

**Chhatrapati Shahu Maharaj Research Training and Human Development Institute
(SARTHI)**

An Autonomous Institute of Govt. of Maharashtra

Balchitravani, Pune-411004

Email : hrsarthi2019@gmail.com

**Tender Document for
Providing Manpower**

E - Tender Notice for Providing Manpower

Managing Director, Chhatrapati Shahu Maharaj Research Training and Human Development Institute herein after referred to as 'SARTHI', An autonomous institute of Govt. of Maharashtra, invite online Bids from Reputed and Experienced Suppliers / Agencies, having excellent track record, in two bid system (Technical bid and Financial bid) for "Providing Manpower" to Chhatrapati Shahu Maharaj Research Training and Human Development Institute (SARTHI), Pune.

- For availability of detailed bid document, interested bidders can visit website <https://maharashtra.etenders.in> or <https://swd.maharashtra.etenders.in> and submit their bid online. The advertisement will also be available on SARTHI website www.sarthi-maharashtrgov.in
- Tender download date is 26/09/2019 to 12/11/2019 and bid preparation date is 26/09/2019 to 12/11/2019.
- Submission of Bid from 13/11/2019 to 14/11/2019.
- Pre Bid Meeting will be held on 22/10/2019.

Kindly refer to Key Events & Dates in the tender document for details.

Managing Director, SARTHI, Pune reserves the right to reject or cancel any or all Bids

Date:19/09/2019

Managing Director
Chhatrapati Shahu Maharaj Research Training
and Human Development Institute
(SARTHI) Pune

E-TENDER NOTICE

Invitation of Bids for Providing Manpower

Offers by way of e - tendering system (Two Bid System) are invited by the Managing Director of Chhatrapati Shahu Maharaj Research Training and Human Development Institute (SARTHI), Govt. of Maharashtra, Pune from eligible, reputed & experienced Company / Suppliers / Agencies having excellent track record for Providing Manpower to Chhatrapati Shahu Maharaj Research Training and Human Development Institute (SARTHI), Pune for a period of three years and extendable by another 2 years, based on performance.

Name of Work	Cost of Tender Document	EMD
Providing Manpower to SARTHI, Pune.	Rs. 20,000/-	Rs. 20,00,000/-

- The Bidder shall necessarily be a legal entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956/2013. Bidder in the form of Proprietorship, Partnership is not permitted unless in JV/ Consortium with a legal entity where the Public or Private Limited Company shall lead the Bid and consortium / JV shall be jointly and severally liable for the scope of work and obligations under the tender/contract.
- The Bid documents will be available on <https://maharashtra.etenders.in> and <https://swd.maharashtra.etenders.in> after 26/09/2019.
- The interested bidders will have to register and enroll on website <https://maharashtra.etenders.in>, to participate in the bid process.
- In case of any difficulties to get enrolled on line and to obtain digital certificate, bidders should contact Sify Technologies Ltd. Next enders (India) Pvt. Ltd. on 30187500 or 25315555(Pune)
- The interested bidders will have to submit all the required documents by online submission.
- The tender fee of Rs. 20,000/- is required to be deposited online through Credit Card / Debit Card / Net Banking / RTGS/ NEFT.
- The EMD of Rs.20,00,000/- is required to be deposited online through Credit Card/ Debit Card /Net Banking / RTGS/NEFT. The bidder has to pay a fee of Rs.1092 /- towards e-tender handling, to the Next ender Agency.
- Right to reject any or all the Bids at any stage is reserved by the Managing Director, SARTHI, Pune.

Date:19/09/2019

Managing Director
Chhatrapati Shahu Maharaj Research
Training and Human Development
Institute (SARTHI), Pune

Section I

DETAIL E-TENDER NOTICE

1. Background of SARTHI

Chhatrapati Shahu Maharaj Research Training and Human Development Institute hereinafter referred to as “SARTHI”, Pune is registered under Company Act 2013 under section 8, as Non Profit Government Company for Research, Policy Advocacy, Training etc. for Socio-economic and Education Development of Maratha, Maratha-Kunbi, Kunbi-Maratha, Kunbi communities in Maharashtra State.

2. Scope of Work

SARTHI, Pune requires the services of reputed, well established and financially sound Manpower Agency/ Company / Firm / Agency (hereinafter referred to as “Agency”) to provide manpower services in various categories for SARTHI and its offices located at divisions or other places in Maharashtra.

SARTHI has tentative requirement for manpower as detailed in Para 11 “REQUIREMENT OF MANPOWER TO BE DEPLOYED”, however actual requirement will be decided by SARTHI from time to time, depending upon the work requirement during the contract period. Also, the categories of Manpower required will be decided from time to time (i.e added or removed) by SARTHI and the same will be binding upon the Agency.

The contract will be initially for a period of Three years, which may be extended for a further period of two years or thereafter, depending upon the performance of the bidder, manpower requirement and administrative convenience of SARTHI. SARTHI, however, reserves the right to terminate / curtail the contract, at any time, by giving three months’ notice to the selected Agency owing to deficiency of services, sub-standard quality of manpower deployed or for breach of contract condition or non-availability of funds or any other reason whatsoever that maybe. This will also be applicable to the Agency at their will.

3. Two Bids System

The bidder must submit their bids online. The bidder has to submit bid online in two bids separately (Technical Bid & Financial Bid).

Prospective Bidders may download the tender document from <https://maharashtra.etenders.in> or <https://swd.maharashtra.etenders.in>. The bidder can also download the bid document from www.sarthi-maharashtrago.in. Bidders are advised to study the Bidding Document carefully. Submission of the Bid shall be deemed to have been done after a careful study and examination of the Bidding Document with full understanding of its implications

4. Availability of Bid Document:

The detailed Bid document is available on the website <http://www.maharashtra.etenders.in> and <http://www.swd.maharashtra.etenders.in> and can be downloaded therefrom by online payment of required tender fee.

5. Tender Fee:

Tender Fee of Rs. 20,000/- (Rs. Twenty Thousand only) is to be paid by online payment through Net Banking / Credit Card / Debit Card. The tender document fee is **Non- refundable**.

6. Earnest Money (EMD)

The Earnest Money Deposit (EMD) of Rs. 20,00,000/- (Rupees Twenty Lakh only) should be deposited online through Credit Card / Debit Card/ RTGS/ NEFT/ Internet Banking in the name of Managing Director, Chhatrapati Shahu Maharaj Research Training and Human Development Institute (SARTHI) and computerized receipt shall be attached with Technical Bid.

7. E- Tender Handling Fee:

The bidder has to pay a fee of **Rs.1092** /- towards e-tender handling to the Nextender Agency at the time of bid submission.

7. Key Events and Dates

Sr. No.	SARTHI Stage	Vendor Stage	Start Date & Time	Expiry Date & Time	Envelopes
1	Release of Tender	-	19-09-2019	27-09-2019 12.00	-
	Prebid meeting	-	22-10-2019 15.00	22-10-2019 17.00	
2		Tender Download	27-09-2019 12.01	12-11-2019 16.00	Financial Envelop C1, Technical Envelop T1
3	-	Bid Preparation	27-09-2019 12.01	12-11-2019 16.00	Financial Envelop C1, Technical Envelop T1
4	Close for Technical Bid	-	13-11-2019 16.01	13-11-2019 18.00	Technical Envelop T1
5	Close for Price Bid	-	13-11-2019 16.01	13-11-2019 18.00	Financial Envelop C1
6	-	Bid Submission	13-11-2019 18.01	14-11-2019 17.00	Financial Envelop C1, Technical Envelop T1
7	Technical Bid Opening		14-11-2019 17.01	16-11-2019 17.00	Technical Envelop T1
8	Price Bid opening		14-11-2019 17.01	16-11-2019 17.00	Financial Envelop C1

8. Scope of Work and General Instructions to Bidders

SARTHI, Pune requires the services of reputed, well established and financially sound Manpower Agency Company / Firm / Agency (hereinafter referred to as “Agency”) to provide manpower services of various categories to SARTHI.

9. MINIMUM ELIGIBILITY CRITERIA

The bid, fulfilling the following eligibility criteria, shall be eligible for further Technical Evaluation. Bids not complying with the following minimum eligibility criteria will be summarily rejected.

Sr. No.	Eligibility Criteria	Supporting Documents to be submitted
1	Legal Valid Entity: The Bidder shall necessarily be a legal entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956/2013. Bidder in the form of Proprietorship, Partnership is not permitted unless in JV/ Consortium with a legal entity, having not more than 2 members, where the Public or Private	Attested copy of Certificates of Incorporation issued by respective Registrar of Companies. Or valid JV/ Consortium agreement.

	Limited Company shall lead the Bid and consortium / JV shall be jointly and severally liable for the scope of work and obligations under the tender/contract.	
2	Bidder should be registered with the Income Tax and also registered under the Labour Law, Employees Provident Fund Organization (EPFO), Employees State Insurance Corporation, Professional Tax, GST Registration and Group Gratuity	Attested copies of PAN, Labour Licence Registration, EPF Registration, ESIC Registration, Professional Tax Registration, GST Registration and Group Gratuity.
3	Annual Average turnover of the bidder shall be of Rs. 25 crore or more in last three financial years.	Certificate from Chartered Accountant for Annual Turnover for last three financial years, (2016-17, 2017-18, 2018-19). Audited Balance Sheet and Profit & Loss Statement for last three financial years along with IT Return are mandatory.
4	Bidder should have minimum positive Net Worth of Rs. 5crore as per latest audited balance sheet.	Certificate from Statutory Auditors of the Company
5	ISO Certification	Certificates issued by relevant Institutions
6	Bank Solvency Certificate of Rs. 5crore	Copy of Solvency Certificate issued by the Nationalized Banks or Scheduled Banks
7	The Bidder should have, on Pay-Roll, minimum 2000employees	PF challan and Electronic Challan cum Return (ECR) of Latest 1 month.
8	The Bidder should have experience in providing minimum 500 manpower comprising of minimum 30 different categories in Single work order with minimum 100 locations and value not less than 20 (Twenty) Crore in Central/State Govt, Municipal Corporation/ Council and Central/State PSU. The said experience should be in last five years from the due date of bid submission.	Copies of Work Order or Agreement/ Certificate from the respective Authorities.

10. REQUIREMENTS FOR MANPOWER TO BE DEPLOYED

The generic qualification, work experience, exact qualifications, etc.will be prescribed by SARTHI, while placing the order for deployment of Manpower. The minimum Remuneration / Honorarium / Pay / Wages to be paid on monthly basis to each of the personnel, category-wise, will be prescribed from time to time by SARTHI and will be informed to the Agency from time to time. A tentative list of cadres / positions for which manpower is required, has been mentioned in the following table.

