TENDER NOTICE

Sub: Mahe Municipality- Mahe – Notice inviting Tender for
Outsourcing of Manpower for Sanitary Workers – Reg.

Mahe Municipality, Mahe intends to outsource the manpower to perform the duties of Sanitary Workers - 4 Nos. for sanitation works including disinfectant spraying, removal and transportation of waste, disposal of unclaimed dead body, fogging work, IEC Works, Covid-19 duties etc. For this purpose, Sealed Tenders are invited from Govt. approved, reputed experienced and financially sound Manpower Companies/Firms/Agencies of Mahe region. The qualifications required for the personnel are given in the Annexure -I.

2. The period of contract shall be initially for a period of three months from the date of engagement. The personnel provided should be acceptable to the Selection Committee and agreed by it.

3. It is obligatory on the part of the service provider to ensure that wages paid shall not be less than the minimum rates as fixed by the Competent Authorities from time to time and all statutory requirements such as Provident Fund, E.S.I. etc. must be incorporated while quoting the rates. A bid not complying with the provisions of relevant statutory obligations will be technically disqualified.

4. The manpower will have to be supplied by the agency within 7 days from the date to award of Contract, as per the detailed Terms and conditions which are given at Annexure- II.

5. The bid shall be accompanied by an earnest money deposit of ₹5,000/- (Rupees Five thousand only) in the form of Demand Draft drawn in favour of “The Commissioner, Mahe Municipality, Mahe” failing which the bid shall not be considered valid. The EMD in respect of the Agencies which do not qualify technically / financially shall be returned to them without any interest. However, the EMD in respect of the successful tenderer shall be adjusted towards the Performance Security Deposit. Further, if the agency fails to deploy the required manpower against the initial requirement within 15 days from the date of placing the order the EMD shall stand forfeited without giving any further notice.

6. Only those who fulfill the following minimum criteria need to submit their Bids:-

(a) The Manpower Supplying Agency should have been in existence for not less than three years and should have at least one full completed year of experience of supply of manpower to more than one Central Government Department / Office (proof in this regard may be attached with the bid).

(b) It should have been registered with the Government Authorities concerned (proof in this regard may be attached with the bid).

(c) It should have PAN / TAN and GST Registration (proof in this regard may be attached with the bid).

(d) It should not have been blacklisted / debarred / penalized by any Organization. A declaration in the prescribed format attached as Annexure-IV to this effect is to be attached with the bid.

(e) It should be willing to take up the contract on the Terms and Conditions at Annexure-II. A Certificate to this effect is to be attached with the bid.

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7. The tenders shall be submitted in sealed cover superscribing "Tender for supply of Outsourcing Staff" and should contain:
   (i) The proforma at Annexure-III (duly filled in and signed).
   (ii) Agency profile including previous experience of same kind of work done to Government Departments etc.
   (iii) Acceptance of terms and conditions at Annexure –II (duly signed).
   (iv) Demand Draft for Earnest Money Deposit.
   (v) Declaration in Annexure –IV (duly signed).
   (vi) All other required documents.
   (vii) Rates quoted on monthly basis for normal duty hours of a Sanitary Worker per day.

8. The sealed cover envelope should be addressed to the Commissioner, Mahe Municipality, Mahe – 673310. It shall be either sent by post or hand delivered at the Receipt Counter latest by 04.00 P.M. on 19.08.2020. Bids received after the due date and time will not be accepted.

9. The bids received within the due date and time will be opened by the Tender Selection Committee on the same day at 4.30P.M. in the chamber of the Commissioner, Mahe Municipality, Mahe, in the presence of the participating bidders, who may like to be present. If the last date of depositing and opening of tenders happens to be declared holiday, then the tenders will be deposited / opened on the next working day. Other terms and conditions and the time schedule remain unchanged.

10. The Commissioner, Mahe Municipality, Mahe, reserves the right to accept or reject any or all of the bids.

To

1. The Outsourcing Agencies.
2. All Heads of Offices in Mahe region, with a request to display the Tender Notice in the Notice Board.
3. The District Informatics Officer, NIC, Mahe, with a request to host the Tender Notice in official website of Mahe.