

# Request for Proposal

For

Hiring of Service Provider Firm to provide manpower  
for Kedarnath Development Authority (KDA) Rudraprayag

Address – Collectorate Rudraprayag 246171

# Kedarnath Development Authority (KDA)

Address - Collectorate Rudraprayag, 246171

RFP DOCUMENT FOR

Hiring of Service Provider Firm to provide manpower for Kedarnath Development Authority (KDA)  
Rudraprayag

## INVITATION TO BID

Bids are invited from firms duly filled for award of Hiring of Service Provider Firm to provide manpower as per the requirement of Kedarnath Development Authority (KDA) Rudraprayag on monthly basis for a period up to **One Year** from the date of award of contract and extendable at the discretion of the Chief Executive Officer Kedarnath Development Authority (KDA), depending upon the requirements as well as the performance of the manpower supplied by the Service Provider Firm

This Request for Proposal does not constitute an offer and is issued with no commitment. Kedarnath Development Authority (KDA) reserves the right to modify, expand, restrict, scrap, refloat or cancel the RFP at any stage without assigning any reasons. Responses received after the stipulated time period or not in accordance with the specified format will not be considered.

Tender document can be downloaded from the website [rudraprayag.gov.in](http://rudraprayag.gov.in). Bidders, downloading the form from website will have to submit tender fees of Rs – 500 (Rs Five Hundred only in the form of Demand Draft in favour of C.E.O. Kedarnath Development Authority (KDA) ,Rudraprayag payable at Rudraprayag along with their technical bid.

Rates of Services shall be quoted as per format provided in Annexure C.

The Bidder (hereafter referred to as "Service Provider Firm" in this document) is required to submit the Technical and Financial Bid separately clearly subjected as "Technical Bid" and "Financial Bid. The Bidder is required to put these two envelops in a single envelop clearly subjecting **"Hiring of Service Provider Firm to provide manpower as per the requirement of Kedarnath Development Authority (KDA) Rudraprayag."**These envelops must be sent by registered post to "CEO, Kedarnath Development Authority (KDA) , Collectorate Rudraprayag-246171". Last date of submission of tender document by registered post is 10-05-2021.

Technical Bids will be opened in the presence of such bidders or their duly authorized representatives as may be present. As a token of acceptance of all the terms and condition mentioned in this document, the bidder is required to sign all pages of this document and return the same along with their bid. Tenders of unsigned documents will be rejected. The financial bid of only those bidders will be opened who fulfil all the requirements of the technical bid.

For Kedarnath Development Authority Rudraprayag

## TENDER NOTICE

|    |  |   |
|----|--|---|
| 1  | Purpose of RFP                                     | Hiring of Service Provider Firm to provide Manpower as per the requirement of Kedarnath Development Authority (KDA) Rudraprayag.                  |
| 2  | Tender No and Date of Issue                        | KDA/HR Service pro2021-22/  |
| 3  | Tender Fee   | Rs.500 ( Rs. Five Hundred only).  |
| 4  | Earnest Money Deposit                              | Rs. 10000.00 (Rs. Ten thousand only)<br>In favour of CEO, Kedarnath Development Authority (KDA) Rudraprayag                                       |
| 5  | Performance Security<br>(by the successful bidder) | Rs. 30000.00 (Rs. Thirty thousand only)   |
| 6  | Pre Bid Meeting                                    | On 05-05-2021 at 3 pm (at Collectorate Rudraprayag)<br>(in case any holiday falls on this day, then meeting will be held on the next working day) |
| 7  | Last Date for Submission                           | 10-05-2021  |
| 8  | Bid Validity                                       | 180 days from the date of submission of the bid.  |
| 9  | Address for Submission of bid                      | CEO, Kedarnath Development Authority (KDA) Rudraprayag<br>Collectorate Rudraprayag-246171<br>(by registered post)                                 |
| 10 | Date of Opening of Technical bid                   | 11-05-2021 at 3PM   |
| 11 | Date of Opening of Financial bid                   | 11-05-2021<br>(after evaluation of technical bids)  |
| 12 | Contact number for any queries                     | 9557214015<br>01364-233300  |