Sr.No	Position of Human Resource to be Deployed by the Agency
1	2
1	Project Officer
2	Project Associate
3	Associate Project Officer
4	Assistant Project Officer

5	Junior Project Officer
6	Project Assistant
7	Statistical Assistant
8	Course Assistant
9	Course Coordinator
10	Stenographer (Marathi)
11	Stenographer (English)
12	Clerk Cum Typist / Data Entry Operator (Attendant)
13	Account Officer
14	Senior Accountant
15	Junior Accountant
16	Senior Accounts Clerk
17	Junior Accounts Clerk
18	Bank Coordinator
19	Auditor
20	Deputy Auditor
21	Audit Assistant
22	Driver
23	Audio Visual Officer
24	Audio Visual Coordinator/Technician
25	IT-Coordinator
26	Project Assistant
27	Computer Assistant (Software)
28	Computer Assistant (Hardware)
29	Hostel Manager (HQ)
30	Record Keeper/Attendant
31	Gardner
32	Housekeeping Assistant
33	Documentation Assistant
34	Document Associate
35	Document Officer
36	Audio Visual Assistant
37	Personal Assistant
38	Establishment Assistant
39	Estate Manager
40	Plumber
41	Store Keeper
42	Store Assistant
43	Associate Public Relation Officer
44	Librarian
45	Assistant Librarian
46	Office Assistant/Attendant

47	Steno Typist
48	DTP Operator
49	Librarian Attendant
50	Training Manager
51	Associate Training Manager
52	Assistant Training Manager
53	Training Coordinator
54	Public Relation Officer
55	Assistant Public Relation Officer
56	Head Clerk
57	Senior Clerk
58	Junior Clerk
59	Telephone Operator
60	Helpline Manager
61	Housekeeping Supervisor
62	Lift Operator
63	Research Associate
64	Senior Gardner
65	Gardner
66	Assistant Estate Manager
67	Various Doots/ Mitra / field level HR for pilot projects, Special Projects, Innovative Projects, etc.
68	Taluka Coordinator
69	Office Assistant for Taluka Coordinator
70	Project Coordinator
71	Computer Assistant
72	Warden (Male)
73	Warden (Female)
74	Caretaker/Attendant (Male)
75	Caretaker/Attendant (Female)
76	Nurse
77	Watchmen/Attendant
78	Law Officer
79	Assistant Law Officer
80	Electrician
81	Skill Development Training Assistants
82	Skill Development Training Associates
83	Skill Development Training Coordinators
84	Counselors
85	Research Assistant
86	Publicity Officer
87	Associate Publicity Officer
88	Publicity Assistant

Note :- Above mentioned positions/cadres as well as their number/quantity may change, as per requirements of SARTHI, from time to time. Additional positions/cadres as per requirements of SARTHI, from time to time, will be added to the above mentioned list.

SECTION II

GENERAL INSTRUCTIONS

1. The Earnest Money Deposit (EMD) of Rs. 20,00,000/- (Rupees Twenty Lakhs only) should be deposited online through Credit card/ Debit Card /RTGS /NEFT /Internet Banking and computerized receipt shall be attached with Technical Bid or in the form of Bank Guarantee of any Nationalized / Scheduled Bank in the name of Managing Director, Chhatrapati Shahu Maharaj Research Training and Human Development Institute (SARTHI), payable at Pune. The validity of the Bank Guarantee must be for 6 month starting from the date of submission of bid. A Xerox copy of Bank Guarantee should be attached along with all other documents in the Technical Bid. The bidder must submit the original Bank Guarantee to SARTHI at the time of opening of Technical Bid without fail, failing which the tender shall be rejected summarily. No interest is payable on the EMD amount.

The EMD of unsuccessful bidders will be refunded after finalization of bid process and issue of Work Order. The EMD of successful bidder will be refunded only on submission of the amount of Security Deposit, by way of Bank Guaranty (BG) or Fixed Deposit Receipt (FDR) from any of the Nationalized Bank in the name of “Managing Director, Chhatrapati Shahu Maharaj Research Training and Human Development Institute”, Payable at Pune.

2. The successful bidder will have to deposit Performance Security Deposit @ 3% of the contract value of 1 year and same shall be renewed every year from time to time in the form of Fixed Deposit Receipt (FDR) / Performance Bank Guarantee (PBG) in favour of the “Managing Director, Chhatrapati Shahu Maharaj Research Training and Human Development Institute (SARTHI)” issued by a Nationalized Bank, payable at Pune.

Conditional bids shall not be considered and will be outrightly rejected in very first instance.

All original documents scanned and uploaded in Technical Bid, should be valid authentic, clear and legible. It is to be ensured that the complete information as required by this office is to be furnished in the prescribed format. Formats submitted with incomplete information and not conforming to the requirements are liable to be rejected.

The technical bid shall be opened online on the scheduled date and time as notified in the tender document, in the office of SARTHI, Pune in the presence of the representatives of the Agency, if any, who wish to be

present at the time of opening the tender.

SARTHI reserves the right to reject or cancel all bids without assigning any reason.

Unfair practices like under payment in any way would be viewed seriously and involved Agency would be blacklisted.

Pre-Bid Meeting

A pre bid meeting is open to all prospective bidders. The same will be held on 22/10/2019 **at 15:00 hrs** in the Office of the Managing Director, Chhatrapati Shahu Maharaj Research Training and Human Development Institute, Pune. However, this date of pre-bid meeting can be postponed and in that case, notification will be issued. The bidders are free to ask for any clarification, regarding present tender document, either in writing or orally and the reply to the same will be given in writing. This clarification shall become integral part of Bid / EOI document and will be published on the website and shall be applicable to all bidders. **No telephonic queries will be entertained.**

3. Place of Opening of Bids

The bids shall be opened online on the schedule dates at the following address:

**Chhatrapati Shahu Maharaj Research Training and Human Development Institute (SARTHI),
Agarkar Road, behind S.B. Road, Balchitravani, Pune -411004.**

4. Bid Evaluation Committee

The Bid Evaluation Committee constituted by SARTHI shall evaluate the Technical bid and Financial bids as per the criteria mentioned in the tender document and submit its recommendation to Managing Director, Chhatrapati Shahu Maharaj Research Training and Human Development Institute (SARTHI), Pune, whose decision shall be final and binding upon the bidders.

5. BIDSUBMISSION

The Bidder shall upload his bid in two separate envelopes (i) Technical Bid (Envelope No. 1) and (ii) Financial Bid (Envelope No. 2)

(I) Technical Bid: (Envelope No.1)

The Bidder should submit the followings documents / Certificate in the Technical Bid (Envelope I)

- Registration Certificate of Company registered under the Companies Act, 1956 / 2013;
- Registration Certificate under Contract Labour (Regulation & Abolition) Act, 1972;
- GST registration certificate;
- EPF registration certificates;
- ESI registration certificates;
- Profession Tax Registration Certificate;
- PAN / TAN / TIN number of the Company
- An Affidavit on a Non Judicial Stamp paper of Rs. 100/-, as per Annexure II herewith.
- Documentary proof of address of offices which may be in the form of property card, license or registration certificate or certificate issued by Nationalized Bank, Post Office or BSNL bills or Electricity bills indicating the office address of the Agency should be provided;
- Valid JV/ Consortium agreement, if applicable.
- Experience Certificates of contracts awarded by the Central / State Government / PSUs.;
- Turnover statement for the last three years duly certified by Chartered Accountant in the form as given in **Annexure III**.
Copy of the IT return filed for the last three years by the Agencies;
- Bank solvency Certificate from any of the Nationalized Bank / Scheduled Bank;
- The computerized receipt in support of online deposit of Earnest Money (EMD) of Rs. 20,00,000/- (Rupees Twenty Lakh only) and tender fee of Rs 20,000/- (Twenty Thousand only), failing which the tender shall be rejected summarily.
- Duly signed declaration indicating that they have carefully read the terms and conditions of the Tender and accepted all the provisions of the Tender should be submitted.

Financial Bid – The Bidder should submit his Financial bid in the form as per Annexure I. In Financial bid the bidder should quote percentage (%) figure only.

6. Opening of Technical Bids

Technical bids shall be opened first and technical qualification shall be verified by the Bid Evaluation Committee. The committee shall verify the technical qualification based on the documents submitted by the bidder.

Sr. No	Particulars			Maximum Marks
1	Number of years in Operations of the Company			10
	i)	Less than 5 years	03	
	ii)	5 to 10 years	06	
	iii)	Above 10 years	10	
2	No. of Manpower on Roll (PF Challan)			20
	i)	2000 – 2500	02	
	ii)	2501- 3000	06	
	iii)	3001- 3500	14	
	iv)	More than 3500	20	
3	Relevant Work Experience as per Clause 10, Minimum Eligibility Criteria, point no. 8			20
	i)	One single work	15	
	ii)	Two single works	20	
4	Average Annual turnover in Rupees, for last three financial years (2016-17, 2017-18 and 2018-19)			20
	i)	25 crore to 30 crore	10	
	ii)	More than 30 crore to 40crore	15	
	iii)	More than 40crore	20	
5	Providing services of various different categories of manpower in single work order in Central/State Govt., Municipal Corporation/ Council and Central/State PSU			20
	i)	30categories in a single work	05	
	ii)	31 to 40 categories in a single work	07	
	iii)	41 to 50categories in a single work	12	
	iv)	More than 50categories in a single work	20	
6	Quality Related Marks			10
	i)	ISO 9001 Certificate (less than 1 year)	02	
		ISO 9001 Certificate (More than 1 year)	04	
	ii)	ISO Certificate 14001 (less than 1 year)	02	
		ISO Certificate 14001 (More than 1 year)	03	
	iii)	OHSAS 18001(less than 1 year)	02	
		OHSAS 18001 (More than 1 year)	03	
	Total Marks			

6.1 A Bidder should secure mandatorily a minimum of 70% marks (i.e.70 marks out of total 100 marks) in Technical Evaluation (TEV) to qualify the technical Bid and become eligible for opening of Financial bids. In case of JV/Consortium financial cumulative experience will be considered, but work experience has to be fully complied by any one member of JV/consortium, independently. The client reserves the right to either increase or decrease the qualifying marks at his discretion. No objection on such variation will be entertained.

7. Opening of Financial Bids

Financial bids of only the technically qualified / short listed bidders, in the presence of the bidder or the authorized representative, who choose to attend, will be opened online, on the scheduled date and time or any future date as notified. The bidders or their authorized representative shall sign attendance register as a proof of having attended Financial Bid opening.

- a)** The bidder's name, bid prices and other details considered as appropriate by SARTHI, will be announced at the time of opening of Financial bids.
- b)** The bidder should quote the bid in percentage (%) only, as a service charge to overall monthly billing.

Section – III

TERMS AND CONDITIONS

1. General

The Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities fully, under this contract to any other agency.

SARTHI, at present, has requirement of manpower as described in detail in **Para 11 in Section- 1** for various projects being undertaken by SARTHI. The nature of required outsourced employment is temporary and hence the requirement by SARTHI may increase or decrease during the period of contract depending upon the continuance of projects and exigency of work. These short-listed positions are not part of SARTHI establishment. The Human Resource deployed by the agency will be required to work as instructed by SARTHI for the specified period and the said Human Resource will not claim any right on any post of permanent / temporary nature or of any other nature, whatsoever, it may be. This will be made clear to manpower to be deployed in SARTHI in clear terms. SARTHI would reserve right to repatriate the services of any person without any reason or prior notice.

The Agency will have to provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of various projects of SARTHI.

Required outsourced manpower shall ordinarily be placed in SARTHI, Pune, and other places in Maharashtra as per the need & Project

The bidder will be bound by the details furnished by him / her to SARTHI while submitting the tender or at subsequent stage. In case, any of such documents information there in furnished by him / her is found to be wrong / falsified / deviated / incorrect / concealed from facts at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.

Agency shall not have a conflict of interest. The Agency found to have a conflict of interest in this tender process shall be disqualified. Agency shall be considered to have a conflict of interest, if :

- (a) Agency submits more than one tender for the work.
- (b) If tenderers in two different tenders have controlling shareholders in common.

Tenderers / Bidders are hereby cautioned that tenders containing any material deviation or reservations shall be considered as non-responsive and liable to be rejected.

It must be understood and agreed that all factors have properly been investigated and considered while submitting the Bid. Lack of understanding of local conditions and Laws / regulations outlined above and specified elsewhere in the specification, will not be entertained as a reason for any adjustment of price / or for extension of time of completion of the Works under this Contract.

2 Liabilities, Control etc. of the persons deployed

The Agency shall ensure that the individual manpower deployed at SARTHI or anywhere in Maharashtra / India for SARTHI conforms to the technical specification of educational and skill qualifications prescribed in this Tender Document or as communicated from time to time.

The Agency shall be responsible for any act of indiscipline on the part of any person deployed by the Agency.

The Agency shall be responsible for proper conduct of its personnel deployed in SARTHI office premises or anywhere in Maharashtra / India for SARTHI. In case of any damage / loss/ theft etc. to the property of SARTHI which is caused by the personnel deployed by the agency, the agency will either be liable to make good the loss on the basis of the value of the property as determined by SARTHI or the same could be recovered from the performance guarantee / monthly payments due to the Agency.

The agency shall provide the required number of manpower within a period of one month from the date of the contract, and thereafter within one month of demand from SARTHI, from time to time and failure to comply with the same or found deficient in providing the requisite number of specific Human Resource, shall invite penalty fee of Rs.100/- per day /per manpower or forfeiture of the security deposit and / or legal proceeding for the omission/deficiencies in service. However, Managing Director, SARTHI shall have power to condone the delay or reduce penalty if it is found that reasons for delay were beyond control of the agency.

The agency shall replace its personnel immediately who is found unacceptable to SARTHI, upon receiving written notice from SARTHI.

The delay in providing manpower demanded or a substitute beyond seven working days would attract a penalty @ Rs.500/- per day/per manpower on the Agency. However, Managing Director, SARTHI shall have power to condone the delay or reduce penalty if it is found that reasons for delay were beyond control of the agency.

The personnel deputed to SARTHI shall not be changed by the agency in any circumstances unless there is a specific request for so from SARTHI.

The persons deployed by the Agency shall not claim nor shall be entitled to any pay, perks and other facilities admissible to regular/confirmed employees of SARTHI during the currency or after expiry of the contract.

In case of termination of this contract on its expiry or otherwise, the persons deployed by the agency shall not be entitled to and will have no claim for any absorption in the regular / otherwise capacity in SARTHI or in any Department or establishment of Government/ Semi Govt./ Corporation/ PSUs.

The agency shall provide a substitute at least 7 days in advance if there is any probability of the person leaving the job for any reason, or person is going on long leave of more than 1 Month. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Agency.

All services shall be performed by persons qualified and skilled in performing such services.

The Agency shall first train manpower to be deployed in mannerism / behavior as well as typing, Excel,

Word, Power-point etc. The Agency's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions and they should promote goodwill and enhance the image of SARTHI. In case, the person employed by the successful Agency commits any act of omission/commission that amounts to misconduct/ indiscipline/ incompetence, the successful Agency will be liable to take appropriate disciplinary action against such person, including his/her immediate removal from site of work, if required by SARTHI

The Agency's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret nature that can attract legal action.

The Agency shall ensure proper conduct of its person in office premises, and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work.

The Agency shall nominate one Coordinator who would be constantly in touch with SARTHI and shall be responsible for immediate interaction with SARTHI so that optimal services of the persons deployed by the agency could be availed without any disruption. The Agency shall be contactable at all times and message sent by email /Fax /SMS /Special Messenger from SARTHI to the Agency shall be acknowledged immediately on receipt on the same day by such Coordinator.

The Agency should verify and submit Police records /criminal cases, if any, are pending against the person to be deployed. The Agency should make adequate enquiries about the character and antecedents of the person being deployed. The character and antecedents of each personnel of the Agency will be got verified by the Agency before their deployment after investigation by the local police, collecting proofs of identity like AADHAR No., driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect will have to be submitted to SARTHI.

The Agency shall ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Agency shall withdraw such employees who are not found medically fit by the office immediately on receipt of such request

The Agency shall provide Photo Identity Cards to the persons to be deployed for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.

SARTHI follows Government of Maharashtra office days and holidays (i.e. Monday to Saturday except second and fourth Saturday) in a week from morning 9:45 hrs to afternoon 17:45 hrs with a lunch break of ½ hour from 13:30 hrs to 14:00 hrs. Besides this, SARTHI also observes the Gazetted holidays notified by the Government of Maharashtra from time to time. The personnel, however, may have to attend the office on weekends and holidays, for which they will be allowed compensatory off on any working day subject to sanction by concerned Head of office. There will be no over time for such work. The person deployed shall be entitled to one casual leave per month and fifteen days earned leave during a year proportionately.

The outsourced manpower shall have to punctually follow all attendance rules and have to record attendance on every entry in and exit from SARTHI or its other office premises on biometric attendance machine. Agency shall maintain computerized attendance registers for manpower placed for SARTHI office campus and other office locations.

The Agency shall furnish the bio-data & photograph of the short-listed personnel to be deployed in the ratio

of 1:3 in SARTHI for selection / approval by SARTHI. After communication of selection / approval of the same, deployment can be made.

The Agency shall maintain a computerized 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.

The Agency shall be responsible for all injuries and accidents to persons deployed by him. The persons 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 person deployed by the Agency, SARTHI will not be liable to pay any compensation.

The Agency shall be held responsible for any loss/damage to the equipment and instruments of SARTHI provided to the manpower deployed by the Agency due to the negligence or willful damage as assessed by SARTHI.

3. Legal Compliances

The Agency shall comply with all Acts, Laws or other statutory Rules, Regulations, Byelaws applicable or which might become applicable to with regard to the performance of the work included herein or touching this contract but not, limited to Minimum Wages Act, 1948, Contract Labour (Regulation & Abolition Act), Industrial Disputes Act, 1947, Workers Compensation Act, 1954, P.F. and Misc. Provision Act and other applicable Acts, Rules and Regulations etc. The Agency shall keep SARTHI and its officials indemnified from and against all actions, claims, demands and liabilities whatsoever under and in respect of the breach of the provision of any Acts, Rules and Regulations as may be applicable from time to time.

The Agency will be responsible for compliance and strict adherence of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect to the persons deployed by the agency in SARTHI.

The Agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to SARTHI to concerned tax collection authorities from time to time as per extant rules and regulations on the matter. In case, the Agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof SARTHI is put to any loss /obligation, monetary or otherwise, SARTHI will deduct the same from the monthly bills and or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

The Agency shall maintain all Statutory Registers under the Law. The agency shall produce the same, on demand, to the concerned authority of SARTHI or any other authority under Law.

Agency shall have to execute an Indemnity Bond to indemnify SARTHI from any offence committed by contracted person.

The Tax Deduction at Source (T.D.S.) shall be made as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by SARTHI. SARTHI indemnifies itself from any tax liability from any government agency.

The Agency will accept full and exclusive liability for all the payments to be made by it to its staff in accordance with the laws of the land including any statutory obligations under the law imposed by the Central Government / State Government/ Government of local bodies. Any new statutory liability / levy imposed after submission of tenders will be borne / compensated by SARTHI.

The Agreement shall be terminated in the event of non-performance, deviation any of the terms and conditions of contract, non-payment of remuneration of support staff engaged and non-payment of statutory dues. SARTHI will have no liability towards non-payment of remuneration to the persons employed by the Agency and the outstanding statutory dues of the Agency to statutory authorities. If any loss or damage is caused to SARTHI by the persons deployed, the same shall be recovered from the unpaid bills or adjustment from the Security Deposited by the concerned Agency with SARTHI.

The Agency shall be solely responsible for the redress of grievances or resolution of disputes relating to persons deployed. SARTHI shall, in no way, be responsible for settlement of such issues whatsoever.

For all intents and purposes, the Agency shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower deployed. The persons deployed by the Agency shall not have any claim whatsoever like employer and employee relationship with or against SARTHI.

Each Bidder unconditionally agrees, understands and accepts that SARTHI reserves the right to accept or reject any or all Bids without giving any reason. Neither SARTHI nor its employees or advisers shall entertain any claim of any nature, whatsoever, including without limitation, any claim seeking expenses in relation to the preparation of Bids.

SARTHI shall be entitled to split the work and / or award the part of work under the tender to one or more bidders in any manner that in the opinion of SARTHI is more favorable to it.

4. Financial

The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of Rs. 20,00,000/- (Rupees Twenty Lakh only) and Computerized receipt of the EMD deposited online should be submitted in technical bid.

The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest within 30 days after finalization of the tender

The successful Agency will be required to execute an agreement with SARTHI within the period specified in the award letter/letter of Intent. In case the successful agency fails to enter into the agreement with SARTHI within the specified date mentioned in the award letter, the EMD deposited by such Agency shall stand forfeited without giving any further notice.

- a) Within 15 (fifteen) days after receipt of the Letter of Acceptance, the successful Agency shall deliver to SARTHI a Performance Security Deposit @ 3% of the service charge amount of the bidder of the contract value of 1 year in the form of Bank Guarantee / Fixed Deposit Receipt (FDR) drawn in favour of The Managing Director, Chhatrapati Shahu Maharaj Research Training and Human Development Institute (SARTHI) Pune issued by a nationalized bank. The security deposit shall be refunded only after satisfactory execution of the contract and after completion of one month period of the contract.
- b) The amount of performance security deposit has been initially worked out at 3% of the estimated cost as shown in clause 4(a) above and it may be proportionately enhanced if there is considerable increase in the requirement of manpower.
- c) No interest will be paid on performance security deposit amount.

The entire financial liability in respect of manpower services deployed in SARTHI shall be that of the Agency and SARTHI will in no way be liable, it will be the responsibility of the Agency to pay to the person deployed a sum not less than the rates prescribed directly by RTGS / NEFT to their accounts and to be submitted to SARTHI.

In case of breach of any terms and conditions of this agreement, the Security Deposit of the Agency shall be liable to be forfeited besides annulment of the Agreement.

The Managing Director, SARTHI reserves the right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.

5. Award Criteria being Service charge quoted by the Agency

The Service Charge quoted by the agency shall be the service charge in percentage of the consolidated remuneration paid per month for all personnel deployed, irrespective of their designations.

SARTHI will award the Contract to the Agency who has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid Price i.e. Percentage service charges per month.

The consolidated remuneration/ wages/pay/ honorarium payable shall be decided by SARTHI. It will be determined on the basis of minimum wages fixed by the Government of Maharashtra and such other laws applicable from time to time. The consolidated remuneration/ wages/pay/ honorarium payable for a particular human resource cadre, shall be paid to the Agency by SARTHI.

The Agency shall be liable for all kinds of dues payable in respect of the personnel provided under the contract and SARTHI shall not be liable for any dues for availing the services of the personnel.

The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. SARTHI will have no liability towards non-payment of remuneration to the persons deployed by the Agency and the outstanding statutory dues of the Agency to statutory authorities. If any loss or damage is caused to SARTHI by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

6. Terms of payment

The Agency shall submit the monthly bills by 5th of every month, to SARTHI, in triplicate enclosing the certificates as mentioned in succeeding paragraphs which shall be duly certified by the officer in-charge and the same shall be paid by SARTHI to the Agency within 15 days, after making recovery, if any. The payment will be made on pro-rata basis whatever the amount comes to after necessary deductions including non-permissible absence of the manpower.

The Agency shall make regular and full payment of remuneration/ wages/ pay/ honorarium as due to its personnel deputed under service contract and furnish necessary proof whenever required. The payment of personnel by the Agency would be made on or before 10th of every month. In case 10th day being a holiday wages should be paid on the next working day of the month.

The Agency will ensure the remittance of the salary to the personnel deployed by them in SARTHI through Bank Account and a proof thereof will be furnished to SARTHI every month along with the bills.

Proof of Challan / Receipt deposited with the Regional Provident Fund Commissioner and ESI Office for the payment made towards applicable provident fund, ESIC for the previous month shall be submitted while claiming the bill for the current month. In the absence of the proof, the bill will not be processed.

Proof of GST deposited with the concerned authority shall be submitted with the bill by Agency which will be reimbursed to Agency by SARTHI in the regular bills.

In case SARTHI receives any complaints regarding non-payment of salaries to the personnel deployed in SARTHI the amount payable to the employee will be recovered from the bills of Agency and paid to such personnel.

However, payments in respect of PF, ESI etc. or any such other statutory requirements to the successful Agency shall be paid subject to furnishing of proof of such payments to the concerned authorities indicating the PF No., ESI No. etc. of the outsourced persons every month without fail and before submitting bills for the subsequent months. The bills should be for reimbursement of the actual amount to the service rendered by the Agency.

7. Settlement of Disputes

All disputes or differences of any kind whatsoever that may arise between SARTHI, and the Successful Bidder in connection with or arising out of the contract or subject matter thereof, whether during the progress of contract or after its completion shall be settled as under:

All such disputes or differences shall in the first place be referred by the Bidder to SARTHI in writing for resolving the same through mutual discussions, negotiations, deliberation etc. By associating representatives from both the sides concerted efforts shall be made for reaching amicable settlement of disputes or differences.

If the Bidder is not satisfied with the mutual settlement on any matter in question, the Bidder may approach any Court of Law for settlement of such disputes or differences

8. Jurisdiction of Courts

Jurisdiction of courts for dispute resolution shall be PUNE only.

**Managing Director
Chhatrapati Shahu Maharaj
Research Training and Human
Development Institute
(SARTHI) Pune**

Annexure-I
Envelope II – Financial Bid

SARTHI has worked out and fixed the rate of remuneration / wages / pay / honorarium to be paid per month for personnel to be deployed against the various positions / cadres which the Agency is required to pay on a monthly basis to each of the personnel deployed in SARTHI during the contract period in the bank account of the employee provided. The Agency is required to submit a price bid in the following format only.

Sr. No.	Position of Human Resource to be Deployed by the Agency	Remuneration/ Wages/ Pay/ Honorarium per month	Service Charges in Percentage of consolidated Remuneration/ Wages/ Pay/ Honorarium per month for all the Categories (%)
1	2	3	4
1	Project Officer	SARTHI shall decide the consolidated remuneration / Wages/ Pay/ Honorarium per month of each category which shall include salary, PF, ESIC & other statutes as applicable as per the prevailing labour laws, minimum wages or any other law applicable..	
2	Project Associate		
3	Associate Project Officer		
4	Assistant Project Officer		
5	Junior Project Officer		
6	Project Assistant		
7	Statistical Assistant		
8	Course Assistant		
9	Course Coordinator		
10	Stenographer (Marathi)		
11	Stenographer (English)		
12	Clerk Cum Typist/Data Entry Operator (Attendant)		
13	Account Officer		
14	Senior Accountant		
15	Junior Accountant		
16	Senior Accounts Clerk		
17	Junior Accounts Clerk		
18	Bank Coordinator		
19	Auditor		
20	Deputy Auditor		
21	Audit Assistant		
22	Driver		

