



TUMAKURU MACHINE TOOL PARK

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(CIN-U45207KA2017NPL099566).

TENDER DOCUMENT

**For providing Man Power Services to Tumakuru Machine Tool Park
(TMT)**

Tender No: 02 Dated: 07/08/2017

Name of Work: Providing Manpower

Tender No: 02 Dated: 07/08/2017

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SECTION-I

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1.BACKGROUND

1.1 The Tumakuru Machine Tool Park, Bangalore (hereinafter referred as "TMTP") is a Special Purpose Vehicle which is formed to implement the Machine Tool Park at Tumakuru of the Government of India and Government of Karnataka.

2. This tender is to seek proposals from well established and financially sound Manpower Service Providers to provide/deploy the man power services purely on outsourcing basis.

3. The contract for providing the aforesaid manpower is likely to commence from 1st September, 2017 and would continue for 2 years, extendable if required. The period of the contract may be further extended beyond the original term, provided the requirement of the TMTP for such manpower persists at that time. The contract may be curtailed/terminated before the contract period, owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the TMTP requirements etc. as may be specified in the contract to be signed between the parties. The TMTP however, reserves the right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider.

4. This TMTP has initial requirement purely on a temporary basis for 3 Data Entry Operators, 2 Office Assistants. The requirements may increase/decrease marginally (to an extent of 6) in any/ all the categories or TMTP may seek deployment of personnel of any other category as well.

5. The interested Manpower Service Providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 10,000/- through Demand Draft drawn in favour of CEO, Tumakuru Machine Tool Park payable at Bangalore. Requisite documents as specified below at Tumakuru Machine Tool Park, #49, 5th Floor, 'East Wing', Khanija Bhavan, Race Course Road, Bengaluru-560001.

6. The validity period of the bid will be three months from the date of opening of tender documents, which may be extended by the bidders for such period as may be requested by TMTP. The bidders shall ensure that timelines are adhered to and any bids received later than the specified time and date shall not be entertained.

7. The various crucial dates relating to “**Tender for Providing Manpower Services to the TMTP**” are cited as under :

(a)	Date of Issue	07.08.17
(b)	Last Date and time for submission of Tender Document	14.08.17 (15.00 hrs)
(c)	Opening of Bids	17.08.17 (11.00 hrs)
(d)	Likely date for Award of Contract	26.08.17
(e)	Likely date of Commencement of deployment of required manpower.	01.09.17

TMTP reserves the right to change any date/time mentioned in the schedule above under intimation to all concerned.

8. The tender has been invited under **single bid system i.e., price bid**. The interested agencies are required to submit the price bid in a separate sealed envelope super scribing “**Price Bid for Providing Manpower Services to TMTP**” along with the **required documents as mentioned in the Section-II**. All these are kept in a sealed envelope super scribing “**Tender for Providing Manpower Services to TMTP**”. **Bids received in any manner other than as prescribed above shall be liable to be rejected summarily.**

9. Intermediaries registered with TMTP are not eligible to participate in the bidding process.

10. The **Earnest Money Deposit (EMD) of Rs 10,000/-, refundable (without interest)**, should be necessarily accompanied with the price Bid of the service provider in the form of Demand Draft in favour of TMTP, Bangalore failing which the tender shall be rejected summarily. In the event, the successful bidder fails to sign the agreement with TMTP for provision of services as sought in the tender, subsequent to its bid being accepted, the EMD is liable to forfeited.

11. The bid of the bidders who submit their bid in the proper format and with the required EMD will be evaluated. The bidders who are eligible based on the eligibility criteria will only be evaluated as per the criteria mentioned in the Section-VI (D). Consequently the bids of non-conforming parties shall not be evaluated and is liable to be summarily rejected. Hence only bidders who satisfy eligibility conditions are requested to apply.

12. The successful bidder who is awarded the contract shall be required to deposit a **Performance Security Deposit @10%** of the total value of the contract in the form of Bank Guarantee from any Scheduled Commercial Bank drawn in favour of **TMTP, Bangalore** covering the period of contract and 180 days beyond the contract period. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly extended/renewed by the successful manpower service provider. All incidental charges whatsoever such as premium, commission etc. with respect to the Bank Guarantee shall be borne by the successful bidder. Non deposit of the Bank Guarantee within the stipulated time shall render the contract invalid at the discretion of TMTP.

