

कार्यालय: प्रादेशिक स्टाफ प्रशिक्षण एवं शोध केन्द्र,
परिसर— राजकीय औद्योगिक प्रशिक्षण संस्थान,
अलीगंज, लखनऊ।

(टेण्डर संख्या—M.P.- 04/2014.)

अल्पकालीन निविदा

महामहिम राज्यपाल महोदय, उ०प्र० की ओर से निदेशक(प्राविधिक), प्रादेशिक स्टाफ प्रशिक्षण एवं शोध केन्द्र, अलीगंज, लखनऊ के द्वारा केन्द्र के स्वीकृत प्रशिक्षण अधिकारी (अराजपत्रित), सहायक लेखाकार, आशुलिपिक, वरिष्ठ लिपिक/भण्डारी, कनिष्ठ लिपिक, कम्प्यूटर आपरेटर, चपरासी, चौकीदार एवं स्वीपर के पदों पर आउटसोर्सिंग के माध्यम से भर्ती हेतु सील बन्द अल्पकालीन निविदा आमंत्रित की जाती हैं। निविदा के विवरण निम्नवत हैं जो कि विभागीय वेबसाइट —www.vppup.in पर भी उपलब्ध है।

- 1— टेण्डर प्रपत्र शुल्क — रुपये 1,250/—
- 2— अर्नेस्ट मनी — रुपये 35,000/— निदेशक (प्राविधिक), प्रादेशिक स्टाफ प्रशिक्षण एवं शोध केन्द्र, लखनऊ के पक्ष किसी भी राष्ट्रीयकृत बैंक से डीमाण्ड ड्राफ्ट/एफ०डी०आर० के रूप में।
- 3— टेण्डर बिक्री की अन्तिम तिथि एवं समय — दिनांक:04-03-2014 (11:00बजे पूर्वान्ह से अपरान्ह 4:00 बजे तक)
- 4— टेण्डर जमा तिथि एवं समय — दिनांक:05-03-2014 11:00 बजे पूर्वान्ह
- 5— टेण्डर खोलने की तिथि एवं समय — दिनांक:05-03-2014 11:30 बजे पूर्वान्ह (तकनीकी बिड)
- 6— टेण्डर खोलने की तिथि एवं समय — दिनांक:05-03-2014 04:00 बजे अपरान्ह (वित्तीय बिड)
- 7— वेबसाइट का नाम— www.vppup.in

अधोहस्ताक्षरी को बिना कारण बताये निविदा के समस्त अथवा किसी अंश को निरस्त या संशोधित करने का अधिकार सुरक्षित होगा। निविदा प्रपत्र/विवरण वेबसाइट www.vppup.in पर भी उपलब्ध है, से भी डाउनलोड किया जा सकता है। ऐसी स्थिति में निविदा शुल्क बैंक ड्राफ्ट निविदा के टेक्नीकल ऑफर के साथ संलग्न करना अनिवार्य होगा।

निदेशक(प्राविधिक)
प्रादेशिक स्टाफ प्रशिक्षण एवं शोध केन्द्र,
अलीगंज, लखनऊ।

State Staff Training & Research Center

(Vocational Education and Skill Development Deptt., U.P.,)

GITI campus, Aliganj, Lucknow

SHORT TERM-TENDER

Tender Notice No. MP- 04/2014.

**Hiring of Outsourcing Agency for supplying of
Manpower for Different Post of Officer's/Staff**

:OFFICE ADDRESS:

State Staff Training & Research Center

GITI CAMPUS, ALIGANJ, LUCKNOW UTTAR PREDESH

PH:0522-2329110, E-mail-sstrclko@gmail.com

**STATE STAFF TRAINING & RESEARCH CENTER,
(Vocational Education and Skill Development Deptt., U.P.,)
U.P. Aliganj, LUCKNOW**

Tender Notice No - MP- 04/2014.

Sealed tender are invited from experienced and reputed manpower supplying agencies for outsourcing of the services of various Officers/Staff in State Staff Training and Research Center, Lucknow. The below information are as follows:

