty (60) days beyond the date of completion of all contractual obligations of service provider including guarantee/warranty obligations. The Performance Security is to be furnished in favor of the Account Officer, GKCIET, Malda, within ten days of intimation, failing which his bid security will be forfeited.

The performance security will be discharged by GKCIET and returned to the Service provider not later than 60 days following the date of completion of the Service provider's performance obligations.

25. The Service Provider (manpower supply firm) shall be responsible for all injuries and accidents to persons employed by him/ them. The workers shall be insured against personal accidents arising out of and during the course of their duties. In the event of injury, illness or accidents to any worker GKCIET, Malda will not be liable to pay any compensation. The insurance cover shall include the liability under the Workmen's Compensation Act.
26. The Service Provider (manpower supply firm) shall have to engage the required number of manpower and in case required number is not available on any day, without proper and acceptable reason GKCIET, Malda can impose penalty on Service Provider (manpower supply firm) as it thinks fit (minimum double the rate of minimum wages per day per men for each deficiency).
27. The Service Provider (manpower supply firm) shall in no case pay its employees less than the minimum mandatory rates per day in accordance with the Minimum Wages fixed by Central Government and a record of that should be kept in a register, which may be made available for examination to GKCIET, Malda as and when demanded.
28. The Service Provider (manpower supply firm) shall not appoint any sub company / agency to carry out any obligation under the contract.
29. The Service Provider (manpower supply firm) shall maintain a daily attendance register including the number and names of the workers engaged in the office for works as per scope of the contract. Also it shall maintain a complaint book, which should be made available as and when required.
30. The Service Provider (manpower supply firm) shall maintain all necessary registers and display notices as per mandatory requirement under the law of land.
31. The Service Provider shall abide by all the law of land including Labour Laws (PF, Income Tax, Service Tax or any other extra taxes as applicable levied by the Government), companies Act, Tax deduction liabilities, welfare measures of its employees and all other obligation that is being instructed in such cases and are not essentially enumerated and defined herein, though any such burden / duty shall be the exclusive responsibility of the Service Provider and it shall not involve GKCIET, Malda in any way whatsoever. Compliance of these provisions shall be ensured at the time of making monthly payments.
32. The Service Provider (manpower supply firm) shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to GKCIET, Malda to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
33. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax (if applicable) etc. should be necessarily accompanied with the documentary proof pertaining to the concerned month bill. Head wise breakup of all employees' contribution of previous month towards EPF & ESI including duly certified Bank **Challan** to be submitted with the following month's bill. Details of wages disbursed, proof to be submitted with the following months bill. A

requisite portion of the bill/ whole of the bill amount shall be held up till such proof is furnished, at the discretion of GKCIET, Malda.

34. The service shall have to be provided within the 7 days from the date of receipt of acceptance of the work order or 15 days from the date of issue of Work Order, whichever is earlier and shall continue till Two Year unless it is curtailed or terminated by GKCIET, Malda. However, the work order shall have to be accepted by the Service Provider within 10 days from the issue of the work order.
35. The contract initially will be for a period of **two years** (i.e. 24 month). However, it can be extended on the same terms & conditions subject to satisfactory work of the Service Provider till the execution of new contract, whichever is earlier.
36. Reservation for SC, ST, OBC, Ex-Servicemen, PWD, etc. as per Central Govt. Rules, if applicable, will have to be followed.
37. If the Service Provider wants to rescind the contract voluntarily or otherwise, he is required to give a notice of at least 3 months failing which the amount of security deposit including any other dues will be recovered from him for making alternate arrangement till the new contract is assigned to the other party.
38. If the service Provider repeatedly violates the terms and conditions of the contract or fails to supply required number of Skilled / Semi-Skilled / Un-skilled manpower despite GKCIET, Malda having serviced him proper notices, the contract shall be liable to be terminated and security so deposited shall be forfeited.
39. The Service Provider (manpower supply firm) shall submit a copy of labour license obtained from the Labour Commissioner along with tender.
40. In case of any damage or loss caused to GKCIET, Malda, property by the manpower supplied is found, the same shall be charged from the Service Provider (manpower supply firm). It must be ensured by the Service Provider (manpower supply firm) by submitting an affidavit on non-judicial stamp paper of Rs. 100.00 stating therein that he will bear the loss out of his own.
41. The loss caused to GKCIET, Malda on account of negligence / dereliction of duties by the employees of the Service Provider (manpower supply firm), shall be established after a joint inquiry comprising the representatives of GKCIET, Malda and Service Provider (manpower supply firm), and GKCIET, Malda shall be within its right to make it good from the Service Provider (manpower supply firm).
42. The Service Provider (manpower supply firm) shall replace immediately any of its personnel who is found unacceptable to GKCIET, Malda because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving a notice from GKCIET, Malda. No association or trade union activities will be allowed by the manpower supplied by the agency.
43. The manpower Service Provider shall immediately provide a substitute in the event of any person leaving the job due to his / her personal reasons. The delay in providing a substitute beyond three working days shall attract a pre-estimated agreed liquidated damage @ double the minimum wages per day on the Service Provider (manpower supply firm).

44. The normal working hour shall be 09.45 am to 06.15 pm with half an hour lunch break. However, the timing may be changed at the discretion of GKCIET, Malda from time to time. In case of urgency / emergency, the worker can be deployed beyond normal duty hours, which shall be compensated either in monetary or leave form, also for job works and housekeeping the suitable timing will be according to need. Shift duty personnel will be deployed as per the shift timings and for others as per the timings of concern departments / sections / central facilities centre.
45. GKCIET, Malda is not responsible for any dispute of manpower supplied, and the manpower so provided shall not be in any way be the employees of GKCIET, Malda.
46. For all intents the Service Provider (manpower supply firm) shall be the “Employer” within the meaning of different Labour Legislations in respect of manpower so employed by him/her in GKCIET, Malda. The persons deployed in GKCIET, Malda shall not have claims of Master and Servant relationship nor have any principal and agent relationship with or against the competent authority of GKCIET, Malda.
- 47. In case of termination of this contract on its expiry or otherwise, the persons employed by the Service Provider shall not be entitled to and will have no claim for any absorption not for any relaxation for adsorption in the regular/otherwise capacity in GKCIET, Malda.**
48. The required number of manpower under various categories is indicative only. However, the deployment shall be as per actual requirement time to time to be decided by GKCIET in intimation/consultation with the Service Provider (manpower supply firm) and any increase/decrease in the actual deployed number shall increase/reduce the payment to be made proportionately.
49. In case of disputes for non-payment of wages to the supplied manpower or any other disputes, the payment due to the Service Provider (manpower supply firm) can be withheld till settlement of the disputes by GKCIET, Malda or on the orders of the Court of law.
50. **Penalty for use of undue influence:** The service provider should undertake that he has not given offered or promised to give directly or indirectly any gift, consideration, reward, commission, fees brokerage of inducement to any person in service of GKCIET or otherwise in procuring, the contract or forbearing top do or for having done or for borne to do any act in relation or execution of the contract or any other contracts with the Institute for showing or for bearing to show favour or disfavor to any person in relation to the contract or any other contract in the GKCIET, Malda. Any breach of the aforesaid undertaking by the service provider or any one employed by him or acting his behalf whether with or without the knowledge the service provider or the commission of any offers by the service provider or any one employed or acting on his behalf, as defined in Chapter-IX of the IPC, 1860 or the Prevention of Corruption Act, 1947 or any other Act enacted for the Prevention of Corruption shell entitle the purchase to cancel the contract and all or any other contract with the Institute service provider and recover from the service provider the amount of any loss arising from such cancellation. A decision of GKCIET or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the service provider.

Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the service provider towards any officer /employee of GKCIET or to any other person in a position to

influence any officer /employees of GKCIET for showing any favour in relation to this or any other contract sell render

51. **Termination of contracts:** Time shall be the essence of the contract. GKCIET shall have the right to terminate the contract without any notice in part or in full in any of the following cases.
- a) The service provider is declared bankrupt or becomes insolvent.
 - b) The service is delayed by more than reasonable time.
 - c) In case Performance Security is not furnished within the time period specified by GKCIET.
 - d) Service provider in the case of successful Tenderer should strictly confirm to the terms and condition for the service hired. Any change in Address /Telephone/Fax/e-mail of the tenderer should immediately be informed. The state of non-communication by the firm will make the offer liable for rejection.
52. No additional terms & conditions over and above the conditions stipulated above shall be entertained by GKCIET, Malda.
53. The dispute arising out of this contract shall be subject to the jurisdiction of Indian laws & court at Malda.
54. Bidder has to sign all the pages of this tender and enclose it with the bid.

List of Annexure

1. List of Requirement of Manpower (Scope of Work) – Annexure 1
2. Summary of Compliance to Requirement of Tender – Annexure 2
3. Price Bid (Price Schedule Form) - Annexure 3
4. Declaration by the Tenderer - Annexure 4
5. Bidder Information & Check List – Annexure 5

Annexure 1**List of Requirement of Manpower (SCOPE OF WORK)**

Supply of Skilled, Semi-Skilled and Unskilled manpower for various services at GKCIET, Malda or any other location within Malda/ or the Country where the Projects controlled by GKCIET, Malda is functioning are as follows:

Sl. No.	Type of the Personnel	Category	No. of Person	Essential Qualification
1	Plumber (Male)	Skilled	1	Minimum qualification of ITI pass or equivalent in the relevant trade with 3 years' work experience in relevant field in Govt./Semi Govt./Private Organization.
2	Electrician (Male)	Skilled	1	Minimum qualification of ITI pass or equivalent in the relevant trade with 3 years' work experience in relevant field in Govt./Semi Govt./Private Organization.
3	Cook (Male)	Skilled	1	Minimum 10 th Standard Pass. with cooking experience of 3 years in Govt./Semi Govt./Private Organization.
4	Plumber Helper (Male)	Semi-Skilled	1	Minimum 10 th Standard Pass./Equivalent vocational training/license for technical job with work experience of 2 years in relevant work field in Govt./Semi Govt./Private Organization.
5	Sweeper (Male/ Female)	Un-Skilled	5	Preferably 8th Standard pass with minimum work experience of 1 year in relevant job in any Govt./Semi Govt./Private Organization.
6	Cleaner (male/ Female)	Un-Skilled	8	Preferably 8th Standard pass with minimum work experience of 1 year in relevant job in any Govt./Semi Govt./Private Organization.
7	Mali (Male/ Female)	Un-Skilled	4	Preferably 8th Standard pass with minimum work experience of 1 year in relevant job in any Govt./Semi Govt./Private Organization.

Annexure 2
Summary of Compliance to Requirement of Tender

Name of the service offered:

Name of the Bidders:

Address:

Sl. No.	Description of requirement	Yes/ No.	Page No.
1.	The firm is registered with the Regional Labour Commissioner under provisions of Contact Labour Act and its validity date		
2.	Proof of registration with any other central government organization (if any)		
3.	Copies of balance sheet and P & L A/C for the last 3 years duly certified by CA		
4.	Registration Certification of Provident fund Commissioner enclosed PF Registration Code allotted by Regional Provident Fund Commissioner with current ESR		
5.	Copy of Registration Certificate / Allotment Letter of GST number		
6.	Copy of Registration Certificate / Allotment Letter of PAN from IT Dept./ GIR card issued in the name of the bidder's firm		
7.	Registration Certificate of ESI enclosed		
8.	Proforma containing details of other organization where such contracts were / are undertaking (attach supporting documents)		
9.	DD of Rs. 3.00 Lakhs		
10.	Price Bid Proforma completed & sealed in separate envelope		
11.	List of Arbitration cases (if applicable) Please write NOT APPLICABLE if no cases are there		
12.	Undertaking of the agency confirming the availability of adequate manpower of requisite qualification and experience for deployment		
13.	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.		
14.	Copy of income tax returns for last three years.		
15.	Undertaking by the bidder to the effect that there is no police case/ arbitration/ litigation/ suspension pending against the proprietor / firm/ parties relating to previous service contracts, produce inform of a affidavit duly certified by a 1st class judicial magistrate.		
16.	Office address		
17.	Valid Electrical license, valid supervisory certificate with megger certificate of agency to be submitted with documents.		
18.	Blacklisting certificate if they are blacklisted from any Govt. Organization		

NOTE

Submission of all the documents mentioned above along with declaration is mandatory. Non-submission of any of the information above may attract rejection of the bid.

Signature of Bidder with seal

Annexure 3**Price Bid (Price Schedule Form)**

(Price Schedule for the service offered in INR)

Tender No.: GKCIET/422 dated 26.12.2017**Name of the service offered:****Name of the Bidders:****Address:****A. The salary structure of deployed personnel**

The below mentioned wages rates are calculated as per Order No. F.No.1/13(3)/2017-LS-II dated 06.10.2017 issued by the Ministry of Labour & Employment, Govt. of India.

Category	Basic	VDA	Total (Basic+ VDA)	HRA @ 5%	Bonus on 6908.00/365	GRATUITY @ 4.81%	LEAVE @ 6.03%	UOA@ 5%	Uniform Washing Allowance	EPF @ 13.36 %	ESIC @ 4.75%	Total Amount
Skilled	494.00	12.00	506.00	25.30	18.93	24.34	30.51	25.30	3.00	67.60	24.04	725.00
Semi Skilled	410.00	10.00	420.00	21.00	18.93	20.20	25.33	21.00	3.00	56.11	19.95	606.00
Unskilled	350.00	9.00	359.00	17.95	18.93	17.27	21.65	17.95	3.00	47.96	17.05	521.00

The above rate will be revised as per the revision of minimum wages as notified by GOI from time to time.

B. Service Charge/Administrative Charge : % per personnel per day on basic + VDA.**Note:**

1. The salary structure of deployed personnel will be as per cl. no. A above. Bidder/Tenderer are to quote their service charges/administrative charges in percentage of minimum wages (basic + VDA) indicated in cl. No. B.
2. Service Tax and education cess to be paid extra as applicable.
3. Payment to the manpower Service Provider will be made as per actual deployment based on requirement/working days of the Institute.

Signature of Bidder with seal

Annexure 4**Declaration by the Tenderer****Tender No.: GKCIET/422 Dated 26.12.2017****Name of the service offered:****Name of the Bidders:****Address:**

Details of other organizations where such contracts undertaken during last three years (documents in proof to be attached)

Performa containing details of other organization where such or similar contracts were undertaken.

Sl. No	Name & Address of the organization with contact no.	No. of personnel supplied	Period of contract	Whether Govt./ Semi Govt. / Autonomous Bodies / PSUs/ Industries etc.	Amount of Contract	Reason for termination (if currently not valid)
1.						
2.						
3.						
4.						
5.						

This is to certify that I/We before signing this tender No:dated :have ready and fully understood all the terms and conditions contained herein and undertaken myself / ourselves to abide by them.

Signature of Tenderer with seal

- This information to be given with Technical Bid for annual contract for supply of Skilled, Semi-Skilled & Unskilled workers.
- GKCIET, Malda authority reserves the right to verify the details mentioned above by the bidder.