13. Any incomplete bids or conditional bids or bids with wrong information shall not be considered and is liable to be summarily rejected in very first instance without any recourse to the bidder.

14. All the entries in tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the price Bid Form. In such cases the tender shall be summarily rejected.**

15. The price bids shall be **opened on the scheduled time of 11:00 a.m. on 17.08.17** in TMTP Office located at Tumakuru Machine Tool Park, #49, 5th Floor, 'East Wing', Khanija Bhavan, Race Course Road, Bengaluru-560001 in the presence of the representatives of the Manpower Service Providers (restricted to two persons from the side of each bidder), if any, who wish to be present on the spot at that time.

16. The price Bid of only those bidders will be opened whose bids have been found eligible as per the criteria mentioned in the Section II. All eligibility conditions have to be satisfied on the date of submission of bid and not later.

17. The Competent Authority of the TMTP reserves the right to annul all bids or discontinue this tender process, at any time prior to signing of the contract without assigning any reason otherwise.

18. This document does not constitute nor should it be interpreted as an offer or invitation for the appointment of the Manpower Service Provider described herein.

19. This document is meant to provide information only and upon the express understanding that recipients will use it only for the purposes set out above. It does not purport to be all inclusive or contain all the information about the Manpower Service Provider or be the basis of any contract. No representation or warranty, expressed or implied, is or will be made as to the reliability, accuracy or the completeness of any of the information contained herein. It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information on the Manpower Service Provider. While this document has been prepared in good faith, neither TMTP, nor any of their officers or subscribers make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly and expressly disclaimed by TMTP and any of their officers or subscribers even if any loss or damage is caused by any act or omission on the part of TMTP or any of their officers or subscribers, whether negligent or otherwise.

20. By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient by or on behalf of TMTP. Any officer or subscribers of TMTP undertake no obligation, among others, to provide the recipient with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for the selection of or any part of the interest or terminate negotiations or the due diligence process prior to the signing of any binding agreement.

21. Accordingly, interested recipients should carry out an independent assessment and analysis of the requirements and of the information, facts and observations contained herein.

22. This document has not been filed, registered or approved in any jurisdiction. Recipients of this document should inform themselves of and observe any applicable legal requirements.

23. This document constitutes no form of commitment on the part of the TMTP. Furthermore, this document confers neither the right nor an expectation on any party to participate in the proposed Manpower Service Provider selection process.

24. When any proposal is submitted pursuant to this RFP, it shall be presumed by TMTP that the bidder has fully ascertained and ensured about its eligibility to render service as a Manpower Service Provider, in the event of the same being selected ultimately to act as such, under the respective governing laws and regulatory regime and that there is no statutory or regulatory prohibition or impediment to acting as such Manpower Service Provider and it has the necessary approvals and permissions and further suffers no disability in law or otherwise to act as such.

25. By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient with access to any additional information or to update this document or to correct any inaccuracies, therein, which may become apparent, and TMTP reserves the right at any time and without advance notice, to change the procedure for the selection of service provider.

26. TMTP reserves the right to vary/alter/amend the eligibility criteria for the Manpower Service Provider at any time, in its discretion, before the last date of submission of proposals.

27. The Service providers shall comply with and abide by such directions that TMTP may issue from time to time.

28. The **proposal and all correspondence and documents shall be written in English**. All proposals and accompanying documents received within the stipulated times shall become the property of TMTP and will not be returned.

29. Once the TMTP notifies the successful bidder that its proposal has been accepted, TMTP shall enter into separate agreement/contract with the successful bidder and the terms and conditions of provisions of service, etc. shall be specified therein.

30. Any matter relating to the appointment of Manpower Service Provider or the procedure for the appointment of Manpower Service Provider shall be governed by the **Laws of Union of India**. Disputes, if any arising under the said process shall be subject to the exclusive jurisdiction of courts at Bangalore.

SECTION-II

MINIMUM ELIGIBILITY CRITERIA FOR MANPOWER SERVICE PROVIDER

The TMTP has set up minimum eligibility criteria for the bidding purposes. All bidding parties must meet following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting documents along with the proposal.

Sl No.	Criteria	Supporting Document
1.	The Registered Office or one of the Branch Offices should be located in Bengaluru.	Self Attested copy of Telephone bill/Electricity Bill/Registered Lease Deed supporting the address at Bengaluru.
2.	The firm should be Karnataka registered with the appropriate registration authority and should be in existence for not less than three years before 2017.	Certificate of Incorporation in respect of the applicant organization issued by Registrar of Companies or a partnership deed duly registered under the Partnership Act or other official document.
3.	Income/Revenue* from Recruitment (Man Power Services) of the firm should not be less than Rs. 1 Crore *Revenue from other business will not be considered	Copies of audited balance sheet/CA Certificate should be attached for the last three financial years-2014-15, 2015-16, 2016-17 Attested copy of the latest IT return filed by agency
4.	Should have served for minimum of 3 No. of clients as Man Power Service Provider. out of which minimum No. of clients should be of Govt/PSUs.	Certified documents in support of past contracts with Govt /PSUs
5.	They should have at least Five years' experience in providing Manpower Services to Government Departments, Private Companies, Public Sector Companies/ Banks, etc;	Certified documents in support of past contracts with Govt /PSU/ Other reputed companies for Man Power Services confirming year and area of activity.

Sl No.	Criteria	Supporting Document
6.	They should have their own Bank Account;	Certified extracts of the Bank Account containing transactions during last three years of the bidder in relation to manpower services.
7.	They should be registered with Income Tax and GST departments;	Attested copy of PAN/GST Card; Attested copy of GST registration certificate in respect of Manpower Services
8.	They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other labour authorities including under the Contract Labour (Regulation and Abolition Act).	Attested copy of the Employee Provident Fund registration letter / certificate. Attested copy of the Labour License under the Contract Labour (Regulation & Abolition) Act. Attested copy of the Employee State Insurance registration letter / certificate.
9.	The agency or any of its partners/directors etc should not have been black listed/debarred by any of the government agencies or department or should not have been found to be guilty of moral turpitude or convicted of any economic offense or with violation of any labour laws etc by any court or any authority appointed to enforce any labour laws or regulations.	Self-Declaration in the format in Annexure-I

SECTION-III

REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE TMTP

1. He /She should be above 18 years of age;
2. The approximate present requirement and the minimum eligibility criteria under different categories for the personnel to be deployed will be as under:-

B. SUPPORT STAFF				
1	Office Boy / Support staff	3	Educational Qualification: Minimum must have passed 8 th std examination. Experience: One year experience in one of the areas such as Pantry/Catering work, File Movement & other Petty office jobs, like handling Photocopier/Fax machine.	Remuneration as per minimum wages notified by Government of Karnataka for BBMP
2	Data Entry Operator	3	Educational Qualification: must have passed in PUC examination and must have undergone successfully 1 year duration course in computer basics Experience: One year experience in Office Clerical Work, Typing speed of around 40 words per minutes in Kannada and 40 wpm in English. Ability to draft notes and maintain files as per Office procedure.	-do-
Total		06		

3. His / her antecedents should have been got **verified by the agency from the local police authorities within 15 days of deployment.**

SECTION-IV

TERMS AND CONDITIONS

A. GENERAL

1. The contract shall commence from date of deployment of personnel to TMTP and shall continue till the **completion of 1 year** from that date unless, it is curtailed or terminated by TMTP earlier owing to reasons of deficiency of service, sub-standard quality of manpower deployed, breach of contract etc or for any other reason or Non-compliance with any relevant labour laws or change in requirements of the TMTP or for any other reasons as stipulated in the contract to be entered into with successful bidder.
2. The contract shall automatically expire on 30th September 2019, unless extended further by the mutual consent of contracting agency and TMTP.
3. The contract may be extended for 1 year at a time, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the successful service provider and TMTP.
4. The contracting Service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of TMTP.
5. The TMTP, at present, has requirement of **3 no.s of Data Entry Operators cum Clerks and 3 no.s of Office Assistants/Peons**. The requirement of the TMTP may further increase or decrease marginally, during the period of initial contract also and the tenderer /bidder would have to provide additional manpower services, if required on the same terms and conditions.
6. The bidder will be bound by the details furnished by him/ her to TMTP while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false 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.
7. The TMTP reserves right to terminate the contract during initial period also after giving a one month's notice to the selected Manpower Service Provider .

8. Place of Duty, Working Hours and Punctuality:

- a. The personnel so deployed shall have to report for duty at the CEO, TMTP Bangalore at above places or a new location, in case there is change of office within Bengaluru. No extra liability on this account will be borne by TMTP.
- b. The working hours of the TMTP will be followed by the Agency as instructed.
- c. The personnel deployed shall work from 10.00 A.M. to 5.30 P.M. on all working days (excluding lunch time). If need arises, the staff deployed shall have to sit beyond normal hours or attend the Office even on **Saturday/Sunday/Gazetted Holidays (as per work requirements)**. In case such a person is asked to work beyond 17:30 hrs, he/she shall be entitled to a late sitting/overtime payment at double the rate of 1/8th of his/her daily wage.

The formula for arriving at the no. of overtime hours beyond 17:30 hours is to be taken as under:

- i. Up to First half an hour but not less than 15 minutes is to be treated as half hour and
- ii. There after every period not less than 15 minutes and up to half an hour is taken as half an hour. Ex: A person working for 2 hours and 15 minutes will get overtime allowance for 2½ hours.”

d. The manpower so deployed shall have to strictly adhere to punctuality with regard to office timings. Late arrivals, early departures and short leaves shall not be permitted in any manner. In case, the person deployed is absent on a particular day or comes late / leaves early on three occasions, proportionate deduction of wages/ salary for one day will be made.

9. The Service Provider shall nominate a coordinator who would be responsible for immediate interaction with the TMTP, so that optimal services of the persons deployed by the agency could be availed without any disruption.

10. Security Considerations: The persons deployed by the Man Power Service Provider should not have any adverse back ground. The agency shall verify the Police antecedents of the persons whom they are recommending. Any person deployed by the service provider shall not indulge in criminal act or should have criminal cases against him/her. The agency should make adequate enquiries about the character of such persons or later it is found otherwise, the services of the agency can be dispensed with.

11. The copies of appointment letter issued to the personnel deployed by the agency in the Authority shall be provided to the Authority for verification.

12. The Service Provider will provide to the Authority a list of all personnel so deployed with permanent and present address along with their latest photographs.

13. The Manpower Service Provider shall provide a substitute in the event of any person remaining absent for more than two consecutive days for any reason. In case of delay by the Manpower Service Provider in providing a substitute after expiry of two days absence TMTP shall be compensated @ Rs.150/- (Rs. One Hundred and Fifty) only per day starting from the day from which the person has been absent, besides deduction in payment on pro-rata basis and which shall be deducted from the monthly bills of the service provider in the subsequent month. TMTP shall not be required to prove any actual loss sustained by it for seeking such compensation .

14. The manpower service provider shall provide substitute well in advance if there is any probability of the staff deployed leaving the job of the agency due to his / her own personal reasons. The payment in respect of overlapping period of the substitute shall be the responsibility of the service provider.

15. It shall be responsibility of the Service Provider to issue the employment card/photo/identity card to the workers and maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulation & Abolition) Act. Service Provider has to ensure that all its employees deployed in TMTP invariably wear ID card during office hours.

16. The manpower service provider shall provide two Sets of Uniform to support staff to his personnel at his own cost. The Service Provider will also ensure that the persons wear the uniform and keep it neat, clean and tidy.

17. The Service Provider shall provide pay slip duly indicating details of pay of all concerned deduction(PF,ESI etc) thereon should be given to each employee while disbursement of pay. The pay-slips of employees of the current month shall be mandatorily produced before this office on or before the 10th of the ensuing month in order to ensure that penalty of Rs. 1000/- is not imposed on the service provider.

18. The Service Provider shall replace within twenty four hours confidentiality or frequent absence from duty/misconduct on the part of the manpower supplied by the agency, upon receiving written notice from Authority. Notwithstanding above, the Authority has the right to ask to change/replace the personnel at any point of time without assigning any reason.

19. TMTP shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipments or vehicles of the personnel of the Service Provider.

20. The Service Provider shall be responsible for any damages done to the property of the Authority by the personnel so deployed. TMTP will be free to recover it from the security deposit given by the Service Provider or from any other dues.

21. The Service Provider's personnel working in the Authority should be polite, cordial, positive and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Authority. The Service Provider shall be responsible for any act of indiscipline on the part of persons deployed by him.

22. The Service Provider shall ensure proper conduct of his persons in the office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work etc. The persons should be in good physical and mental health.

23. The Man Power Service Provider should make suitable arrangement for supervision (through deployment of regular supervisory staff) of the manpower supplied and other related works at their own cost.

24. The Manpower Service Provider shall be responsible for making payment directly to the deployed manpower by 10th of each month. Any delay beyond 10th will attract a penalty of Rs. 100 for every day of delay beyond 10th on the Agency.

25. The entire financial liability in respect of manpower services deployed in TMTP shall be that of the service provider and TMTP will in no way be liable for the same.

26. For all intents and purposes, the service provider shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in this TMTP. **The persons deployed by the service provider in the TMTP shall be the employees of agency at all times and not have any stake or claims like employer and employee relationship against TMTP or claim any employment in TMTP.**

27. The service provider shall at all times guarantee payment of wages not less than that prescribed under the Minimum Wages Act or any notifications passed there under and comply with the applicable labour laws in force and give an undertaking to that effect. It shall be the responsibility of the agency to ensure all labour law compliances with respect to the manpower deployed by it and shall keep TMTP indemnified against all claims, if any, arising from such manpower deployed by it or by any third parties or any authorities etc, arising out of the contract awarded in respect of the present tender.

28. The service provider shall be solely responsible for the redressal of grievances if any of its staff deployed in TMTP. The TMTP shall, in no way, be responsible for settlement of such issues whatsoever.

29. The TMTP shall not be responsible for any financial loss or any injury to any of the staff deployed by service provider in the course of their performing the functions/duties, or for payment towards any compensation.

30. The staff deployed by the service provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees of the TMTP during the currency or after expiry of the contract.

31. In case of termination of this contract on its expiry or otherwise, the staff deployed by the service provider shall not be entitled to and will have no claim for any employment in the regular / or any other capacity in TMTP.

B. LEGAL

32. The personnel during course of their work shall be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the service provider as well as the person concerned liable for action in accordance with law.

33. The service provider will be responsible for compliance of all statutory provisions including Minimum Wages, Provident Fund, and Employees State Insurance, contract labour and any other applicable law in respect of the persons deployed by them in TMTP. The TMTP shall have no liability in this regard. Payment of the bill will be made only after successful submission of statutory payment receipts.

34. The service provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to TMTP to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.

35. The service provider shall maintain all statutory registers under the Law and submit periodical returns and statements. The Service Provider shall produce the same, on demand, to the concerned authorities and to TMTP or any other authority under Law.

36. The Tax Deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended from time to time and a certificate to this effect shall be provided to the agency by TMTP.

37. In case, the service provider fails to comply with any statutory /taxation liability under appropriate law, and as a result thereof the TMTP is put to any loss / obligation, monetary or otherwise, the TMTP will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the service provider, to the extent of the loss or obligation in monetary terms. Notwithstanding the above, TMTP shall be entitled to seek such remedial action as may be warranted.

38. The Service provider shall submit proof of deposit of PF/ESI and of other statutory dues, payable by it in respect of its staff, deployed in TMTP, which shall be a condition precedent for payment of its bills.

B. FINANCIAL

39. The Bid should be accompanied with an **Earnest Money Deposit(EMD) of Rs. 10,000/- (Rupees Ten Thousand) in the form of Demand Draft / Pay Order drawn in favour of CEO, TMTP, Bengaluru payable at Bengaluru failing which the tender shall be rejected summarily.** The EMD amount will be refunded, without interest, to the unsuccessful bidders within 15 days of award of contract.

40. The Earnest Money Deposit in respect of the agencies which do not satisfy the conditions mentioned in the tender shall be returned to them without any interest. However, the EMD in respect of the successful bidder shall be adjusted towards the Performance Security Deposit. Further, if the agency fails to deploy the required manpower against the initial requirement within 30 days from date of placing the order the EMD shall stand forfeited without giving any further notice.

41. In case of breach of any terms and conditions as specified in the contract and signed between the parties, the Performance Security Deposit of the Man Power Service Providers will be liable to be forfeited by the TMTP besides, annulment of the contract and other legal remedies if any may be pursued against by the agency.

42. The Man Power Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by in respect of the persons deployed and submit the same to TMTP by 3rd of the succeeding month and make the payment through NEFT/Bank Transfer only, latest by 10th of the succeeding month.

43. The Manpower Service Provider will be responsible for making the payment directly to the supplied manpower; since there may be delay in releasing payment by TMTP to the Manpower Service Provider due to contingencies, payment of wages to the supplied manpower by service provider should not be linked with receiving of payment from TMTP.

44. The successful bidder who is awarded the contract by TMTP will retain all the documentary proof/papers deposited to the respective statutory bodies/ Government departments, i.e., Employees State Insurance, Provident Fund and GST. All such documents/papers will be necessarily submitted within seven days by the Man Power Service Provider as and when they are requisitioned by TMTP, failing which compensation of Rs.100/- per day shall be deducted from the monthly bill of the service provider.

45. The CEO, TMTP, reserves the right to withdraw / relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage for the smooth and timely provision of services.

46. Any delay or forbearance on the part of TMTP or any waiver of its rights or condonation of any acts, on the part of TMTP shall not be construed as a waiver of the obligations of the agency and it shall continue to be liable for all such acts or defaults.

C. CRITERIA FOR EVALUATION OF BIDS:

47. The evaluation of the price bid will be considered of only those bidders who meet the eligibility criteria as mentioned in the Section II of tender document and provide documentary proof of the same.

48. TMTP may seek such clarification/information/document as may be required for it to satisfy the eligibility of the bidders. Failure on the part of the bidder to submit such information within the stipulated time, may entail cancellation of the bid of such bidder.

49. Bids are evaluated on the basis of lowest cost. However, extremely low and extremely high bids will be evaluated to ascertain if they are substantively responsive as defined in the Karnataka Transparency in Public Procurement Rules. Freak bids will attract penalty of Rs. 5000/- and forfeiture of EMD may also be imposed.

50. The Manpower Agency shall ensure that their bid is substantively responsive. Freak rates will not be accepted.

SECTION-V

BIDDER DETAILS FORM
For Providing Manpower Services to TMTP

S.No	Description	Information
1.	Name of Tendering Manpower Service Provider	
2.	Date of Incorporation of Company, (Attach ROC Registration certificate, Partnership Deed or any other relevant legal document);	
3.	Details of Earnest Money Deposit	DD _____ No. date _____ of Rs. _____ drawn on Corporation Bank.
4.	Name of Director/ Partner	1. 2. 3.
5.	Full Address of Registered Office:	

	<p>Telephone No. :</p> <p>FAX No. :</p> <p>E-Mail Address :</p>	
6.	<p>Full address of Operating Branch/Office in Bangalore/Karnataka :</p> <p>Telephone No. :</p> <p>FAX No. :</p> <p>E-Mail Address :</p>	
7.	<p>Banker of the Manpower Service Provider(Attach certified copy of statement of A/c for the last Three years)</p>	
8.	<p>PAN No./GST No. :</p> <p>(Attach attested copy)</p>	
9.	<p>GST Registration No (.in respect of Manpower Services) (Attach attested copy)</p>	
10	<p>Employee Provident Fund Registration No</p> <p>(Attach attested copy)</p>	
11	<p>Employee State Insurance Registration No.:</p> <p>(Attach attested copy)</p>	

12. Income/Revenue from Recruitment (Man Power Services) of the tendering **Manpower Service Provider** for the last 3 Financial Years duly certified by a Chartered Accountant:(Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2014-15		
2015-16		
2016-17		

13. Give details of the major similar contracts handled by the tendering of Manpower Service Provider during the last three years in the following format (if the space provided is insufficient, a separate sheet may be attached):

Sr.No.	Name of the Client, Address, telephone No.	Manpower services provided		Amount of Contract (Rs .Lacs)	Duration of Contract	
		Type of manpower provided	No.		From	To

14. Submit Experience Certificate from at least three clients, to whom services have been provided by tendering Man power service provider in the past. The certificate should only be from Govt./PSU clients or reputed companies and the same should be submitted in original or the copy of it, should be self-attested (Successfully Completed tender period).

15. Additional information, if any,

(Attach separate sheet, if required)

Signature of authorized person

Date:

Name:

Place:

Seal:

SECTION-VI

PRICE BID FORMAT

(Date)

The CEO
Tumakuru Machine Tool Park
#49, 5th Floor, 'East Wing',
Khanija Bhavan, Race Course Road,
Bengaluru- 560001.

Dear Sir/Madam,

Ref: Tender for Selection of Man Power Service Provider for TMTP

Having examined the Tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the Tender for Selection of Man Power Service Provider .

To meet such requirements and to provide services as set out in the tender document, we attach hereto our response as required by the tender document, which constitutes our proposal.

We undertake, if our proposal is accepted, to adhere to the terms and conditions put forward in the tender or any such adjustments as may subsequently be mutually agreed between us and TMTP or its appointed representatives.

If our proposal is accepted, we will submit a Performance Bank Guarantee issued by a scheduled commercial bank in India as acceptable to TMTP.

We agree for unconditional acceptance of all the terms and conditions set out in the tender document as also in the contract to be signed with TMTP for provision of Manpower services.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules and other documents and instruments delivered or to be delivered to the TMTP is true, accurate and complete. This bid includes all information necessary to ensure that the statements therein do not in whole or in part mislead TMTP as to any material fact."

It is hereby confirmed that I/we are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2017

(Signature) (In the capacity of)

Duly authorized to sign the bid response for and behalf of:

(Name and Address of Company)

(Seal/Stamp of bidder)

Witness Signature:

Witness Name:

Witness Address:

PRICE BID

1. Name of tendering Manpower Service Provider:

2. Rate per person per month (8 hours per day excluding hour lunch) inclusive of all statutory liabilities, taxes, levies, cess etc** and service charges, if any:

*The rates quoted below should not be below the wages notified by competent authority under the Minimum Wages Act, 1948

Sr. No	Designation	No. Of Persons required	I	II					
			Wages per person #	PF/ESI/Service Charges Etc.				Total per person (4)+(5) + (6)+(7)+(8)	
				PF	ESI	SC Service Charge	GST		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
1	Office Assistant/peon/Support Staff	3							
2	Data Entry Operator	3							
TOTAL VALUE IN RUPEES									

The rates are to be **quoted in accordance with the Minimum Wages Act**, as applicable in Bengaluru.

PF – Provident Fund shall be paid by the Service Provider as per Rules
ESI- Employees State Insurance shall be paid by the Service Provider as per Rules.
SC – Service Charge to be paid by TMTP to Service Provider.
GST - As applicable

Signature authorized person

Date:

Full Name:

Place:

Seal :

Notes:

1. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which services has been performed by each deployed manpower, on the basis of Attendance duly verified by the TMTP.

SELF-DECLARATION - NO BLACKLISTING

(Date):

The CEO
Tumakuru Machine Tool Park
#49, 5th Floor, 'East Wing',
Khanija Bhavan, Race Course Road,
Bengaluru- 560001.

Dear Sir/Madam,

Ref: Tender for Selection of Man Power Service Provider for TMTP

In response to the Tender Document for Selection of Manpower Service Provider for TMTP, I/ We hereby declare that presently our Company/ firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm _____ is not blacklisted/debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Place:

Signatures_____

Date:

Name_____

Seal of the Organization_____