

Project Management Unit
[World Bank Assisted Project for Development of Navigational Infrastructure on National
Waterway-I]
(Jal Marg Vikas)
INLAND WATERWAYS AUTHORITY OF INDIA
(Ministry of Shipping, Government of India)
A-13, Sector -1, Noida-201301

Phone: 0120-2544004; Fax: 0120-2543976; Website: www.iwai.nic.in

Reference No. IWAI/WB/NW-1/2/7(1)/2014

Tender Notice for Human Resource Agency for outsourcing of skilled manpower

1. Introduction

Inland Waterways Authority of India (IWAI) is a statutory body under Ministry of Shipping, Government of India. IWAI was set up in 1986 for regulation and development of inland waterways for the purposes of shipping and navigation. IWAI is primarily responsible for development, maintenance and regulation of Inland Water Transport (IWT) in the country and specifically National Waterways (NW).

World Bank has been requested to provide Technical Assistance and Investment Support for a Project for development of Haldia - Allahabad stretch of National Waterway-1 for navigation with least available depth (LAD) of 2.5 to 3.0 meters (Jal Marg Vikas). The Project will involve construction of permanent river training works, barrages, navigational locks, terminals for cargo handling, night navigation facilities, channel marking, dredging etc. IWAI is the Implementing Agency (IA).

A Project Management Unit (PMU) is being set-up to initiate institutional arrangements for preparation and pre-appraisal activities pertaining to the project. The PMU is desirous to engage Human Resource agencies for outsourcing of skilled manpower on regular basis for meeting support staff requirement of its Project Management Unit in Noida.

Sealed quotation are invited from experienced and reputed Human Resource agencies for outsourcing of Personal Assistant, Data Entry Operator, Multy Task staff, Pantry man and Security Guards on regular basis for requirement of PMU at Noida.

2. ESSENTIAL TECHNICAL REQUIREMENT FOR FIRMS

- (i) The Service Provider should be located in Delhi/NCR and registered with the appropriate authorities of Govt. of NCT of Delhi or of any other State Government and having its office/sub-office in Delhi/NCR.

(ii) The details of requirement, work and qualification etc is at Annex-A. The firm shall be in agreement to supply the minimum required qualification for each post. Terms and Conditions shall be as at Annex- B. Bidder shall agree to abide by these terms and conditions. In case of any deviation, the bid is liable for rejection without assigning any reason.

(iii) The bidder to be eligible for technical qualification **MUST** satisfy the following conditions/qualifications. In support of this, he should submit documentary proof along with the Technical Bid. **Bidders not fulfilling any of these conditions/requirements will be considered as ‘technically not qualified’ and their bids will not be considered further and their Financial Bids will not be opened.**

(iv) The Bidder should be registered with Government authorities concerned and certified copies of each of the following registration **MUST** be attached with the bid.

- a) Registration certificate with ESI and ESI Code No.
- b) Registration with EPF and EPF Code No.
- c) Permanent Account Number issued by Income Tax Department.
- d) Labour Department Registration Number.
- e) Service Tax registration certificate and Number.
- f) ISO certification for Manpower services

(v) The company/firm/agency should have at least three years of experience in providing manpower to Government Department/PSUs.

(vi) The bidder should have served minimum 5 Government organization during last 3 years with minimum 20 person in a single order. Copies of work orders shall be submitted as proof. The bidder should not have any objection to PMU, IWAI in making such enquiries from his existing/past clients.

(vii) Bidder should have strength of 100 manpower during last one year. Copies of the work orders during last one year (2013-14) shall be submitted as proof of supplying 100 person.

(viii) Bidder should have a minimum annual turnover of Rupees One crore (average for last 3 years) in the business of outsourcing of manpower. He should submit copies of relevant accounts statements/audited accounts/other documents for last 3 years (financial year 2011-12, 2012-13 and 2013-14) to establish this fact.

(ix) Bidder shall be a Income Tax Assessed and submit Income Tax Returns for last 3 years (financial year 2011-12, 2012-13 and 2013-14) to establish this fact

(x) Bidder should not have been ‘blacklisted’ by any of his existing/past clients, especially any Government Department/organizations, in the last 5 years for defective/deficient service or any such reason related to supply of manpower provided by him. **Bidder shall submit a declaration to this effect given in the technical bid format.**

3. **Procedure for submitting quotations/bids:**

(a) Quotations shall be received in TWO BIDS system - Technical Bid and Financial Bid. Tenderers may fill up the Technical Bid in **Annex-I** and Financial Bid in **Annex-II**. The Financial Bids of only those bidders, who fulfill the technical qualifications in all respects and are declared qualified in the Technical Bid evaluation, shall be opened.

(i) **Technical Bid :** The details filled up as per the proforma at **Annex-I** (along with all the required documents and complete set of this bid document) duly signed on each page and stamped, accompanied by the EMD of Rs. 25,000/- should be put in one cover and sealed (Cover-1). This cover should be superscripted as "Technical Bid for HR Agency".

(ii) **Financial Bid :** The rates filled up as per proforma at **Annex-II** (No document to be kept in this cover except price bid) should be put in another cover and sealed (Cover-2). This cover should be superscripted as "Financial Bid for for HR Agency".

(iii) Both the covers "Cover-1" and "Cover-2" are to be put in a separate envelope and shall be superscripted "**Quotation for HR Agency**".

(b) There should be no over writing/cuttings in the Bids. Cuttings, if any, are to be duly attested by the authorized officer of the Bidder. Otherwise, the Bid is liable to be rejected.

(c) The bid should be signed by the Owner / Partner / Authorized Signatory only. Authorization in case of authorized signatory/ Partner shall be submitted.

(d) All documents as mentioned in the notice, shall be submitted in support of the eligibility of the bidders in Cover-I only.

(e) The complete set of bidding document signed on each page and stamped shall be submitted in Cover-I as bidder's willingness and agreeing to all terms and conditions.

4. **Earnest Money Deposit (EMD)** : The Earnest Money Deposit of Rs.25,000./- (Rupees Twenty five thousand only) should be in the form of Bank Draft in favour of 'IWAI Fund' payable at Noida/Delhi. The tenders received without EMD or deviating from this procedure will be summarily rejected. The EMD is returnable to the bidders after award of the contract to the successful bidder. No interest shall be payable on EMD.

5. **Period of contract.**

The period of contract shall be for one year from the date of signing the agreement with the successful bidder. The contract may be extended for any further period on the same terms and conditions through mutual consent. The contract may be terminated by either side by giving at least 30 days prior notice.

6. Validity of the rates/ offers.

The offers/rates quoted in the tender should remain valid for a minimum period of 4 months from the date of opening the tenders. Any tender containing a lower validity period will be classified as “Technically disqualified” and not considered for opening of Financial Bid.

7. Firmness of rates during the Contract period.

The rates quoted in the Financial Bid of the successful bidder shall remain firm and final during the contract period of one year from the date of signing the Agreement and Minimum wage & statutory dues are subject to amended/revised as per labour Dept. rules.

8. Date and time of pre-bid meeting.

There will be a pre-bid meeting at 15.00 hours on 15.09.2014 at the Headquarters of IWAI at Noida. Interested firms may participate in this pre-bid meeting.

9. Date and time for submission of bids.

13.00 hours on 19.09.2014. **Offers received after this date and time shall not be opened/entertained under any circumstances.**

10. Date and time of opening the Technical Bids.

15.00 hours on 19.09.2014. Bidders or their authorized representatives may participate in this technical bid opening process.

11. Date and time of opening of Financial Bids.

The financial bids of the bidders, who are declared successful in the technical bid evaluation only will be opened. The date and time of opening the financial bid will be conveyed to the shortlisted bidders through e-mail/ registered letter.

12. The L-1 status will be determined on the basis of the Rate of Service Charges quoted by Bidder. The service charges/rates quoted shall be fixed for the period of contract and no request for any change/modification shall be entertained

13. The successful bidder will have to enter into an Agreement with PMU, IWAI, in the manner and form to be made available by IWAI.

14. Interested and eligible HR Agencies/firms may send their quotations, as per the procedure explained above, to the Project Director, Project Management Unit, (Jal Marg Vikas), IWAI, A-13, Sector 1, Noida - 201301, UP.

19. PMU, IWAI reserves the right to accept or reject any or all tenders without assigning any reason and no correspondence shall be entertained in this regard.

(Project Director)

Details of requirement, qualifications, experience, duties, responsibilities and remuneration, etc

S. no	Details of personnel required.	Qualification, Experience	Age limit	Duties & responsibilities	Consolidated remuneration per month.
(1)	(2)	(3)	(4)	(5)	(6)
1.	Personal Assistant	i) Graduation from a recognized university; ii) Diploma/Certificate in shorthand writing; iii) Certificate in Secretarial Practice iv) Two year's experience in Govt./large industry in secretarial job preferably as Personal Assistant; v) Shorthand speed of minimum 100 words per minute; vi) Knowledge of various computer operating systems, such as, MS Word, Excel, Access, Power Point, etc., with a speed of 8000 key presses per hour; vii) Good communication skills in English and Hindi.	Upto 30 Years	i) Taking dictation, minutes, notes; ii) Provide general assistance, take notes during presentations, meetings iii) Screening phone calls, enquiries and handling them when appropriate; iv) Arranging travel, accommodation; v) Meeting and greeting visitors; vi) Organising and maintaining diaries and making appointments; vii) Dealing incoming email, faxes, post; viii) Carrying out background research and presenting findings; ix) Producing documents, briefing papers, reports and presentations; x) Organising meetings xi) Liaising with clients, officers and other staff. viii) devising and maintaining office systems, including data management and filing; ix) Keep information confidential x) Maintain discipline and obedience xi) Any other work assigned from time to time.	Rs. 25,000/-

S. no	Details of personnel required.	Qualification, Experience	Age limit	Duties & responsibilities	Consolidated remuneration per month.
(1)	(2)	(3)	(4)	(5)	(6)
2.	Data Entry Operator	<ul style="list-style-type: none"> i) Graduation from a recognized university; ii) Two year's experience in Data Entry Work; iii) Capable in handling large volumes of quantitative and qualitative data iv) Knowledge of various computer operating systems, such as, MS Word, Excel, Access, Power Point, etc., with a speed of 8000 key presses per hour; v) Record keeping, documentation vi) Good communication skills in English and Hindi. 	Upto 30 Years	<ul style="list-style-type: none"> i) Compile, verify accuracy and sort information and prepare source data for computer entry; ii) Typing, Data entry from various proposals and reports received in the PMU; iii) Review data for deficiencies or errors, correct any incompatibilities if possible and check output; iv) Generate reports, store completed work in designated locations and perform backup operations; v) Follow up with various agencies at International, Central, State and District level and with other stake holders to obtain relevant information/ necessary inputs; vi) Provide support on any data related queries; vii) Receiving and sending Fax, e-mail; viii) Record keeping, documentation, file management; ix) Keep information confidential x) Maintain discipline and obedience xi) Any other work assigned from time to time. 	Rs. 18,000/-

S. no	Details of personnel required.	Qualification, Experience	Age limit	Duties & responsibilities	Consolidated remuneration per month.
(1)	(2)	(3)	(4)	(5)	(6)
3.	Multi-tasking staff	(i) Matriculation from a recognized Board ; (ii) Driving license. issued by the State RTO ; (iii) Knowledge of Typing, printing (iv) Good communication skill in Hindi and understanding of English (v) Experience in following disciplines :- (a) Driving (b) Tea & Coffee making and Serving (c) Office Maintenance (d) Operation of Photocopy Machine, Fax, Telephone (e) Maintenance of Registers (f) Operation of Electrical Gadgets, fitting and fixtures (g) Dak & Dispatch Work	Upto 35 Years	i) Physical maintenance of records; ii) General cleanliness & upkeep of office, rooms; iii) Carrying of files & other papers, documents within the building iv) Delivering, collecting documents dak, outside the building and city; v) Photocopying, sending of FAX etc. vi) Other non-clerical work in office; vii) Assisting in routine office work like diary, dispatch etc. including on computer, typing addresses, etc viii) Watch & ward duties; ix) Making & serving of tea, coffee, cleaning of utensils x) Opening & closing of rooms; xi) Dusting of furniture etc. xii) Cleaning of building, fixture etc. Responding call bells of officers xiii) Driving of vehicles, xiv) Keep information confidential xv) Maintain discipline and obedience xvi) Any other work assigned from time to time.	Rs. 20,000/-

S. no	Details of personnel required.	Qualification, Experience	Age limit	Duties & responsibilities	Consolidated remuneration per month.
(1)	(2)	(3)	(4)	(5)	(6)
4.	Pantry man	(i) Matriculation from a recognized Board (ii) Certificate from Hotel Management & Catering Institute (iii) Two year's experience in a reputed hotel/Govt. guesthouse; (iv) Good communication skill in Hindi and understanding of English	Upto 35 Years	i) All maintenance work and operation work of pantry, kitchen, dining room ii) Arranging, making & serving tea, coffee, snacks, etc. in dining rooms and work stations iii) Operation and maintenance of electrical kitchen equipment used for weighing, measuring, mixing, peeling, washing, cutting, grinding, stirring, straining, assembling, kneading of food products in a safe and sanitary fashion. iv) Wash and clean all utensils, preparation equipment and counters, required for proper kitchen sanitation. v) Follows recipes and/or product directions for proper food preparation vi) Ensure proper food handling procedures, transfers supplies and equipment between storage and work areas by hand or cart vii) Receives and inventories food and beverage product and supplies viii) Clean table, chairs in dining area ix) Maintain discipline and obedience x) Any other work assigned from time to time.	Rs. 25,000/-

S. no	Details of personnel required.	Qualification, Experience	Age limit	Duties & responsibilities	Consolidated remuneration per month.
(1)	(2)	(3)	(4)	(5)	(6)
5.	Security Guard	(i) Matriculation from a recognized Board; (ii) An honourably discharged personnel of the Defense Services/Para-military Forces or a person with 5 years' experience in security duties in a large establishment. (iii) Knowledge of handling fire equipments and fire alarms (iv) Should be able to communicate in Hindi	Upto 40 Years	i) All watch and ward related matters; ii) preserve order and protect property, its man and material; iii) Maintenance of Visitor's Book; iv) Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises; v) Answer alarms and investigate disturbances; vi) Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons; vii) Maintain reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences; viii) Maintain discipline and obedience ix) Any other work assigned from time to time.	Rs. 15,000/-

Terms and conditions

The terms and conditions for outsourcing of the services of skilled manpower in Project Management Unit (PMU) of Inland Waterways Authority of India (IWAI) shall be as follows:

- (1) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category. The requirement of manpower as mentioned in Annex-A may increase or decrease at the sole discretion of the PMU
- (2) The persons supplied by the Agency should not have any Police records/ criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to PMU, IWAI. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable for any reasons immediately on receipt of such a request from the Department.
- (3) The service provider shall engage necessary persons as requested by PMU, IWAI from time to time. The said persons engaged by the Service Provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month up to 7th day of the month. There is no Master & Servant relationship between the employees of the service provider and PMU, IWAI and further that the said persons of the service provider shall not claim any right for employment in the PMU, or in IWAI on the basis of their working in the PMU, in future.
- (4) The persons deployed by the Service provider shall not claim any benefit/ compensation/absorption/ regularization of services in this Department, PMU, IWAI under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by the service provider to the Department, before their actual deployment in the Department.
- (5) The persons deployed by the Service Provider shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative organizational matters as all these are of confidential/secret nature.
- (6) The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this PMU. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.

- (7) The Service Provider shall be responsible and liable for due observance and implementation of the statutory provisions applicable to the personnel engaged by him under various Labour and Establishment legislations, including, but not limited to, the Provisions of Contract Labour (Regulation and Abolition) Act, 1970, Payment of Wages Act, 1936, Minimum Wages Act, 1948, Minimum Wages (Central) Rules, 1950, PF ACT, 1952, Workmen Compensation Act, 1923, Bonus Act, 1956, Employees State Insurance Act, 1948, etc.
- (8) The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the other regular or contract employees of this Department, PMU, IWAI.
- (9) PMU may require the service provider to dismiss or remove/replace from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements: The Service provider shall replace immediately any of its personnel if they are unacceptable to PMU, IWAI because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office. If the Service Provider fails to immediate substitute personnel of equivalent qualifications and experience within 3 days, the PMU may get the services of such performed by other means at the risk and cost of the Service Provider, for which the Service Provider shall be liable to bear the extra cost, if any.
- (10) The PMU will not in any manner be responsible for any act of omission or commission of the personnel engaged by the Service Provider and no claim in this respect will lie against the PMU. If any such claims are made against the PMU by any personnel engaged/employed by the Service Provider or by any other person, statutory body or Local administration, which the PMU is obliged to discharge by virtue of any provisions of law due to the mere fact that the personnel of the Service Provider are working at the PMU premises or otherwise, the Service Provider undertakes to indemnify/reimburse the money paid or any expenses incurred by the PMU.
- (11) The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
- (12) The food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.
 - (i) Working hours, holidays and leave shall be as under:-
 - (a) Office working hours: 9.30 hours to 18.00 hours. However, the personnel deployed shall be liable to report for duty from an earlier time or sit late in the exigencies of work, for which no additional remuneration shall be paid.
 - (b) Holidays: Saturdays, Sundays and any other holiday declared by the Government under the Negotiable Instruments Act. However, the personnel deployed

may be called to attend office, if the PMU is open on these days in the exigencies of work, for which no additional remuneration shall be paid.

(c) Leaves: No leave shall be admissible.

- (ii) Medical Facilities : the Service provider has to make provision for medical reimbursement/Insurance for the employees not covered under ESI.
- (13) The agency will be wholly and exclusively responsible for regular and prompt payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wage Act, Employees Provident Fund. ESI Act etc. and the Department shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation. The agency is required to provide particulars of EPF, ESI of its employees engaged in this Department. The wages will be disbursed by cheque to the personnel by the Service Provider.
- (14) **Payment** : The service provider will submit the bill in duplicate in respect of a particular month in the first week of the next month along with the attendance record of the persons deployed duly attested by the officer under which the persons have been working. The payment will be normally released by the second week of the following month after deduction of taxes deductible at source under the laws in force.
- (15) No wage/remuneration will be paid to any staff for the days of absence from duty. The staff will, as far as possible, seek prior permission for any absence and in case of any exigencies, keep the officer informed, with whom posted to work with.
- (16) The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the Department.
- (17) The service provider shall provide a substitute, in advance, if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- (18) The service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from the Department to the service provider shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Department in fulfilment of the contract from time to time.
- (19) This Department shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
- (20) The agency on its part and through its own resources shall ensure that the goods, materials and equipments etc. supplied to the personnel for discharge of duties assigned to them are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If PMU, IWAI suffers any

loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse the loss to this Department in full. The agency shall keep PMU fully indemnified against any such loss or damage.

(21) This Department will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.

(22) The successful bidder shall furnish a Performance Security Deposit equivalent to Rs.1,50,000/- (Rupees One Lakh fifty thousand only) in the form of an account payee demand draft drawn in favour of the "IWAI Fund" payable at Delhi/Noida or a Bank Guarantee from a commercial bank in approved format. The performance security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. This performance security deposit can be forfeited in the event of termination of contract on account of violation/ non-compliance of any of the above mentioned terms and conditions. The Performance Security Deposit shall be returned (after making deductions applicable), 60 days after the termination of the Agreement. The Earnest Money Deposit given by the successful bidder will be refunded on receipt of the security deposit.

(23) The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.

(24) However, the agreement can be terminated by either party by giving 30 days notice in advance. If the agency fails to give 30 days notice in writing for termination of the Agreement any amount due to the agency from PMU including performance security deposit shall be forfeited and also PMU, IWAI shall have the right of cancellation of contract without assigning any reason.

(25) If it is found at any stage of the processing of the bidding/finalization of the contract, during the period of implementation of the contract or even after expiry of the terms or termination of the contract that the concerned Agency has/had furnished false/forged information/document(s) or withheld any vital information/document(s) or the services of the personnel have not been provided to the utmost satisfaction of IWAI and as per relevant statutory provisions, the contract will be cancelled and/or the concerned authority shall be requested to take necessary penal action against the Agency as per relevant/statutory instructions/orders and the EMD and/or Performance Security Deposit, as the case may be, of the firm will be forfeited.

(26) This contract may be terminated forthwith by either party by giving written notice to other party if:

- a) The other party is in material breach of its obligations under this Agreement and/or, in the case of such breaches capable of being remedied, fails to remedy that breach within thirty days of receiving notice of such breach; or
- b) The contract may be terminated by the PMU by giving one month written notice to the Service Provider; or

- c) In case of breach of any of terms and conditions of the contract by the Service Provider, the PMU shall have the right to cancel the contract without assigning any reasons thereof, and nothing will be payable by the PMU and in that event the security deposit in the form of Performance Security Deposit shall be forfeited and encashed by the PMU.

(27) On the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

(28) PMU will be entitled to deduct up to 3% of the value of services for deficiency in the services, or any inconvenience caused to PMU on account of non-provision of services or provision of deficient services, as compensation/penalty.

(29) For any dispute between the Service Provider and this Department, the legal jurisdiction will be Delhi/New Delhi. Settlement of disputes will be as per Indian Arbitration and Conciliation Act, 1996 and venue will be the Headquarters of IWAI in Noida.

PROFORMA FOR PERSONAL PARTICULARS

S. No.	Particular	Details (Please fill up with relevant answers)
1	Name of the Agency (hereinafter referred to as the 'Bidder' or 'Operator')	
2	Details of EMD (i) Amount (ii) Bank Draft No. (iii) Date (iv) Issuing Bank	
3	Date of establishment of the agency	
4	Full Postal Address (with PIN Code)	
5	Telephone Nos. (with STD code)	
6	Mobile Number	
7	E-mail Address	
8	Status of the bidder i.e. (Proprietorship/ Partnership firm / Company / Society / Any other (please specify) [enclose copy of documents]	

	Particular	Details (Please fill up with relevant answers)
9	Status of person submitting the bid (i.e. Owner / Partner / Authorized Signatory) [enclose authorization in case of authorized signatory]	
10	Registration with concerned Government Authorities. (Copies of all certificates of registration to be enclosed, CIN etc)	
11	ESI Code Number (copy to be enclosed)	
12	EPF Code Number (Copy to be enclosed)	
13	Income Tax Permanent Account Number (PAN) (copy to be enclosed)	
14	Service Tax Registration Number (copy to be enclosed)	
15	ISO Certification for Manpower Services (copy to be enclosed)	
16	Work experience :Government Dept./PSUs Clients satisfactory certificate of minimum 5 clients (copies to be enclosed)	
17	Government Dept./PSUs One Client's single order should be for Minimum 20 persons. (copy to be enclosed)	

18. List of atleast five Major Government Clients during last 3 (three) years

S. No.	Name of Organisation & Address	Name of Contact Person with contact number	Period of Contract
1.			
2.			
3.			
4.			
5.			

19. Annual turnover of the bidder from the Vehicle Operation Business for the following financial years

Sl.No	Financial Year	Annual Turnover (Rs. in Lakhs) (Attach Income Tax Returns and also audited statement of accounts (in case of firms))
1.	2013-14	
2.	2012-13	
3.	2011-12	

20. Any other taxes, charges, (other than service tax) which bidder consider necessary as per law and rules which is liability to be paid by the employer should be mentioned in technical bid with its necessity, rule position and the quantum in term of percentage only.

S.No.	Name of position (post)	Detail of other taxes, charges	% age / fixed amount	Enclosed document

DECLARATION

I certify that the above particulars, information given is authentic, true, correct and nothing has been concealed. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

I also certify that bidder is not blacklisted for any reason what so ever by any Government agency during last 5 (five) years. In case, the information, documents, statements submitted in this bid are found to be false, incorrect, forged, I agree to the condition that my EMD submitted with this bid will be forfeited by PMU, IWAI.

Place :

Signature :

Date :

Name of Signatory :

Name of Bidder :

Address:

.....

.....

Mobile # of signatory:

Seal of the firm

**(PRICE BID TO BE GIVEN IN
SEPARATE SEALED ENVELOPE)**

Annex-II

Financial/Price Bid for tender for engaging Human Resource Agency for outsourcing of skilled manpower

S. no	Details of personnel required.	Nos.	Consolidated remuneration per month per personnel(Rs.)	Basic Service Charges including all taxes/duties		Service Tax		Other taxes, charges, if any chargeable to employer		Total Amount (in Rs.)
				% age	Amount (in Rs.)	% age	Amount (in Rs.)	% age	Amount (in Rs.)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1.	Personal Assistant	1	Rs. 25,000/- (Rupees Twenty Five thousand only)							
2.	Data Entry Operator	2	Rs. 18,000/- (Rupees Eighteen thousand only)							
3.	Multi-task staff	4	Rs. 20,000/- (Rupees Twenty thousand only)							
4	Pantry man	1	Rs. 25,000/- (Rupees Twenty Five thousand only)							
5	Security Guard	3	Rs. 15,000/- (Rupees Fifteen thousand only)							

(i) * All rates shall be given in numerical and in words. In case of discrepancy, rates written in words will be considered.

(ii) L-1 status will be determined on the basis of the Rate of Basic Service Charges quoted by Bidder in column (6).

Place :

Date :

Seal of the
firm

Signature:

Name of Signatory:.....

Name of Bidder: