

# Jharkhand Renewable Energy Development Agency (JREDA)

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## Notice Inviting Bid Corrigendum

### **General Terms & Conditions**

NIB No. 18/JREDA/OUTSOURCE SERVICES OF MANPOWER/2015-16

#### **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) Requirement of Services of manpower:-**

S.No.	Type of Services	Qualification required for the post	Tentative requirement	Maximum period of service
1	Accounts Officer	Retired person from Central/State Govt.	1	One year
2	Account Assistant	Retired person from Central/State Govt.	1	One year
3	Personal Assistant (PA)	Intermediate, Short hand knowledge with minimum speed 80/100 per minute speed in Hindi and English, Good in working on	1	One year

		computer (MS word, Excel) & Internet.		
4	Receptionist	Intermediate. Experience in relevant field.	1	One year
5	Private Security Guards	Experience in duty performed under Govt./PSU/Board etc.	6	One year

- a) The rates will remain firm during the contractual period and no escalation shall be permissible & payable.
- b) Conditional rates shall not be considered.
- c) Performance Security has 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) Monthly payments have to be passed on to the concerned manpower's bank accounts every month.
- e) Bill for the manpower services provided has to be submitted on 5<sup>th</sup> of next month.
- f) Uniform has to be wears by the Security Guards and & cost for uniform should be included the bid @ Rs. 2500/-per annum per person. The Uniform to have name of outsourcing contractor. The manpower must wear the uniform properly.
- g) Manpower giving services in JREDA shall be purely the employees of the company. JREDA shall pay the contractor for the manpower services rendered.
- h) Contractor shall substitute/replace the manpower whose services are reported unsatisfactory or whose conduct is found objectionable.
- i) Security Agencies can give their bids for Security Personnel only.**
- j) **Remuneration:** In accordance with the Circulars/letters of Finance Department, Govt. of Jharkhand for the retired personnel from Central/State departments and for remaining personnel in accordance with circulars of Labour department.
- k) Payment against each manpower shall be calculated purely on the basis of attendance. No payment shall be made for days of absence on working days. The monthly remuneration rate shall be distributed for the total number of working days in the month concerned.
- l) The tender will be opened in the Conference Hall of Jharkhand Renewable Energy Development Agency at 3.30 P.M. on 15.09.2015. Participant contractors can be present at the time of opening of tenders.
- m) No mobilization advance shall be paid against this work.
- n) Service Provider Contractor 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.

- o) Contractor will be supposed to maintain the existing P.F. Account of the employees.
- p) Contractor should have their office in Jharkhand.
- q) 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, Service Tax Registration Certificate, latest Income Tax Return with PAN, EPFO & ESIC registration Certificate, shall not be considered and shall be out rightly rejected.
- r) 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.
- s) **The Contractor must submit their bid in two envelopes: (i) Technical Bid (2) Financial Bid.**
- t) All enclosures / documents should be serial numbered and should be submitted within stipulated time.

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

- (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 100 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 twelve 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 with PAN by gazetted officer.
- (viii) Proof of Office in Jharkhand, preferably at Ranchi.
- (ix) Proof of yearly turnover duly certified by Chartered Accountant of last three years.

**Envelope No.2:** Sealed & super scribed as “**Financial Bid for Man Power Services Outsourcing**” should contain the bid details in the following manpower:

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	Accounts Officer (Retired in same/similar designation and having age not more than 64 years.)	- (Not to be filled)			
2	Account Assistant (Retired in same/similar designation and having age not more than 64 years.)	- (Not to be filled)			

3	Personal Assistant (PA)				
4	Receptionist				
5	Private Security Guards				

**Note:- 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.**

**Evaluation of tenders:**

Criteria for evaluation of Technical Bids

Sl. No.	Particulars	Maximum Marks
1	EPFO	05
2	ESIC	05
3	Service Tax Registration	05
4	PAN Registration	05
5	Annual Turnover of more than 5.0 lakh	05
6	Office location:	
	In Ranchi	10
	In Jharkhand but not in Ranchi	05
7	Experience in providing Manpower services of at least 100 live associates in State Govt/State Govt. Agency/PSU/Other non-Govt. organisations.	25
8	Establishment of the organization/company/firm personnel in the company	
	(a) 10 or more than 10	10
	(b) Less than 10	05
	<b>Grand total Technical score</b>	<b>70 marks</b>

The minimum qualification marks will be 30 and any bid below the qualification marks will be rejected.

Note: Item 1 to 5 are mandatory, failing which the bid will be rejected.

**Financial score:**

A score of 30 will be awarded to the lowest priced bid. Other proposals will be given a financial score inversely proportional to the lowest cost proposal, using the following calculation:

$$\text{Financial score} = (\text{Lowest bid price} / \text{Bid price}) \times 30$$

**Bid calculation:**

1. Technical score (Max. 70)	-	-----
2. Technical score Weightage	-	70%
3. Financial score (Max. 30)	-	-----
4. Financial score weightage	-	30%
5. Total score	-	TS + FS

Bidder will be ranked on the basis of total score.

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 Bid**

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

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			
9	Proof of yearly turnover duly certified by Chartered Accountant of last three years.			

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

**Financial Bid**

NIB No. 18/JREDA/OUTSOURCE SERVICES OF MANPOWER/2015-16

Sealed & super scribed as “**Financial Bid** for Man Power Services Outsourcing” should as following for manpower:

Sl. No.	Category of service	Remuneration for services of one person/associate Rupees per month (All inclusive)	Service Provider charge (Rs.)	Service Tax (Rs.)	Total amount per month (Rs.)
1	Accounts Officer (Retired in same/similar designation having age not more than 64 years as on 1.02.2016.)	- (Not to be filled)			
2	Account Assistant (Retired in same/similar designation having age not more than 64 years as on 1.02.2016.)	- (Not to be filled)			
3	Personal Assistant (PA)				
4	Receptionist				
5	Private Security Guards				

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