

State Council for Vocational Training, U.P.
Govt. I.T.I. Campus Aliganj, LUCKNOW

TENDER

Tender Notice No.07/ S.T.-005/2014, Lko. Dated

**Hiring of outsourcing agency for supplying of
Manpower for Computer Operator**

: OFFICE ADDRESS:

State Council for Vocational Training, U.P.
Govt. I.T.I. Campus Aliganj, LUCKNOW
PH:0522-23336115

State Council for Vocational Training, U.P.
Govt. I.T.I. Campus Aliganj, LUCKNOW
Tender Notice No 07/S.T.-005/2014, Lko. Dated:

Sealed tender are invited from experience and reputed manpower supplying agencies for outsourcing of the services of Vyavasayik Pariksha Parishad/Govt. I.T.Is and Training and Employment u.p., Lucknow. The below information are as follows:

Department Name/ Authority Name	Director, State Council for Vocational Training, U.P., Govt. I.T.I. Campus, Aliganj, Lucknow.
Tender Notice No.	Tender Notice No 07/S.T.-005/2014
Name of Project	Sealed tender are invited from experienced and reputed Manpower supplying Agencies for outsourcing of the services of manpower in State Council for Vocational Training, U.P., Aliganj, Lucknow.
Name of work	Service Provider for following activities: Supply of Manpower For providing 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, State Council for Vocational Training, U.P., Aliganj, 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 , State Council for Vocational Training, U.P. Aliganj, Lucknow " , Lucknow, payable at Lucknow.
Last date & Time for issue of bids	20 -10-2014 upto 12.00 P.M.
Last date & Time for Submission of Bids	20 -10-2014 (upto 3.00 P.M.)
Date of Tender Opening (Technical Bid)	20 -10-2014 at 4.00 P.M.
Bid Validity Period	90 days from the date of opening of price bid
Phone	0522-2336115,
Officer Inviting/ Opening Bids	Director, State Council for Vocational Training, U.P., Aliganj, Lucknow

Schedule for Invitation of Tender

Sealed tender are invited from experienced and reputed Manpower Supplying Agencies for outsourcing of the services of State Council for Vocational Training, U.P., Aliganj, Lucknow

1.1 Technical Bid

TENDER FEE : Rs. 1250/- + Vat 5% Extra
EMD AMOUNT : Rs. 35,000.00

Tender Notice No :

Last Date and time of issue of Tender Form: 20-10-2014 12-00 P.M)
Last date and time of submission of filled form: 20-10-2014 (upto 3.00 P.M)
Date and time for opening of technical Bid: 20-10-2014 at 4.00 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 , State Council for Vocational Training, U.P., Aliganj, 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 .
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

State Council for Vocational Training, U.P.,
Aliganj, 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.
Bidder may also download tender-form, from the official website and submit the tender fee in the form of DD in favour of Director State Council for Vocational Training, U.P. Aliganj, Lucknow
2. 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. Director, State Council for Vocational Training, 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 Vyavasayik Pariksha Parishad 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 Director Vyavasayik Pariksha Parishad U.P Lucknow otherwise EMD will be absorb by the Director Vyavasayik Pariksha Parishad.
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 will be right DIRECTOR State Council for Vocational Training U.P Lucknow, to reject any or all bids without given any reason, If it is found any error in technical & financial bid in the lowest tender at any time and the level, the State Council for Vocational Training, U.P. Aliganj, 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 State Council for Vocational Training, U.P., Aliganj, 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. If there is change in policy of U.P. Govt. then necessary changes may be made accordingly.
12. Agency must provide list of minimum 4 candidates for each post , From these candidate, the head of the office (wherever the services are to be provided) will chose one candidate, based on his assessment.
13. Personnel deployed by the agency should not be below the age of 18 years as on 1st July 2014.

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 State Council for Vocational Training, U.P., Aliganj, Lucknow, will be final.
16. All the bidders have to submit a Demand Draft of Rs. 35000/- as earnest money in favour of Director, State Council for Vocational Training 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 State Council for Vocational Training, 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 State Council for Vocational Training U.P Lucknow
20. Agency will be fully responsible for the work, behaviour and character of deployed staff.
21. Eligibility of deployed personnel will be as per government norms. Director, State Council for Vocational Training, U.P Lucknow 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 State Council for Vocational Training, 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 Council for Vocational Training, U.P, Aliganj, Lucknow, Normally on public and gazetted 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 State Council for Vocational Training 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, State Council for Vocational Training 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 & State Council for Vocational Training U.P, Aliganj, Lucknow,.
30. The tender will be non transferable and the tender document will be used only by the Purchaser.

ARTICLE – I
DETAILS OF DIFFERENT POSST

S.NO. 1	POST 2	NO. of POST 3	Qualification 4
1-	Computer Operators	98	1. Intermediate/equivalent not less than 50% of marks 2. Computer Operating & Typing knowledge with certificate of recognized Institution. 3. Experience not less than 1 year.

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 5 yrs of experience of similar services in government departments.
2	Agency having a turnover of Rs. 3 crore in last financial years in which at least 75 % amount of the turnover is distributed as a wages, (proof required in the form of Balance sheet of financial year 2011-12, 2012-13 & 2013-14. Agency must submit their ITR of year 2011-12, 2012-13 & 2013-14
3	Agency must be 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 30 Lacs INR per year
7	Agency must submit an affidavit of not having been 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 State Council for Vocational Training, 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 Council for Vocational Training.
2. State Council for Vocational Training, U.P Lucknow 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/TAN Number (Copy to be enclosed)	
7	Service Tax Registration Number (Copy to be enclosed)	
8	ESI No. and PF No. (Copy to be enclosed)	
9	Professional Tax No. (Copy to be enclosed)	

10	PF No. (Copy to be enclosed)	
11	Whether the firm 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 Council for Vocational Training , Aliganj,
Lucknow, U.P. in Lucknow.

1. Name of tendering Company/ Firm/ Agency:

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2. Bid Parameter:

Gross Charges..... which will be include:-

(a) Amount Payable to the personnel (In Fig. & words)

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(b) Amount payable towards service charge (In Fig. & words)

Signature of authorized person with
company seal

Full Name:

Date:

Place: