

Jharkhand Renewable Energy Development Agency (JREDA)

3rd Floor, SLDC Building, Kusai Colony, Doranda, Ranchi-834002
Phone no. 0651-2491161, Fax No.-0651-2491165,
e-mail:info@jreda.com, Website: www.jreda.com

Notice Inviting Bid

NIB No. 08/JREDA/OUTSOURCE SERVICES OF MANPOWER/2015-16

1. Bids in duplicate are invited for services of man power on outsourcing basis.
2. Non-transferable bid documents containing detailed descriptions of bid and other terms & conditions may be collected from the office of the Director, Jharkhand Renewable Energy Development Agency, 3rd Floor, SLDC Building, Kusai Colony, Doranda, Ranchi-834002 on payment of Rs. 5000.00 (Rs. Five Thousand) only in the form of Demand Draft in favour of "DIRECTOR JREDA" payable at Ranchi during office hours from 22.08.2015 to 14.09.2015 or may be downloaded from our website www.jreda.com. The tender cost Rs. 5000.00 (Rupees Five Thousand) in the form of demand draft must be enclosed while submitting the tender in case the documents have been downloaded from the website.
3. Last date and time for receipt of tender bids (dully filled) sealed is 15.09.2015 up to 3:00 PM and the same shall be opened in the Conference Hall of JREDA at 3.30 PM on 15.09.2015.
4. The tender bids can be submitted for one or more categories of manpower services indicated in the tender document.

Director,
JREDA, Ranchi

General Terms & Conditions

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1. **Definitions:**

In the general conditions of contract the following terms shall have the meaning herein assigned to them except where, the context otherwise requires:

a) **JREDA:**

JREDA shall mean Jharkhand Renewable Energy Development Agency (A Govt. of Jharkhand Undertaking) and shall include its executors, successors, administrators, partners and permitted assigns.

b) **Contractor:**

Contractor shall mean the person, firm or body corporate or manufacturer who enters into the contract with the Company and shall include its executors, successors, administrators, partners and permitted assigns.

c) **Contract:**

Contract shall mean the work order with Annexures/ specifications (wherever reqd.), the price or schedule of rates as the case may be, along with all the general and special conditions of Contract.

d) JREDA will have the right to accept or reject the persons offered by the agency as per our selection criteria. The monthly rates quoted for each category of services must fulfill the minimum wage requirement fixed by the Labour, Employment and Training Department, Govt. of Jharkhand. The EPG & Insurance requirement have to be met as per rules (ESIC).

2. **General:**

a) The rates will remain firm during the contractual period and no escalation shall be permissible & payable.

b) Conditional rate shall not be considered.

c) Performance Security to be provided by the Contractor in form of Bank Guarantee issued by any Nationalized/Scheduled Bank valid till the contract period @ 5% of the monthly contract value. The security shall be returned after expiry of the contract period.

d) The tender will be opened in presence of the Contractor, if any, in the Conference Hall of Jharkhand Renewable Energy Development Agency at 3.30 P.M. on 03.09.2015

e) No mobilization advance shall be paid against this work.

f) Service Provider should be registered with Employees Provident Fund Organization (EPFO) & Employees State Insurance Corporation (ESIC) for the last three years & must have existing client in Jharkhand and a minimum of 100 live associates in different client organizations.

- g) Contractor will be supposed to maintain the existing P.F. Account of the employees.
- h) Contractor should have their office in Jharkhand.
- i) A demand draft of Rs. 50,000/- (Rupees fifty thousand only) of any bank in the name of “Jharkhand Renewable Energy Development Agency.” payable at Ranchi must be submitted along with the tender bid as earnest money. The tender without earnest money, copy of Commercial Tax Department, Service Tax Registration Certificate, latest Income Tax Return, EPFO & ESIC registration Certificate shall not be considered and shall be out rightly rejected.
- j) The earnest money shall be returned to all unsuccessful bidders, within thirty days form the date of placement of LOI/LOA to the successful bidders.
- k) The Contractor must submit their bid in two envelopes:
 - l) All enclosures / documents should be serial numbered and should be submit within stipulated time.

Envelop No.1: Sealed & super scribed as “Technical Bid for Man Power Outsourcing” should contain:

Check list should be in Annexure – 1

- (i) Proof of tender fee deposits or Demand Draft of Rs. 5000.00 as the case may be.
- (ii) Demand Draft of Rs. 50,000.00 as earnest money.
- (iii) Proof of Ten Thousand live associates – In respect of proof for live associates the documents issued by either EPF or ESIC authorities for any one month out of the last three months indicating that the bidder is having at least 100 live associates for whom the bidder have either deposited the PF contribution or ESI contribution is required.
- (iv) Attested Copy of EPFO by gazetted officer.
- (v) Attested Copy of valid registration of ESIC by gazetted officer.
- (vi) Attested Copy of service Tax, valid registration certificate.
- (vii) Attested Copy of the latest Income Tax Return by gazetted officer.
- (viii) Proof of Office at Jharkhand.

Envelop No.2: Sealed & super scribed as “Financial Bid for Man Power Services Outsourcing” should contain:

Sl. No.	Category of service	Remuneration for services of one person/associate per month (Rs.)	Service Provider charge (Rs.)	Service Tax (Rs.)	Total amount per month (Rs.)
1	Computer operator				
2	Office peon				
3	Driver				
4	Office Security Personnel				
Total					

Both the bid parts 1 & 2 above should be sealed in third envelope superscribed as ‘Bid for Manpower Services outsourcing’.

Technical Bid will be opened first and the financial bids of tenders, qualifying in Technical bids only, shall be opened for further evaluation.

All bids will be received in duly sealed cover within the due date and time. Bids received after the due date and time is liable for outright rejection.

JREDA reserves the right to reject part or whole of the bid/order without assigning any reason thereof, postpone the date of receipt and opening of the bids or cancel the bid without bearing any liability, whatsoever, consequent upon such decision.

No postal transaction shall be entertained for obtaining bid documents.

3. Taxes & Duties:

Income tax at sources from all payments due under this contract shall be deducted in accordance with the prevailing Income tax Act from time to time.

4. Jurisdiction:

a) The contract will be governed by the Indian Laws in force. The court of Ranchi alone shall have exclusive jurisdiction in all matters arising out of the contract.

b) Manpower should work as per requirement of the JREDA. In case of non suitability of the manpower their service can be terminated herewith immediate effect without any compensation.

5. Termination:

The JREDA reserves the right to terminate the contract by giving 30 days notice. However, in case of gross negligence by the contractor, work order can be terminated without any notice and contractor shall not be entitled to any compensation on this account.

6. Quality of work:

The Contractor is to supply professionals, qualified and experienced personnels as per requirement of JREDA. If the service of person/persons engaged is found unsatisfactory, they shall be discontinued without any compensation.

7. Contract Period:

The Contract period will be for one year.

8. The Validity of Rate:

The rates quoted should remain valid till the contract period.

Agreed and accepted the above terms and condition

(Signature & Seal of the Firm/ Agency/ Supplier)

Technical List

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Sl. No.	Document required	Attached (Yes/No)	Page No.	Remarks
1	Demand Draft of Rs. 5000.00 as Tender fee			
2	Demand Draft of Rs. 50,000.00 as Earnest Money Deposit (EMD)			
3	Proof of One Hundred live associates – In respect of proof for live associates the documents issued by either EPF or ESIC authorities during last three months indicating that the bidder is having at least 100 live associates for whom the bidder have either deposited the PF contribution or ESI contribution is required			
4	Attested Copy of EPFO by gazetted officer			
5	Attested Copy of valid registration of ESIC by gazetted officer			
6	Attested Copy of service Tax, valid registration certificate			
7	Attested Copy of the latest Income Tax Return by gazetted officer.			
8	Proof of Office at Jharkhand			

(Signature & Seal of the Firm/ Agency/ Supplier)