Department Name/ Authority Name	Director(Technical) State Staff training & Research Center U.P, Lucknow.
Tender Notice No.	Tender Notice No. MP- 04/2014.
Name of Project	Sealed tender are invited from experienced and reputed Manpower supplying Agencies for outsourcing of the services of manpower in State Staff Training and Research center Lucknow.
Name of work	Service Provider for following activities: Supply of Manpower For providing training & official Services.
Bidding type	Open
Bid Document Fee/ Tender Fee	Rs. 1250/- in form of Demand Draft from any Scheduled/ Nationalized Bank
Bid Document Fee Payable to	DIRECTOR(Technical) "State Staff Training & Research Center" U.P , Aliganj, Lucknow, payable at Lucknow.
Bid Security/ EMD (INR)	Rs. 35,000.00 in form of Demand Draft from any Scheduled/ Nationalized Bank
Bid Security/ EMD in favour of	DIRECTOR (Technical) "State Staff Training & Research Center" U.P, Aliganj, Lucknow, payable at Lucknow.
Last date & Time for issue of bids	04-03-2014 (11.00 A.M to 04.00 P.M)
Last date & Time for Submission of Bids	05-03-2014 (upto 11:00 A.M.)
Date of Tender Opening (Technical Bid)	05-03-2014 at 11:30 A.M.
Date of Tender Opening(Financial Bid)	05-03-2014 at 04:00 P.M.
Bid Validity Period	90 days from the date of opening of price bid
Phone/E-mail	0522-2329110,Email: sstrclko@gmail.com
Officer Inviting/ Opening Bids	Director(Technical) State Staff Training & Research Center, Aliganj, U.P, Lucknow

Schedule for Invitation of Tender

Sealed tender are invited from experienced and reputed Manpower Supplying Agencies for outsourcing of the services of **Officers/Staff in State Staff Training and Research Center, Aliganj, Lucknow** as detailed below:

1.1 Technical Bid

TENDER FEE : Rs. 1250.00
EMD AMOUNT : Rs. 35,000.00

Tender Notice No :

Last Date and time of issue of Tender Form: 04-03-2014 (11.00 A.M to 04.00 P.M)

Last date and time of submission of filled form: 05-03-2014 (upto 11:00 A.M.)

Date and time for opening of technical Bid: 05-03-2014 at 11:30 A.M.

Date and time for opening of Financial Bid: 05-03-2014 at 04:00 P.M.

Agency should fill the technical bid in technical format and financial bid in financial format, if there is any discrimination or error it rejected automatically.

Proposal Validity

The Technical and Financial proposal to be submitted by the service provider should be firm and valid for a period of 90 days from the date of submission of the proposal

Earnest Money Deposit

The Proposal shall be accompanied by Earnest Money Deposit (EMD) of Rs. 35,000.00 [Rupees Thirty Five thousand only] in favour of the DIRECTOR (Technical) "State Staff Training & Research Center" Aliganj, U.P Lucknow, payable at Lucknow".

Content of proposal

The proposal shall comprise of three envelopes as prescribed below:

Outer Envelope

Envelope 1: Technical Proposal (Annexure II)

Envelope 2: Financial Proposal (Annexure III)

The outer envelope shall contain DEMAND DRAFT towards EMD and Tender Fee, if downloaded from the internet:

The envelope I shall contain Technical Bid. On the top of the envelope it should be written Technical Bid

The envelope II shall contain Financial Bid. On the top of the envelope it should be written Financial Bid

FINANCIAL BID

1. **Agency can charge service tax at the current rate of 12.36% which will be applicable on the total value (i.e. gross salary + service charges). If there is any changes, the current rate is applicable . Zero service charge and below TDS rates Bids are not accepted.**
2. Rates should be mentioned in rupees. If there is discrepancy between figure and words the rates in words be accepted,
3. **TDS deducted as per the Govt.Orders and Income Tax Act.**

**Director (Technical)
State Staff & training Research Center
Aliganj, U.P Lucknow**

Declaration

We hereby solemnly declare that we have Submitted all the documents mentioned in BID are true as per my knowledge, We hereby also confirmed that due to non compliance of any documents the offer will be treated as non-responsive.

Place:

Date:

Signature
Bidder/Authorized Person with Stamp

(Submitted with the technical bid)

ANNEXURE - I

Terms & conditions

1. No. of posts can be increased or decreased as per requirement.
2. Bidder may also download tender-form, from the official website and submit the tender fee in the form of DD in favour of Director (Technical) "State Staff Training & Research Center" U.P Lucknow, payable at Lucknow", with the outer envelope, without the tender fee form will be rejected automatically .
3. Bidder may purchase the tender-form from the office also by giving cash with request letter.
4. Incomplete bid shall not be considered.
5. Bids without EMD and tender fee shall not be considered.
6. State Staff Training & Research Center, U.P, Aliganj, Lucknow has right to reject the not eligible and non-readable bid.
7. Lowest rate quoted by the bidder in column of financial bid is selected for the services. The agreement will be signed between the bidder and the Director (Technical) "State Staff Training & Research Center" U.P Lucknow. For this, bidder will provide the non judicial stamp paper for the agreement. Within 15 days bidder shall provide the manpower to the State Staff Training & Research Center" U.P Lucknow otherwise EMD will be absorb by the Director (Technical) .
8. It is the responsibility of bidder to submit the EPF, ESIC, Service tax and other relevant govt. taxes which mean bidder will be the principle employer. Attested copy of challans of EPF, ESIC, Service tax and others taxes will be given by the bidder then the next payment will be release to the bidder.
9. It is right to reject any or all bids without giving any reason by the DIRECTOR (Technical) "State Staff Training & Research Center" U.P,Aliganj Lucknow, If it is found any error in technical & financial bid in the lowest tender at any time and any level then the DIRECTOR(Technical) "State Staff Training & Research Center" U.P Lucknow, has right to award the tender to the second lowest bidder.
10. Contract period will be normally for one year. Depending upon the need or contractual failure the DIRECTOR (Technical) "State Staff Training & Research Center" U.P Lucknow, can terminate the contract with giving a 30 days' notice period. After the satisfaction of work contract can be extended on mutual consent.
11. Contractual rate and terms & conditions can be changed as per U.P.Govt. order.
12. Agency must provide list of minimum two candidates for each post, and department may select accordingly from them (as per qualification and experience).
13. Personnel deployed by the agency should not be below the age of as per eligibility norms of Govt. of U.P. and not more than 55 years.
14. Personnel deployed by the agency cannot be a payroll of the department in future. Any disputes or court cases will be total responsibility of contractor/agency/bidder. Those personnel have not any right for services in the department.

15. In case arbitration the decision of Director (Technical) "State Staff Training & Research Center" U.P Lucknow, will be final.
16. All the bidders have to submit a Demand Draft of Rs. 35000/- as earnest money in favour of Director (technical) "State Staff Training & Research Center" U.P Lucknow. The amount paid as earnest money is refundable.
17. Minimum wages will be according to labour department (Minimum wages act 1948) and cannot be less than that.
18. Director (Technical) "State Staff Training & Research Center" U.P Lucknow, are not bound to award the contract to the lowest rate.
19. Successful bidder will deploy the personnel according to the contract of wages to the Director(Technical), State Staff Training & Research Centre, U.P., Aliganj, Lucknow.
20. Agency will be fully responsible for the work, behavior and character of deployed staff.
21. Eligibility of deployed personnel will be as per government norms. Director (Technical) error in technical & financial bid in the lowest tender than, has right to judge the eligibility of deployed personnel's.
22. Agency will be fully responsible for any type of damage & loss done by the personnel to the Director (Technical), State Staff Training & Research Centre, U.P., Aliganj, Lucknow.
23. If notarized given by the bidder that no legal case/ dispute is pending against him in any court of Uttar Pradesh, if yes then submit the copy of the same. For any dispute arise the jurisdiction will be Lucknow.
24. Deployed personnel should be present on fixed time in office of "State Staff Training & Research Center", U.P, Aliganj, Lucknow, Normally on public and gazette holidays Personnel can take leave but if required on these the personnel will work as per the need of office.
25. Agency will give payment to the personnel by account payee cheque.
26. Agency has no right to do any illegal deduction from the personnel wages.
27. In case of leave taken by the deployed personnel the replacement will be provide by the firm as per required by the department.
28. If any un-satisfaction or damage reported against the deployed personnel by the officer of DIRECTOR (Technical) "State Staff Training & Research Center" U.P , Aliganj, Lucknow, then the deduction will be done by the performance security of the bidder.
29. Selected bidder will have to deposit the performance security of Rs. 75000/- as FDR pledged to Director (Technical) "State Staff Training & Research Center" U.P , Aliganj, Lucknow, of validity of 12 months. The contract agreement will be signed on Rs 100 non judicial stamp paper between the bidder & Director (Technical) "State Staff Training & Research Center" U.P, Aliganj, Lucknow.
30. The tender will be non transferable and the tender document will be used only by the purchaser.
31. Each page of bid should be signed and sealed by the bidder/authorized person.
- 32. Agency can charge service tax at the current rate of 12.36% which will be applicable on the total value (i.e. gross salary + service charges). If there is any changes, the current rate is applicable . Zero service charge and below TDS rates Bids are not accepted.**

ARTICLE – I
DETAILS OF DIFFERENT POST

S.NO. 1	POST 2	NO. of POST 3	Qualification 4	Consolidated/ fixed/month 5
1	Training Officers-Mechanical (Non-Gazetted)	07	B.Tech. Mechanical with 2 years experience.	25000-00
	Training Officers-Electrical (Non-Gazetted)	04	B.Tech. Electrical with 2 years experience.	25000-00
2	Assistant Accountant	01	B.Com computer in 1 year diploma with 1 year experience in any organization.	15000-00
3	Stenographer	03	Graduation with computer certificate/ Govt. fixed speed in Typing and Steno graphing.	14000-00
4	Sr. Clerk/ Storekeeper	02	Intermediate/Computer Operating & Typing knowledge & 1 year experience.	14000-00
5	Jr. Clerks	02	Intermediate/Computer Operating & Typing knowledge.	13000-00
6	Computer Operators	02	Graduation with 1 year diploma in Computer & 1 year experience with Hindi typing speed 25 words and Eng. Typing speed 35 words per min.	14000-00
7	Attendant	04	Class 8 passed. Healthy person with Cycling knowledge & knowledge of different fields of city. (cycling is not required for women)	As per U.P govt. min wage rate
8	Guards	08	Class 8 passed. Knowledge of writing & reading Hindi & English.	As per U.P Govt. Min Wage Rate
9	Sweepers	03	Class 5 passed. Knowledge of writing & reading Hindi.	As per U.P Govt. Min Wage Rate

ARTICLE – 2: ELIGIBILITY CRITERIA FOR BIDDERS

Qualification Criteria

1. The Service Provider shall fulfill the following qualification criteria:

Points assigned below for the Purpose of Technical BID evaluation:

1	Agency must be registered in Indian company act 1956 and 3 yrs old and must have 3 yrs of experience of similar services in government departments.
2	Agency having a turnover of Rs. 3 crore in last financial years in which a 75 % amount of the turnover is distributed as a wages, (proof required in the form of Balance sheet of financial year 2010-11,2011-12 & 2012-13). Agency must submit their ITR of year 2010-11,2011-12& 2012-13
3	Agency must Registered in labour, service tax department in the head “ Manpower recruitment/supply of manpower agency”.
4	Agency must be registered in income tax, service tax ,labour(state,center) , EPF , ESIC and other govt. department from last 3 year for which originals can be required
5	Agency must be ISO Certified.
6	Service Tax Contribution must not be less than 30Lacks INR per year
7	Agency must submit the affidavit of not black listed by any department of state Govt. and G.O.I

2. The Service Provider must submit the requisite documents as mentioned in the formats. The tender not contained required documents will not be considered for the evaluation.

3. Selection of Service Provider

1. The Director(Technial), “State Staff Training & Research Center” U.P, Aliganj, Lucknow,. however, reserves the right to reject any or all the bids received, without assigning any reasons and any liability to State Staff Training & Research Center
2. State Staff Training & Research Center shall have absolute right to any tender in full or to approve rates of more than one tender. The tender sanctioned in this way shall be binding to all tenders.

ANNEXURE - II
TECHNICAL BID

Sr.No.	Particulars	To be filled in by the tenderer
1	Name of the agency	
2	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the agency with Office Telephone Number, Fax Number, Fax Number and Mobile Number and name of the Contact person	
5	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed.)	
6	PAN and TAN Number (Copy to be enclosed)	
7	Service Tax Registration Number(Copy to be enclosed)	
8	ESI No. (Copy to be enclosed)	
9	Professional Tax No. if applicable (Copy to be enclosed)	

10	PF No. (Copy to be enclosed)	
11	Whether the form is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/ partners anywhere in India. (If no, a certificate is to attached in this regard.)	
12	Experience in dealing with Govt. Departments (Indicate the names of the departments and attach copies of contracts orders placed on the agency.)	
13	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance of the same, is attached.	
Sr.No.	Particulars	To be filled in by the tenderer
14	Whether agency profile is attached?	
15	Whether agency has ISO certification?	
16	No. of employee on roll.	
17	List of other clients	

**Signature of the Bidder/ authorized person
with stamp**

FINANCIAL BID
ANNEXURE-III
(To be enclosed in a separate sealed envelope)

For outsourcing of services of Manpower's in State Staff Training and Research Centre , Aliganj, Lucknow, U.P. in Lucknow.

1. Name of tendering Company/ Firm/ Agency:

Service charge to be quoted below by the contractor should be excluding the wages as mentioned in article -I column no.5.

Percentage of service charge in figures:
(On wages as mentioned in article -I column no.5.)
Percentage of service charge in words:

Signature of authorized person with
company seal

Full Name:

Date:

Place: