

Corrigendum

રોજગાર અને તાલીમ કમિશનરશ્રીની કચેરી, ગુજરાત રાજ્ય
(An ISO 9001:2008 certified organization)

ડૉ. જીવરાજ મહેતા ભવન, બ્લોક નં.:૧, ૩જો માળ, ગાંધીનગર-૩૮૨૦૧૦
ફોન નં.: (૦૭૯) ૨૩૨૫૩૭૯૮, ફેક્સ નં.: (૦૭૯) ૨૩૨૫૩૮૩૫

આઉટસોર્સિંગથી સેવાઓ મેળવવા માટેની ટેન્ડર નોટીસ

આ કચેરી દ્વારા બહાર પાડેલ ઉપરોક્ત ટેન્ડર નોટિસ આઉટસોર્સિંગથી સેવાઓ મેળવવા માટેની ટેન્ડર નોટિસમાં ટેન્ડર ફી રૂ.૧,૦૦૦/ (અંકે રૂ. એક હજાર) અને EMD ની રકમ રૂ. ૮૫,૦૦૦/ (અંકે રૂ. પંચ્યાશી હજાર પુરા) “ હિસાબી અધિકારીશ્રી, રોજગાર અને તાલીમ કમિશનરની કચેરી,ગાંધીનગર” નો ડીમાન્ડ ડ્રાફ્ટ / ચલણથી ભરવાના રહેશે.

ટેન્ડરની અન્ય વિગતો યથાવત રહેશે.

સંયુક્ત નિયામક
રોજગાર અને તાલીમ
ગાંધીનગર

1. Details of Assignment:

Sr. No.	Assignment	No. of Posts	Educational Qualifications	Maximum Contractual Amount (Fix) for Each Post in Rs. per Month
1	Project Officer	01	MBA with 5 years Experience	Rs.25,000/-
2	Project Consultant	02	MBA/MCA/BE	Rs.15,000/-
3	Data Entry Operator	02	COPA / PGDCA	Rs.5,000/-
4	Consultant (for eMPower) (02 Post at Gandhinagar & one one Post at Our region Office Ahmedabad,Baroda,Surat and Rajkot)	6	M.B.A./M.C.A./ B.E/MS-C.I.T. /PGDCA as per requirement	Rs.20,000/-
5	Data Entry Operator (for eMPower) (04 Post at Gandhinagar & one one Post at Our region Office Ahmedabad,Baroda,Surat and Rajkot)	08	Graduate / Post Graduate in any Branch with Computer Knowledge.	Rs.6,000/-

1. The initial period of contract would be One Year, extendable by another one year on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the competent authority. **Service charges/rates quoted by the agency would be fixed for a period of One Year and any statutory increase in wages etc. is to be absorbed by the agency.**
2. The manpower will have to be supplied by the agency within 15 days of award of contract.

ANNEXURE-I

TERMS AND CONDITIONS

- 1) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
- 2) The persons supplied by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to the CET. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
- 3) The service provider shall engage necessary persons as required by the CET. from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master & Servant relationship between the employees of the service provider and CET. and further that the said person of the service provider shall not claim any absorption.
- 4) The service provider's person shall not claim any benefit/compensation/absorption/regularization of services from/in CET. under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by the service provider to CET.
- 5) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative /organizational matters as all are of confidential/secret nature.
- 6) The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good-will and enhance the image of CET. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- 7) That the persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees working at CET.
- 8) The CET. may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/ her/their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its personnel, if they are unacceptable to CET. because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from CET.
- 9) The service provider has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
- 10) The service provider shall ensure proper conduct of his person in office premises, and

enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

- 11) The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider. the document of statutory compliance will be provided monthly/quarterly to service provider
- 12) Working hours would be normally from 10.30 A.M. to 06.10 P.M. during working days including half hour lunch break in between. However, in exigencies of work, they may be required to sit late and the personnel may be called on Saturday, Sunday and other gazetted holidays, if required. They may be paid extra wages as per the rates approved.
- 13) That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc. and the CET. shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation.
- 14) The service provider will submit the bill in duplicate in respect of a particular month in the first week of the next month. The payment will be released by the third week of the following month after deduction of taxes deductible at source under the laws in force. However service provider will pay the remuneration to the staff engaging within 1st week of month.
- 15) Payments to the service provider would be strictly on certification by the officer with whom Services is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.
- 16) No wage/remuneration will be paid to any staff for the days of absence from duty.
- 17) The service provider will provide the required personnel for a shorter period also, in case of any exigency as per the requirement of this CET.
- 18) The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- 19) The service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from CET. to the service provider shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the CET. in fulfillment of the contract from time to time.
- 20) This CET. shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
- 21) That the agency on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If the CET. suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to the CET. for the same.

The agency shall keep the CET. fully indemnified against any such loss or damage.

- 22) The CET. will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.
- 23) The successful bidder shall furnish a security deposit equivalent to 1 month remuneration of all staff in the form of an account payee demand draft drawn in favour of Accounts Officer , Commissionerate of Employment and training, Gandhinagar payable at Gandhinagar, Fixed Deposit Receipt from a commercial bank/Bank Guarantee from a commercial bank in an acceptable form safeguarding the interest of the CET. in all respects. The security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by the CET. or non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the Agency.
- 24) The successful bidder will enter into an agreement with this CET. for supply of suitable and qualified manpower as per requirement of this CET. on these terms and conditions. The agreement will be valid for a period of twelve months from the date of signing and shall continue to be in force in the same manner, unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of one year and no request for any change/modification shall be entertained before expiry of the period of 1 year. Any statutory increase in wages/DA etc. is to be absorbed by the service provider. The contract/agreement is extendable by another six/12 months subject to satisfactory performance of the agency and such amendments as mutually agreed to.
- 25) The successful bidder would obtain a valid license from the concerned Government Authority for providing the services in this CET.
- 26) The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
- 27) However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc and any amount due to the agency from the CET shall be forfeited by the CET.
- 28) That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
- 29) In the event, if any dispute arises touching any of the clauses of the agreement, the matter will be referred to The Member Secretary, Commissionerate of Employment and training, whose decision shall be binding on both the parties.
- 30) The service provider must pay a Tender Fee Rs.1000/- and EMD RS. 85000/- in the form of an account payee demand draft/Challan drawn in favor of Accounts Officer , Commissionerate of Employment and training, Gandhinagar payable at Gandhinagar,

Declaration

We solemnly declare that we have attached all the documents mentioned in P.T.F. and also mentioned as above. We hereby confirm that non-compliance of any documents, will be treated as non-responsive Tender and we will lose our claim to participate in the Tender Enquiry and our Bid will automatically liable to reject

Signature of the Bidder / authorized person with Stamp

ANNEXURE-II

Note : All Documents including Technical Bid form are to be submitted Compulsory Physical as per Tender schedule.

(a) Name of the Party / Firm :.....

(b) Status of Firm - Company / Partnership firm/ others :.....

(c) Registration No-
:.....

(d) Name of Authority issuing Certificate :.....

Self Attested copy (to enclose)

(e) Name of the Partner/Director/ Proprietor:

(f) Postal Address:
.....

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.....

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.....

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(g) Tele No. (Office) Mobile No,

Resident. No :.....

(h) Website -..... Email address-.....

(1) Details of various documents- Self Attested copy (to enclose). reflect the same in below mentioned table.

Sr. No.	Detail	Registration No.	Date	Name of authority issued
1.	Firm Registration No.			
2.	Shops & Establishment Registration Certificate as valid Manpower Recruitment Agency			
3.	Pan Card No.			
4.	Professional Tax Registration Number (Certificate code number of enrollment/revision of certificate of registration under sub-section (1) of section (5) at the Gujarat state tax on profession trades, calling and employment act, 1976			
5.	Employee Provident Fund Organization (Ministry of Labour, Govt. of India) Code No.			
6.	E.S.I. Certificate showing the Code Number			
7.	Valid Labor license for providing at least 500 Men Power Staff in Government department			
8.	Labor welfare board Registration No.			
9.	Service Tax Registration Number as a Manpower Recruitment Agency Service Tax Registration			
10.	Sale Tax Registration No.			
11.	Sale Tax Return Copy			
12.	Bank solvency Certificate Rs. 1 Corer Nationalized Bank			
13.	ISO Certificate Registration as Manpower Recruitment Agency			
14.	Police License Registration Number (All Gujarat / Other)			
15.	Employee Exchange Registration No.			
16.	Annual account, profit & loss account, balance sheet of Last Three Years			
17.	Undertaking / binding for financial capability not defaulter in any other financial institute and as well as			

	post history status i.e. binding of No Police case or court case			
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- (2) Annual return of E P F 2011-12, 2012-13 submitted to concerned Authority of E P F Self Attested copy (to enclose)

Letter No..... Date.....

Letter No..... Date.....

- (3) Annual return of E S I 2011-12, 2012-13 submitted to concerned Authority of E S I Self attested copy (to enclose)

Letter No..... Date.....

Letter No..... Date.....

- (4) Quarterly challan of Service tax paid (More than 5,00,000/-) for Last Quarter 2012
Service Tax Return Self attested (to enclose)

challan No..... Date.....

- (5) Full Information of last three years financial resources: (Self attested copy to enclose)

i)CA turnover certificate of last 3 years.

ii)Annual profit & loss account balance sheet certified by under signature of Chartered Account of last 3 Years.

iii)The applied agencies must having a last Three year turnover of rupees 10 crore.

Sr. No.	Financial Year	Turnover in Rs.
1.	2010-11	
2.	2011-12	
3.	2012-13	
Total Turnover in Rs.		

- (6) The tenderers must have an experience and work completion certificate for at least Last Three Years for providing the Minimum 100 (Employee) Contractual Manpower at Government Institute/Origination for minimum one Crores Rupees amount work completion in the last three years. The bidder without such an experience will not qualify for consideration and his bid will not be taken in to account. (Agency must be required) Self Attested copy (to enclose)

Sr. No.	Financial Year Experience	Amount of work completion
1.	2.	3.
1.	2010-11	
2.	2011-12	
3.	2012-13	
Total amount of work completion in Rs.		

- (7) Experience and work completion certificate for at least Last Three Years for providing the 100 (Employee) Contractual Manpower at Government Institute/Origination for minimum one Crores Rupees amount work completion in the last three years.

Sr. No.	Name of Government Institute	Period		Total No. of Employee supplied	Tender Cost	Total work completion amount
		From	To			
1.	2.	3.	4.	5.	6.	7.
1.						
2.						

3.						
4.						
5.						
6.						

Note : The Manpower work above concern authority work completion satisfactory certificate must be attached with technical bid, work order copy should not be considered for experience.

(8) Self attested copies of challans of E P F contribution for providing Manpower Staff Attested copy (to Enclose) Year 2011-12, 2012-13. P.F. Contribution for Rs. 20 Lacs Last 12 Months

Sr.	Name of Month	Chalan No / Instrument (If any)	Amount	Remarks
1	2	3	4	5
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

(9) Self attested copies of Chalan of E S I contribution for providing Man Power

Staff Attested copy (to Enclose) Year 2010-11, 2011-12. (Min. 15 Months)

Sr.	Name of Month	Challan No / Instrument (If any)	Amount	Remarks
1	2	3	4	5
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

(10) Self attested copies of Police verification of Staff Deployed at Establishment

(Min. 100 Person)

Sr.	Name	Latter No (If any)	Date
1	2	3	4
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

(11) **Self attested copies of Challan P. R. Registration Self Attested copy (to Enclose) Year 2011-12, 2012-13.**

Sr.	Name of Month	Challan No / Instrument (If any)	Amount	Remarks
1	2	3	4	5
1				
2				
3				
4				

Declaration

We solemnly declare that we have attached all the documents mentioned as above. We hereby confirm that non-compliance of any documents, will be treated as non-responsive Tender and we will loose our claim to participate in the Tender Enquiry and our Bid will automatically liable to reject

Signature of the Bidder /
authorized person with
Stamp

ANNEXURE-III

PROFORMA FOR FINANCIAL BID

COMMISSIONERATE OF EMPLOYMENT AND TRAINING

GANDHINAGAR, GUJARAT

PRICE QUOTATION FORM

(PRICE MUST BE QUOTED ON THIS PRICE QUOTATION FORM ONLY)

NAME AND FULL ADDRESS OF TENDERER:

To,
The Commissioner,
Commissionerate of Employment and training,
Dr. Jivraj Mehta Bhavan,
Block No.1, 3rd Floor, Gandhinagar,
Gujarat

Dear Sir,

We have gone through whole bidding documents (Pre qualification), we the undersigned offer to undertake the responsibility of supplying manpower as shown below.

We hereby confirm that, this Bid complies with Bid validity and EMD require. We also under take if our Bid is accepted, we abide all tender conditions as specified in pre qualification Bid.

We understand that the Commissioner, CET reserves the right to reject, any Bid and to annul the bidding process and reject all Bids at any time prior to award of contract without there by incurring any liability to the affected bidder or bidders, or any obligation to inform the affected bidders of the grounds for the rejection.

The details of the prices for supplying below mentioned manpower.

1. Rate per month per person for

Sr. No.	Assignment	No. of Posts	Educational Qualifications	Maximum Amount (Fix) for Each Post including all perk.	Service Tax 10.3%	Service charges
1	Project Officer	01	MBA with 5 years' Experience			
2	Project Consultant	02	MBA/MCA/BE			
3	Data Entry Operator	02	COPA / PGDCA			
4	Consultant (for eMPower)	6	M.B.A./M.C.A./ B.E/MS-C-I.T. /PGDCA as per requirement			
5	Data Entry Operator (for eMPower)	08	COPA / PGDCA			

2. Rate of OTA/extra wages per hour:

3. Any other points to be mentioned:

Signature;

Office seal