

KEDARNATH DEVELOPMENT AUTHORITY, UTTARAKHAND
(Under Govt. of Uttarakhand)

TENDER DOCUMENT FOR
SUPPLY OF MANPOWER

Ref. NIT No. 2417

Dated-07/03/2020

Last date for submission of Tender:
Date of Opening of Technical Bid:

Kedarnath Development Authority,
Uttarakhand
Kedarnath Development Authority, Rudraprayag, Uttarakhand

KEDARNATH DEVELOPMENT AUTHORITY, UTTARAKHAND

Ref. NIT No. 2417

Dated :07/03/2020

NOTICE INVITING TENDER (NIT) FOR MANPOWER SUPPLY

Kedarnath Development Authority, Uttarakhand, Rudraprayag (hereinafter referred to as KDA) invites tenders from the reputed and experienced service provider (hereinafter referred to as "Agency" or "Bidder") under two bid system Technical Bid (Part-I) & Financial Bid (Part-II) for providing Manpower Services for KDA .

The schedule and other details of Tender are as under:

| | |
|--------------------------------------|--|
| Tender Name | Manpower Supply for KDA |
| Tender No. | 2417 |
| Bid Document download start date | 08/03/2020 |
| Last Date and Time of Bid Submission | 14/03/2020, 12:00 Noon |
| Date and Time of Opening of Bids | 14/03/2020, 3:00PM onwards |
| Tender Fee (Non-refundable) | 500/- (Rupees Five Hundred only) + 12% GST |
| EMD (Earnest Money Deposit) | 50,000/- (Rupees Fifty Thousand only) |
| Performance Bank Guarantee | 1,20,000/- (Rupees One Lac Twenty Thousand only) |

Details of the tender along with General Terms and Conditions, specification and other documents can be seen/ downloaded at/from the District's official website **rudraprayag.gov.in**.

The bidder shall sign and stamp each page of this tender document as taken of having read, understood and comply with tender, the terms, and conditions contained herein. Incomplete bid/documents shall be rejected without giving any reason.

The original EMD and tender fee is to be submitted in a sealed envelope to be super scribed this tender name & the name of your agency and must reach the below address before the last date & time for receipt of Bid.

*The CEO Kedarnath Development Authority, Uttarakhand
, Rudrapryag 246171 (Uttarakhand)*

Manpower Supply Tender for KDA

Scope of Work & Other Conditions

KDA has off & on requirement of manpower in categories like- supervisory level, highly skilled, skilled, semi-skilled, unskilled and technical. Salary of outsourced staff shall be decided by KDA based on their educational qualification, experience, and required skill sets. However, the number of staff may increase/ decrease based on KDA requirements. The outsourcing services personnel and other items needed by the KDA is as noted below-

| S.No. | Name of the post | No. of Post | Essential Qualification and experience | Consolidated monthly remuneration (In INR) |
|-------|------------------------|-------------|---|--|
| 1 | Manager | 1 | 1- MBA,/M.COM 2- Minimum 8 years post qualification Experience 3- Good knowledge of government rules, regulation and methods of working. 4- Experience of working in hilly area and high altitude area is necessary. | 60,000/- Annual increase @ 4% of remuneration may be granted, subject to performance |
| 2 | Environment Specialist | 1 | 1- PG in Env. Sc. with more than 6 years of experience in environment and resettlement activities. 2- Good knowledge of government rules, regulation and methods of working. 3- Experience of working in hilly area and high altitude area is preferable. | 45,000/- Annual increase @ 4% of remuneration may be granted, subject to performance |
| 3 | Supervisor | 2 | Any Full time regular graduation Degree | 25,000/- Annual increase @ 4 % of remuneration may be granted, subject to performance |
| 8 | | | | |

- The contract would continue for a period of 03 years. The period of the contract may be extended for similar or lesser period after the successful / satisfactory completion of initial contract and based on the manpower requirement at that time. The contract may also be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of the manpower deployed by the selected Firm /Agency. This office, however, reserves right to terminate the contract without assigning any reason thereof at any time after giving one-month notice to the selected service providing Firm/ Agency.

4. The KDA will approach second lowest firm, in case, the agency with lowest rate at any stage after award of contract fails to start the work or does not perform successfully / satisfactorily after starting the work. In such condition performance Guarantee may be forfeited.
5. The Service Provider should have a valid license from the competent licensing authority under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971.
6. Bidders will have to submit previous experience and satisfactory performance of similar works done for any Government's department/ Statutory Bodies / PSUs/ Govt. Autonomous Educational Universities/Institutions etc for the last three years. (A list of such organizations being served and a certificate of satisfactory performance from the concerned organizations will be provided). The reputation/track record of the bidder will also be verified by KDA .
7. Conditional bids shall not be considered and will be rejected out rightly at the very first instance. The bids should be clear regarding the profit margin and other allied charges.
8. Non-compliance with any of the above conditions by the Service Provider will amount to non-eligibility for the service for which tender has been floated and its tender will be summarily rejected.
9. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. The authorized signatory in ink shall sign all the pages of the bid with rubber stamp of the Service Provider.
10. The Technical Bids shall be opened as per notified schedule at Kedarnath Development Authority, Uttarakhand (KDA), Rudrapryag in the presence of the representatives of the Service Providers, who wish to be present on the spot at that time.
11. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on the specified date & time at KDA , Rudrapryag in the presence of short listed contractors or their authorized representatives.
12. All the pages of the tender should be numbered and signed by the owner or authorized signatory of the firm. In case the Authorized signatory signs the tenders, a copy of the power of attorney may be enclosed along with tender.
13. The District Magistrate, Rudrapryag reserves the right to annul any or all bids without assigning any reason.
- 14. The successful bidder shall be liable for providing following within 10 days.**
 - a. List of outsourced staff with photograph, present & permanent address**
 - b. Undertaking from outsourced staff**
 - c. Any other things as required by KDA from time to time for the smooth and successful execution of contract, etc.**
 - d. Performance Security deposit.**

OTHER TECHNICAL SPECIFICATIONS

1. The Service Provider should fulfill the following technical specifications:

- (a) The Bidder should be either a Proprietary firm, Partnership firm, Private Limited Company or a corporate body legally constituted.
- (b) The Service Provider should have at least 'Three years' experience in providing trained manpower to Government Departments, Govt. Sector Companies, Government Autonomous organizations or reputed private organizations.
- (c) The firm should have annual turnover of Rs. 20 Lakhs (Rs twenty lakh only) during last three consecutive years as per the audited statement of accounts. The Service Provider MUST has earned profit during the last 2 years.
- (d) The Service Provider should have experience of providing such services on sufficiently large scale. The agency should have completed/providing 3 such work orders where it has provided at least 30 persons (in a single work order) in 3 different organizations during last 3 years. The name/s of such organizations along with number of persons deployed will be submitted.
- (e) There should be no case pending with the police against the Proprietor/ Firm/Partner or the Company as a whole (Service Provider) and the Service Provider shall not have been blacklisted by any Government Departments, Public Sector Companies, Banks and Government Autonomous organizations or private companies. An affidavit in this regard shall be submitted.
- (f) The Service Provider should be duly registered with the relevant authorities for PAN, GST, EPF, ESI, Labour License, etc.
- (g) The Service Provider should have its own Bank Account.
- (h) All terms & conditions of tender are acceptable to agency/firm.
- (i). The tendering Service Provider is required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily /out rightly rejected and will not be considered any further:
 - (i) PAN
 - (ii) Registration number and Certificate of Agency/Firm Incorporation
 - (iii) GST Registration No
 - (iv) E.P.F. Registration No
 - (v) E.S.I. Registration No
 - (vi) Labor License Number
- (viii) A certificate stating that service provider has not defaulted from the payment of statutory dues like EPF/ESI/ GST and Income Tax etc.
- (ix) Financial worthiness and competence to be substantiated through Income Tax Returns/ PAN/EPF Registration/Audited Annual Report.
- (x) Audited Balance Sheet and Profit & Loss A/c. for the last 3 years along with audit report.