23	Audio Visual Officer		
24	Audio Visual Coordinator/Technician		
25	IT-Coordinator		
26	Project Assistant		
27	Computer Assistant (Software)		
28	Computer Assistant (Hardware)		
29	Hostel Manager (HQ)		
30	Record Keeper/Attendant		
31	Gardner		
32	Housekeeping Assistant		
33	Documentation Assistant		
34	Document Associate		
35	Document Officer		
36	Audio Visual Assistant		
37	Personal Assistant		
38	Establishment Assistant		
39	Estate Manager		
40	Plumber		
41	Store Keeper		
42	Store Assistant		
43	Associate Public Relation Officer		
44	Librarian		
45	Assistant Librarian		
46	Office Assistant/Attendant		
47	Steno Typist		
48	DTP Operator		
49	Librarian Attendant		
50	Training Manager		
51	Associate Training Manager		
52	Assistant Training Manager		
53	Training Coordinator		
54	Public Relation Officer		
55	Assistant Public Relation Officer		
56	Head Clerk		
57	Senior Clerk		
58	Junior Clerk		
59	Telephone Operator		
60	Helpline Manager		
61	Housekeeping Supervisor		
62	Lift Operator		
63	Research Associate		
64	Senior Gardner		

65	Gardner		
66	Assistant Estate Manager		
67	Various Doots/ Mitra / field level HR for pilot projects, Special Projects, Innovative Projects, etc.		
68	Taluka Coordinator		
69	Office Assistant for Taluka Coordinator		
70	Project Coordinator		
71	Computer Assistant		
72	Warden (Male)		
73	Warden (Female)		
74	Caretaker/Attendant (Male)		
75	Caretaker/Attendant (Female)		
76	Nurse		
77	Watchmen/Attendant		
78	Law Officer		
79	Assistant Law Officer		
80	Electrician		
81	Skill Development Training Assistants		
82	Skill Development Training Associates		
83	Skill Development Training Coordinators		
84	Counselors		
85	Research Assistant		
86	Publicity Officer		
87	Associate Publicity Officer		
88	Publicity Assistant		

- ✓ Statutory charges like EPF I.e. employer’s contribution and ESIC i.e. employer’s contribution wherever applicable are inclusive in the rates mentioned in column No. 3 above.
- GST shall be applicable on total billing amount and that will include remuneration / Wages/ Pay/ Honorarium per month as the case may be and the service charges of the Agency to be paid by SARTHI.
- Service Charges quoted or offered shall be inclusive of all taxes except GST, charges for all legal compliances as may be required by existing industrial/ labour / insurance/ compensation laws etc. as specified in terms and conditions.
- The bidder should quote only in percentage (%)per month on total consolidated remuneration of total manpower of all categories deployed by the Agency for SARTHI.

Agency’s Authorized Signatory Name

Designation _____

Date:

Place:

Annexure-II

AFFIDAVIT

TO,
Managing Director,
SARTHI, M.S., Pune

Ref: Invitation for Bid No. TENDER NO. <Tender Number> Dated <dd.mm.yyyy>

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Addenda issued, if any, in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the Bidding Documents for providing of Manpower at Various Establishments working under SARTHI, Maharashtra State, Pune.
3. Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We hereby declare that Government of India or any other Government Body has not declared us ineligible/ black listed/ debarred/ banned or terminated us for any reason whatsoever, in the past. Also we declare that no negative/ penal order from any Govt. or Private body has been passed against us for any of our works/ contracts. We undertake to declare all such incidences or works, if any, mentioned herein, with documentary evidence, along with the bid submission.
6. We acknowledge, understand and accept that any such incidence, if any, falling under clause 5 above, shall summarily lead to our disqualification from the present bidding process, until it has been reversed/ set aside by judicial/ arbitral order as on date of submission of bid and any pending/ ongoing petitions/ litigations/ arbitrations shall not be considered.
7. We accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.
8. We also accept that, if it is found that any of the information provided by us is proved wrong/ falsified/ deviated/ incorrect/ concealed from facts, our bid will be summarily rejected along with the blacklisting of our firm and forfeiture of our EMD/ PBG, as the case may be.

Yours sincerely,

Authorized Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding Company)

Full Name and Designation

(To be submitted on non judicial stamp paper of Rs. 100/-)

Annexure – III

Format for Turnover Certificate

Name of the Agency : _____

All amount in Rupees in Lakh : _____

Sr. No.	Description	2016-17 Rs.	2017-18 Rs.	2018-19 Rs.
1.	Annual Turnover			

NOTE :

1. Attach copies of the audited balance sheets or CA certificate.
2. The financial data in above prescribed Pro-forma shall be certified by Chartered Accountant/ Company Auditor under his signature & stamp.
3. The Annual Turnover of the Principal Firm / Agency will only be considered for valuation of Tender. In case of JV/ Consortium, the cumulative Annual Turnover of the members will be considered for evaluation.

DECLARATIONS

(Printed on letterhead, scanned and to be uploaded)

Declaration as regards acceptance of terms and conditions of contract

1. I _____, Son / Daughter/ Wife of Shri _____
Proprietor /Director /authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information/documents furnished along with the tender are true and authentic to the best of my knowledge and belief. 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.

Date :

Place :

Full Name :

Seal :

(Signature of Authorized person)

Name _____ Designation _____ Business Address : _____ Seal _____