Tender: Manpower Supply for KDA 2018-19

- (xi) Affidavit stating that the Service Provider is / has not been black listed by Central Government Departments/State Government/Statutory bodies/ Autonomous bodies/ PSUs /Private Sector at any point of time.
- (xii) The agency/firm should have in business of manpower supply from last three years and have served reputed government as well govt. organizations.
- (xiii) List of similar assignments and number of manpower provided to Central Government Departments/ State Government/ Statutory bodies/ Autonomous bodies/ PSUs /Govt. Sector during the last three years by the Service Provider (Attach attested copy) and a certificate of satisfactory performance from the concerned department of Central/ State Government/ Statutory bodies/ PSU/ Govt. Sector.
- (xiv) Firm(s) registered with NSIC/MSME will be exempted from EMD submission and other benefits as per the Norms. However, firm would be required to submit documentary evidence/ certificate to claim exemption.

General Terms and Conditions of Contract

- (1) **Preparation and submission of Tender:** The tender should be submitted in two parts i.e. Technical Bid and Financial Bid signed and sealed on each page of Tender.
- (2) **Period of Contract:** Contract period will initially be for Three year. The contract may be extended subject to satisfactory performance at the sole discretion of KDA on an annual basis for a further period of up to two years. In the event of bidder backing out before actual award or execution of agreement, KDA will have right to forfeit the Bank Guarantee in breach of contract.
- (3) **Exit Clause:** Notwithstanding anything contained in any other clause of this tender, the contract can be terminated by KDA by giving one-month notice without giving any reason and by the agency by giving three-month notice.
- (4) **Contract Agreement:** The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs. 100/- (Rupees One Hundred only). KDA reserves the right to amend the terms & conditions of contract by mutual discussions and such amendments shall be in writing. The amended terms and conditions will form part of the agreement.
- (5) **Tender Fee:** The bidder shall deposit Non-refundable Tender fee of 500/-+ 12% GST (Rupees Five Hundred only+ 12 % GST) through Demand Draft drawn in favour of “**The C.E.O, Kedarnath Development Authority, Rudraprayag, Uttarakhand**” payable at Rudrapryag.
- (6) **Earnest Money Deposit (EMD):** The bidder shall deposit Earnest Money of Rs 50,000/- (Rupees Fifty Thousand only) through Demand Draft drawn in favour of “**The C.E.O, Kedarnath Development Authority, Rudraprayag, Uttarakhand**” payable at Rudrapryag. The Earnest Money Deposit will be refunded to the bidders whose offers have not been accepted. Earnest Money Deposit of the bidder whose offer is accepted will be kept until such time that the Performance Guarantee is received.
- (7) **Performance Bank Guarantee:** The bidder whose tender is accepted, will be required to furnish a performance guarantee of Rs. 1,20,000/- (Rupees One Lac Twenty Thouand only) before signing the Contract. The performance guarantee shall be in the form of FDR/Guarantee Bonds/Bank Guarantee of any Scheduled/Nationalized bank in accordance with the format prescribed herein in favour of CEO, Kedarnath Development Authority, Uttarakhand, Rudrapryag. In case the bidder fails to deposit the requisite performance guarantee the EMD furnished by the bidder shall be forfeited without any further notice to the bidder. Performance bank Guarantee shall be valid for minimum 60 days after the expiry of the contract.
8. In the event of bidder backing out before actual award or execution of agreement, KDA will have right to forfeit the EMD. In case the successful bidder declines the offer of contract, for whatsoever reason(s) his EMD will be forfeited.
9. Intending bidders are advised to inspect and examine at their own cost, the site and its surroundings and satisfy themselves before submitting their tenders to the nature of the site. The nature of the site, the means of access to the site, the accommodation

they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstance which may influence or affect their tender. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a bidder implies that he has read this notice and all other contract documents has made himself aware of the scope and specifications of the work do be done.

10. **Sub-Contracting:** The agency shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner except with the specific approval of KDA .

11. **Taxes, Labour Laws and Other Regulations:**

- a. The agency shall comply with all statutory requirements existing as well as those promulgate from time to time by the Govt of India and or Govt. of Uttarakhand viz. P.F. Act, ESI Act, Bonus Act, State Minimum Wages Act, Contract Labour Act, Workmen's Compensation Act, Casual Labour (R & A) Act, Migrant Labour Act and/or such other Acts or Laws of Central, State, Municipal and local governmental agency or authority etc whichever is/are applicable to the organization of Security agency and shall be held responsible, accountable, answerable, explainable & liable, as the case may be, for the lapses committed by them in this regard.
- b. The agency is liable for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything done or services rendered pursuant thereto.
- c. The agency shall be responsible for proper maintenance of all registers, records and accounts as far as it relates to compliance with any statutory provisions/ obligations. The agency shall be responsible for making the records pertaining to Payment of Wages Act and for depositing the P.F. and ESI contributions, with the authorities concerned.
- d. The agency shall be responsible and liable for all the claims of its employees.
- e. The agency shall obtain the license under the Contract Labour (R&A) Act from the agency of the State Labour Commissioner and produce the same preferably along with the first monthly bill. The first bill will be cleared only on the submission of the said license. The agency would be required to maintain all books and registers like Employment Register, Wages Register etc. as required under law for inspection by visiting Labour Enforcement Officers.
- f. The agency shall obtain adequate insurance policy in respect of its workmen engaged by it towards meeting the liability of compensation arising out of injury/disablement at work.
- vii) Further, agency shall not involve the matters of KDA in any way whatsoever in any dispute with regard to compliance of statutory provisions and in case of any violation of any law; the Security agency shall be solely responsible.

- viii) The agency shall indemnify and keep indemnified KDA against all losses and claims for injuries and or damages to any person or property. The agency shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen compensation Act, Goods & Service Tax (GST), Royalty, Works contract etc. and shall keep the KDA indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law / regulations or Bylaws. The agency shall not employ child labour. Payment to workers must be according to State Minimum Wages Act.
12. The personnel deployed by the Agency in the KDA shall be removed immediately if the KDA considers such removal necessary on administrative grounds. The Agency shall also immediately remove any personnel who is found not to be discharging his duties correctly or is of doubtful character had any sort of intoxicating item on duty and shall replace him with substitute personnel either on its own or on the demand of the KDA . In case of removal of such personnel, no claim shall be maintainable against KDA.
13. If the KDA incurs any expenses or any liability is put on them in connection with the deployment of the employee of the Agency, the same shall be adjusted from the bill of the Agency.
14. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the KDA / Govt. of Uttarakhand.
15. **Payment of Bills:** The standard terms of payment are within 5 days from the date of submission of bills alongwith salary Sheet. The contractor shall raise the bill only after releasing the salary of outsourced staff and thereafter reimbursement shall be made through Cheque/ RTGS. The payment for services under this agreement shall be made on monthly basis on satisfactory completion of job contract services. through Bank DD/ NEFT/RTGS (online transfer). The final payment shall, however, be made only after adjusting all the dues/claims of the KDA . Income Tax (TDS) as applicable at current prevailing rate will be deducted at source.
16. The persons employed by the Agency at KDA will be the employees of the Agency and the KDA shall have nothing to do with their employment or non- employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against the KDA and the personnel employed by the Agency shall have no right whatsoever to claim employment or other rights from the KDA / State Govt.
17. The salaries of all outsourced staff have been not less than State Minimum Wage Rates and will be decided by KDA. If there is any upward, revision in the minimum wages during the contract period occurred, contractor shall make the payments accordingly, and KDA will reimburse the differential amount towards minimum pay revision of workers time to time.

18. The personnel employed by the Agency shall not form/join any union and shall not make any claim on service or other matter from KDA.
19. The Agency shall be responsible for all injuries and accidents to persons employed by them and under no circumstances KDA will be responsible to compensate them under any Act/law.
20. None of the employees of the Agency shall enter into any kind of private work within or outside the campus of the KDA. Non-compliance with this provision will be deemed to be violation of the contract inviting penal action as per penalty clause of General Terms & Conditions penalty clause of General Terms & Conditions.
21. **Place of Duty, Working Hours and Punctuality:** The KDA is located at _____, Rudrapryag, Uttarakhand The personnel so deployed shall have to report for duty at office of the Kedarnath Development Authority, District Collectorate, Rudraprayag.
 - I. The working hours depend on the requirement of KDA. The personnel deployed shall work not less than 8 hours in a day.
 - II. The manpower so deployed shall have to adhere to the punctuality strictly. Late arrivals, early departures and short leaves shall not be permitted.
 - III. If need arises, the outsource staff shall have to sit late or come early or attend the Office even on Sunday/Gazetted Holidays (as per work requirements).
22. **Bid Validity:** The quoted rates must be valid for a period for 90 days from the last date of submission of the bid. The overall offer for the assignment and price quoted by bidder shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
23. In case the bidder withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
24. In exceptional circumstances, the KDA may request the bidders' consent for an extension of the period of bid validity. A bidder may however be at liberty to refuse the request without risking forfeiture of his earnest money. A bidder agreeing to extend the validity of bid will not be allowed to modify his bid.

25. Anyone or more the following action / commission / omission are likely to cause summary rejection of tender:

- (i) Any BID/EMD received late without conclusive proof that it was delivered before the specified closing time.
- (ii) Any conditional bid or bid offering rebate.
- (iii) Any bid in which rates have not been quoted in accordance with specified formats / details as specified in the Bid Documents.
- (iv) Any effort by a bidder to influence the selection committee in the bid evaluation, bid comparison or contract award decision.
- (v) Any bid received with period of validity of bid shorter than 90 days.

26. The KDA is not bound to award contract at the lowest price received in the tender and reserves the right to decide on fair and reasonable price of the services tendered for any counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counter offer rate is offered to the bidders.

27. EVALUATION CRITERIA

- a. The evaluation committee will be constituted by the KDA to evaluate the Technical Proposals based on their responsiveness to the Terms of Reference, applying the evaluation criteria. A Proposal shall be rejected at this stage if it does not respond to important aspects of the Technical Proposal.
- b. Financial bids will remain unopened for those Agencies, which fail to meet the minimum technical criteria. Financial bids of those Service Providers qualifying the technical criteria shall only be opened.

Technical & Pre-Qualification Points

Marking System

| S.No. | Description | Range | Marks |
|-------|--|--|----------|
| 1. | Average annual Turnover in last three Years (2018-19, 2017-18, 2016-17) (Min. Rs 20 lakh / annum is mandatory) | a. Rs. 50 Lakh above | 25 |
| | | b. Rs. 20 to 50 Lakh | 10 |
| 2. | Experience of working for Govt, Autonomous, PSU and reputed organization (No. of organizations in last three years) | a. 2-5 organizations b. > 5 Organizations | 15 25 |
| 3. | No. of work orders (each not less than supply of 30 employees) in last three financial years (3 work orders are mandatory in last 3 years) | a. 4-8 work orders b. >8 work orders | 15 25 |
| 4. | ISO 9001: 2015 Certification | a. No b. Yes | 00 05 |

INSTRUCTION FOR FINANCE BID FORM

28. The Agency/Firm shall provide their Service charges in percentage (%) in the form as specified in **Annexure-II**
29. The Agency/Firm requires quoting Service charges only. Applicable Taxes will be extra.
30. The service charges/Profit margin will include all the costs to the agency like the cost of providing Medical Fitness Certificates, Character Certificate, charges of Personal Accident Insurance Policy and other administrative charges.
31. **If any Firm/Agency quotes NIL charges/ 0 (Zero) supervisory charges/Profit margin, their quote will be summarily rejected without any further consideration. Quoted Service charges must not be less than 8%.**
32. **INSURANCE**
Without limiting any of the other obligations or liabilities, the contractor shall at his own expense takes and keep comprehensive insurance for manpower and for all the work during the execution. The contractor shall also take out workmen's compensation insurance as required by law and under take to indemnify and keep indemnified the KDA for and against all manner of claims, demands, losses, damages, cost (including between attorney and client) charges, and expenses that may arise in regard the same or that the KDA may suffer or incur with respect to end/or incidental to the same. The contractor shall have to furnish originals and /or attested copies as required by the KDA of the policies of insurance taken within 15 (fifteen) days of being called upon to do so together with all premium receipts and other papers related thereto which the KDA may require.
33. **Authority of person signing document:** A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant, that he has authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, the KDA may without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages.
34. **Interpretation:** All the terms and conditions of contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complementary of every part and shall be read with and into the contract.
35. **ARBITRATION:**
Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before / after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by KDA .

If the arbitrator to whom the matter is originally referred dies or refuses to act or resigns / withdraws for any reason from the position of arbitration, it shall be lawful for the KDA to appoint another person to act as Arbitrator in the manner aforesaid. Such person shall be entitled to proceed with reference from the stage at which his predecessor left it, if both the parties consent to this effect, failing which the Arbitrator shall be entitled to precede.

It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to Arbitrator at the time of invocation of arbitration under this clause. It is also term of the contract that the cost of arbitration shall be borne by the parties themselves.

The venue of arbitration shall invariably be at Rudrapryag.

Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof or rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

36. FORCE MAJURE:

If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the KDA as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract.

Provided, also that if the contract is terminated under this clause, the KDA shall be at liberty to take over from the Agency, the personnel, vehicles & equipment deployed in the campus until a new security agency is appointed and commences the operation.

- 37. KDA reserves the right to reject the tender in whole, or in part, without assigning any reasons thereof.
- 38. KDA reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if it is felt necessary in the benefit of the KDA .
- 39. The decision of the CEO, KDA will be final in all respect and will be acceptable to all the bidders.
- 40. **Jurisdiction:** All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Rudrapryag only.

Agency Details

I – Details of bidder

| SI No. | Particulars | Details |
|---------------|--|----------------|
| 1 | Name of Tendering Agency | |
| 2 | Name of the Proprietor / Director / Partner | |
| 3 | Full Address of registered office with pin code, Telephone Number | |
| 4 | Telephone No. (Office) of five top officials with name, designation and E-mail ID | |
| 5 | Website of the agency, if any | |
| 6 | Name and designation of authorized Person with telephone/mobile number. (authorization letter to be enclosed) | |

II – Registration & Other Statutory document details:

The agency should possess all statutory requirement including, PF, ESIC, GST/PAN etc.

| S.No. | Particulars | Number / Other Details | Page No. of Supporting Documents Enclosed |
|-------|---|------------------------|---|
| a | Registration for manpower Supply with Govt. of India/ Govt of Uttarakhand | | |
| b. | P.F. Registration Certificate | | |
| c. | ESI Registration Certificate | | |
| d. | GST Registration | | |
| e. | Valid License, issued by Labour Commissioner, Govt. of India (if available/to be applied) | | |
| f. | Registration with Income tax Department for Permanent Account Number (PAN) | | |
| g. | TAN (TDS Account No.) | | |
| h. | Registration as proprietary firm/Partnership firm/ limited company/ corporate body/ Others(specify) | | |

Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.

Place :

Date :

(Signature of the bidder with seal)

Please note: Period of manpower supply services provided to multiple organization at the same time shall not be added together for the purpose of counting the period of 36 months.

- (1) Experience of providing 3 work orders where it has provided at least 30 persons (in a single work order) in 3 different organizations during last 3 financial years. Attach documentary evidence duly certified by the appropriate authority.
- (2) There should be no case pending with the police against the Proprietor/Firm /Partner or the Company (agency) and should not be blacklisted by any Govt agency. An undertaking to this effect on agency's letterhead should be attached.
- (3) The agency should possess all mandatory statutory requirement mentioned in Annexure-I (Agency Details) in this tender document.

No price should be specified in the technical bid, including such information will entail rejection of the bid.

NOTE: All third party certificates should be duly signed, stamped by the bidding agency.

Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.

Place :

Date :

(Signature of the bidder with seal)

PART-II: FINANCIAL BID

Service charges

In addition to the service charges quoted below by the Contractor, the Kedarnath Development Authority, Uttarakhand, Rudrapryag will pay to the selected contractor minimum wages as revised by State Government/ decided by the KDA from time to time and all the statutory obligations of the contractor, such as, Provident Fund, ESI, etc. towards personnel provided at KDA .

Keeping in view the above mentioned amount as being a fixed factor, the contractor may hereunder indicate only the percentage of service charges (excluding taxes).

| Percentage of service charges | |
|-------------------------------|----------|
| In Figures | In Words |
| | |

If any Firm/Agency quotes NIL charges/ 0 (Zero) supervisory charges/Profit margin, their quote will be summarily rejected without any further consideration. Quoted Service charges must not be less than 8%.

Signature of the authorized signatory

(Please affix company/firm's official rubber stamp)

**TENDER ACCEPTANCE LETTER
(To be given on Agency Letter Head)**

Date :

To,
The CEO
Kedarnath Development Authority, Uttarakhand
Rudrapryag,

Sub. : Acceptance of Terms & Conditions of Tender.

Tender Reference No.: _____ dated..... 2020

Name of Tender/Work : Manpower Supply for KDA

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: ___ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _ to _ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide by with the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