**Note :-** The draft of tender fee and EMD is required to be submitted in the office of C.E.O. Kedarnath Development Authority (KDA), Rudraprayag

## 1. Eligibility Criteria

Followings are the Pre-Qualification requirements, which should be satisfied by the Bidder to be primarily considered for bidding:

### 1 Eligibility and Qualifications:

- a) Shall be a firm providing services in the area of Human Resources Deployment (Screening/ Recruitment/ Staffing/ Testing/ Assessment/ Certification/ Training/ Pay rolling)
- b) Turnover of the bidding Service Provider Firm in past 3 financial years i.e. 2020-21, 2019-20 and 2018-19 shall not be less than INR 20 Lakhs from the human resource and related business (Screening/ Recruitment/ Staffing/ Testing/ Assessment/ Certification/ Training/ Pay rolling). The applicant Service Provider Firm shall submit copies of audited financial statements as credentials along with a Chartered Accountant certificate stating the meeting of turnover criteria from the related business.
- c) Shall have minimum of 2 years of past experience in human resource and related business catering to State/ Central Government organizations/ PSUs or Government Autonomous Organizations, or large private sector enterprises. The applicant Service Provider Firm shall submit copies of Certificate of Incorporation, the relevant work orders/ Client Satisfaction Certificate as credentials. (Kedarnath Development Authority Rudraprayag may seek client feedback on services provided by Service Provider Firm)
- d) Shall have engaged in human resource and related business in minimum two State/ Central Government organizations/ PSUs or Government Autonomous Organizations/ large private sector enterprise.
- e) Shall have valid PAN/TAN number.
- f) Shall have valid GST No.

### 2. Mandatory Documents to be enclosed with the Techno-financial Bid: -

The tendering Companies/Firms/Agencies are required to enclose photocopies of the following documents (self-attested) along with the Techno-commercial Bid, failing which their bids shall be summarily/out-rightly rejected and will not be considered for any further evaluation:

- a) Attested copy of PAN Card/ TAN Number
- b) Attested copy of GST Registration Certificate;
- c) Attested copy of the latest IT return filed by Service Provider Firm;
- d) Certified documents in support of financial turnover of the Service Provider Firm;
- e) Statement of Bank A/c of the name of Company/Service Provider Firm for the last six months;
- f) Details of agreement made by Bidder for the two years along with proof;

Undertaking to be furnished by the Service Provider Firm that Service Provider Firm having no legal suit/criminal case pending against its proprietor or any turpitude or for violation of laws in force and has not been blacklisted by any Central Govt./ State Govt./ PSU in India on Rs 100/- (Rupees Hundred only) Non – Judicial Stamp Paper duly notarized by notary.

## 2. DESCRIPTION OF SERVICES TO BE PROVIDED

1- The Service Provider Firm shall provide the required all vacant manpower within a specified period as given in table below from the date of placement of the order by Kedarnath Development Authority (KDA) Rudraprayag.

2- The responsibility of pre-selection of the referred candidate and dispatch of relevant CVs shall lie with Service Provider Firm. The Service Provider Firm should have adequate experience of providing manpower to various Government Departments, Public Sector Undertakings, Government Autonomous organizations and Large Private Sector Enterprise.

## 3. MAN POWER REQUIREMENT, EMOLUMENTS and EDUCATIONAL QUALIFICATION:

| S.N. | Name of Post           | Number of Posts | Essential Qualification and Experience   | Consolidated monthly remuneration (in Rupees) |
|------|------------------------|-----------------|--|---|
| 1    | Manager                | 1               | 1-MBA/M.Com<br>2-Minimum 8 years post qualification experience<br>3-Good knowledge of government rules, regulations and methods of working<br>4-Experience of working in hilly area and high altitude area is necessary  | 60,000/-                                      |
| 2    | Environment Specialist | 1               | 1-PG in Environment Science with more than 6 years of experience in environment and resettlement activities<br>2- Good knowledge of government rules, regulations and methods of working<br>3- Experience of working in hilly area and high altitude area is necessary | 45000/-                                       |
| 3    | Supervisor             | 2               | Any full time graduation degree  | 25000/-                                       |

\* Actual number of the posts may increase or decrease.

\*\* KDA shall have all the right to place the personnel as per the requirement.

## 4. Evaluation Criteria

TECHNICAL EVALUATION:-The technical bids of all the bidders who fulfil the qualification conditions shall be evaluated.

The criteria for Technical evaluation are as follows

| S.N.                 | Evaluation Criteria   | Score in points   |       |                      |    |                      |    |           |    |              |
|----------------------|---|-------------------|-------|----------------------|----|----------------------|----|-----------|----|--------------|
| 1                    | <p>Experience in providing services by the bidder – bidder should demonstrate their past experience in delivering similar services in other institutions<br/>Proof should be furnished</p> <p>2 services – 10 marks<br/>3 to 4 services – 20 marks<br/>5 or more services – 30 marks</p>  | 30 (maximum)      |       |                      |    |                      |    |           |    |              |
| 2                    | <p>Out of the above projects the value of each project based on billable value.</p> <table border="1"> <thead> <tr> <th>Project value</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>&gt;=2 Lakh &lt;= 10 Lakhs</td> <td>10</td> </tr> <tr> <td>&gt;10 Lakh &lt;= 50 Lakhs</td> <td>20</td> </tr> <tr> <td>&gt;50 Lakhs</td> <td>30</td> </tr> </tbody> </table> | Project value     | Score | >=2 Lakh <= 10 Lakhs | 10 | >10 Lakh <= 50 Lakhs | 20 | >50 Lakhs | 30 | 30 (maximum) |
| Project value        | Score   |                   |       |                      |    |                      |    |           |    |              |
| >=2 Lakh <= 10 Lakhs | 10  |                   |       |                      |    |                      |    |           |    |              |
| >10 Lakh <= 50 Lakhs | 20  |                   |       |                      |    |                      |    |           |    |              |
| >50 Lakhs            | 30  |                   |       |                      |    |                      |    |           |    |              |
| 3                    | <p>Full time professionals/persons: number of full time resources</p> <table border="1"> <thead> <tr> <th>Number of persons</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>&gt;=5 &lt;= 10</td> <td>10</td> </tr> <tr> <td>&gt;11 &lt;= 20</td> <td>20</td> </tr> <tr> <td>&gt;20</td> <td>30</td> </tr> </tbody> </table>                                       | Number of persons | Score | >=5 <= 10            | 10 | >11 <= 20            | 20 | >20       | 30 | 30 (maximum) |
| Number of persons    | Score   |                   |       |                      |    |                      |    |           |    |              |
| >=5 <= 10            | 10  |                   |       |                      |    |                      |    |           |    |              |
| >11 <= 20            | 20  |                   |       |                      |    |                      |    |           |    |              |
| >20                  | 30  |                   |       |                      |    |                      |    |           |    |              |

Minimum 50% marks in technical evaluation will be required for for qualification

FINANCIAL EVALUATION: - Financial bids of only those bidders who are qualified technically will be opened and considered for financial evaluation. Financial Evaluation will be done as percentage of cost over the amount payable to the required staff. Lowest percentage quoted in will be determined to award the contract.

## 5. GENERAL TERMS & CONDITIONS

1. All the recommended candidates shall have good working knowledge of English and Hindi both in oral and written communication.
2. All the recommended candidates (professional staff) shall have hands on experience on Computer/ Laptop & Internet.
3. The emoluments to be paid to the resources/ candidates will be decided by the department (i.e. Kedarnath Development Authority Rudraprayag). The bidder will have to pay the emoluments based on the fixed emolument along with allowances and benefits applicable if any.
4. The responsibility of statutory/ compulsory deductions like EPF/ Income Tax and other statutory dues etc. from the manpower deployed will be of the hired Service Provider Firm. No extra payment shall be made by the Kedarnath Development Authority (KDA) in this regard. Service Provider Firm will have to submit compliance report to this effect at the end of every financial quarter to Kedarnath Development Authority (KDA).
5. Billing - The Service Provider Firm shall submit the stamped wage bills/ invoice (in triplicate) to the Kedarnath Development Authority (KDA) on monthly basis as stated in Payment Terms after completion of the calendar months for payment. In normal circumstances, the payment shall be made within 30 days from the date of submission of the bills.
6. The liability of service tax or any other tax or Levies will be borne by the Service Provider Firm.
7. The copies of appointment letter issued to the HR deployed shall be provided to the Kedarnath Development Authority (KDA) by the Service Provider Firm.
8. The Service Provider Firm shall ensure that the manpower engaged by them is pre-verified for character and antecedents before deploying them for duty in Kedarnath Development Authority (KDA).
9. The Service Provider Firm will provide to Kedarnath Development Authority (KDA), a list of all personnel so deployed with permanent and present address along with their photographs.
10. The character and antecedents of each personnel provided by the service provider will be got verified by the service provider before their deployment and a certificate of this effect will be given to this office by the service provider.
11. Kedarnath Development Authority (KDA) shall have the right to terminate the contract at any stage without assigning any reason whatsoever, by giving one months notice of termination to the Service Provider Firm.
12. In case of any dispute, the decision of the CEO, Kedarnath Development Authority (KDA) will be final and binding.
13. Nationality: All the proposed candidates must be Citizens of India.

14. Age Limit: Age limit shall be from 18-45 years as on (..... date) for the year 2021-22 and relaxable for deserving candidate.
15. Medical Fitness: All the deployed candidates must be in good mental and physical health required for efficient discharge of her/ his duties.
16. The Service Provider Firm shall be responsible for all acts of commission and omission on the part of the manpower engaged for the purpose. Kedarnath Development Authority (KDA) shall not be responsible in any manner, whatsoever, in matters of injury/death/health etc. of the Service Provider Firm's employees performing duties under the contract.
17. The Service Provider Firm will be responsible for any damages done to the property of Kedarnath Development Authority (KDA) by the HR so employed, and shall reimburse/replace or rectify any damage done.
18. The Service Provider Firm shall be obliged and solely responsible to comply with all statutory requirements in respect of the manpower engaged by him and Kedarnath Development Authority (KDA) shall not be a party to any dispute arising out of such deployment by the Service Provider Firm.
19. The Service Provider Firm shall replace immediately any of its personnel, if they are unacceptable to the Kedarnath Development Authority (KDA) because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty/ misconduct on the part of manpower supplied by the Service Provider Firm upon receiving written notice from Kedarnath Development Authority (KDA).
20. Kedarnath Development Authority (KDA) 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 Firm.
21. The Service Provider Firm's personnel working in Kedarnath Development Authority (KDA) should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of Kedarnath Development Authority (KDA). The Service Provider Firm shall be responsible for any act of indiscipline on the part of personnel deployed by them.
22. The Service Provider Firm's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as all are of confidential/secret nature.
23. The Service Provider Firm's personnel shall not claim any benefit/ compensation/ absorption/ regularization of service with Kedarnath Development Authority (KDA). Undertaking from the Personnel to this effect will be required to be submitted by the Service Provider Firm to this office. The Service Provider Firm shall indemnify Kedarnath Development Authority (KDA) any such liability.
24. Any dispute regarding working hours and regarding compensation to be paid to the workers deployed will be the responsibility of the Service Provider Firm and no representation will be entertained on this issue by Kedarnath Development Authority (KDA).



25. The Service Provider Firm shall ensure proper conduct of his personnel in office premises and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering around during working hours.

26. It shall be the duty of the Service Provider Firm to pay the salary of the engaged personnel every month by 7<sup>th</sup> day of the succeeding month.

27. The transportation, food, medical and other statutory requirement in respect of each personnel of the Service Provider Firm at the initial place of posting would be the responsibility of the Service Provider Firm and that Kedarnath Development Authority (KDA) will not entertain any claim in this regard.

28. The normal working hours of the personnel deployed shall be as per instructions of Kedarnath Development Authority (KDA) on all working days. The persons may be called on second Saturday, Sunday and other gazetted holidays in the exigencies of services.

29. The manpower so deployed shall have to adhere to the punctuality strictly. Late arrivals, early departures and short leaves shall not be permitted.

30. Work done by the manpower hired from the Service Provider Firm shall be the property of Kedarnath Development Authority (KDA).

31. The Service Provider Firm shall provide a substitute well in advance if there is any probability of the personnel 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 Firm.

32. The Service Provider Firm shall be easily available at all times and message sent by e-mail/fax/letter from Kedarnath Development Authority (KDA) to the Service Provider Firm shall be acknowledged immediately on receipt on the same day.

33. Kedarnath Development Authority (KDA) reserves the right to cancel the contract in whole or any part thereof and shall be entitled to revise the contract wholly or in part by a written notice to the selected Service Provider Firm bidder, if:-

The Service Provider Firm fails to comply with the terms of the order including specifications and other requirements;

The Service Provider Firm becomes bankrupt or goes into liquidation;

The Service Provider Firm fails to provide the services on time.

The Liaisoning Officer appointed by the Service Provider Firm is supposed to receive any kind of property, asset issued to / used by the HR deployed by the Service Provider Firm. In case of any loss/ damage/ theft of the property/ assets issued, the compensation will be borne by the Service Provider Firm. Upon receipt of the said cancellation notice, the Service Provider Firm shall not provide any services connected with the rate contract.

34. The bidder should quote the rates in figures as well as in words. Alteration, if any, unless legibly attested by the supplier, with their full signatures shall invalidate the bid. Each page of document should be signed by the owner of the Service Provider Firm himself/themselves or his/their authorized agent on his/their behalf. In case the agent signs the document, the authority letter in his favour must be enclosed with the quotation.

35. The bidder should take care that the rates / amounts are written in such a way that interpolation is not possible. No blank should be left which would otherwise make the bid liable for rejection.

36. The price offered by the bidder shall be valid for a period of 1 year from the date of issue of award of contract.

37. The tenure of the hiring of services can be extended at one time for a further period of 1 year on the same rates, terms and conditions provided both parties are agreeable to the same and the contract may be extended up to 05 (Five) years depending upon satisfactory performance.

38. The Service Provider Firm submitting its bid would be deemed to have considered and accepted all the terms and conditions. No enquiries, verbal or written shall be entertained in respect of acceptance or rejection of the bids.

39. Any action on the part of the bidder to influence anybody of Kedarnath Development Authority (KDA) will make his bid liable to rejection.

40. Earnest money of Rs. 10000/-(Rs Ten thousand only) shall be paid in the form of Demand Draft drawn on any Nationalized bank in favour of "CEO, Kedarnath Development Authority (KDA), Rudraprayag", payable at Rudraprayag. Kedarnath Development Authority (KDA) reserves the right to forfeit the earnest money if any wrong declaration/commitment by the bidder is found at any stage or fails to execute the rate contract, if awarded.

41. The security /EMD furnished by the bidders will bear no interest. The EMD of unsuccessful bidders shall be returned back within 30 days of opening of financial bids and of successful bidders will be returned upon submission of Performance Security.

42. The price shall remain firm and will not be subject to escalation of any description during the execution of the contract. The rate/s offered by the Service Provider Firm shall include all applicable taxes/ duties (Central and State) as per given scope of work.

43. Settlement of Dispute

Amicable settlement - The parties shall use their best efforts to settle amicably, all the disputes arising out of or in connection with the contract.

Arbitration- If any dispute arises between the parties in connection with or arise of, the contract which is not resolved amicably within the period of 30 days, there after the matter shall be referred to the arbitration within 2 (Two) weeks by either of the parties under the provision of Arbitration and Conciliation Act, 1996. That the parties are agreed to appoint arbitrator as decided by the CEO, Kedarnath Development Authority (KDA). The arbitration shall be conducted in the.....language and the venue of the arbitration shall be in.....(city name).....The sole arbitrator will be appointed by the

CEO, Kedarnath Development Authority (KDA) and the decision of the sole arbitrator in this regard will be final and binding.

44. Conditional bids shall not be considered and will be out rightly rejected in very first instance.

45. Performance Security - The successful bidder will have to deposit performance security of Rs. 30000/-(Rs Thirty thousand only) the form of Bank Guarantee of Nationalized Bank within 7 days from award of Contract along with Contract Agreement. The performance bank guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the firm. In case the contract is further extended beyond the initial period, the performance bank guarantee will have to be accordingly renewed by the successful bidder.

46. The Service Provider Firm will indemnify Kedarnath Development Authority (KDA) to the extent of direct damages against all claims, demands, costs, charges, expenses, award, compensations etc. due to Agencies' violation of any patents and copy rights.

47. Kedarnath Development Authority (KDA) can terminate the services contract at anytime by giving one month notice for repeated breach of the Service Levels or Terms and Conditions, as provided in the Service Level Agreement, by the Service Provider Firm.

48. FORCE MAJEURE: If the performance as specified in this order is prevented, restricted, delayed or interfered by reason of fire, explosion, cyclone, floods, war, revolution, blockage or embargo, any law, order, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrict trade practices or regulations, Strikes, shutdowns or labour disputes which are not instigated for the purpose of avoiding obligations herein, or any other circumstances beyond the control of the party affected, then notwithstanding anything here before contained, the party affected shall be excused from its performance to the extent such performance relates to prevention, restriction, delay or interference and provided the party so affected uses its best efforts to remove such cause of non-performance and when removed the party shall continue performance with utmost dispatch.

49. JURISDICTION: The sole jurisdiction over any matters arising in connection with any actions or proceedings arising out of or in relation to this RFP and subsequent contract shall be with the Courts of (Rudraprayag) only. The courts at (Rudraprayag) alone shall have the jurisdiction in any matter arising out of Correlating to this tender.

50. All the payment for received bills will be made after deducting all kind of tax which is applicable.

Signature of Authorized Officer of the Service Provider Firm

Full Name –

Seal

Date:

Place:

## **ANNEXURES**

1. Annexure A: Format for Technical Bid.
2. Annexure B: Format for Technical Evaluation.
3. Annexure C: Format for Financial Bid.
4. Annexure D: Agreement

Format for Technical Bid

To,

The \_\_\_\_\_

Address - \_\_\_\_\_

Sub: Bid for Hiring of Service Provider Firm to provide Manpower as per the requirement of Kedarnath Development Authority Rudraprayag

Sir,

Having examined the tender document, we, M/s \_\_\_\_\_, offer to be selected as preferred bidder with KDA Rudraprayag, in full conformity with the said tender document. We have read the provisions of tender document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our bid shall not be given effect to.

We also certify that we have not been blacklisted by any Central Govt./ State Govt./ PSU in India. We also agree to abide by the terms and conditions of this Bid, consisting of this letter, the Technical and Financial Proposal, the duly notarized written power of attorney, and all attachments, for a period of 180 days from the date fixed for submission of Bids as stipulated in the tender document and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period. Until the formal final Contract is prepared and executed between us, this Bid, together with your written acceptance of the Bid and your notification of award, shall constitute a binding contract between us.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We understand you are not bound to accept any bid you receive.

Dated this [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this Bid for and on behalf of [Name of Respondent]

Name of Service Provider Firm:

Address:

**ANNEXURE - B**

**Format for Technical Evaluation**

Documents and Information (copies to be enclosed) to be submitted by the Service Provider Firm, **Checklist**

| No | Particulars  | Numbers / details / Page no./ Remarks |
|----|--|---------------------------------------|
| 1  | Name of the Firm/ Bidder   |                                       |
| a) | Detailed office address of the Service Provider Firm with Fax Number, Mobile Number, e-mail id and the name of the contact person.   |                                       |
| b) | Name and address of the CEO/ Director/Owner, of the Service Provider Firm with Tel./ Mobile No:  |                                       |
| c) | Year of incorporation  |                                       |
| 2  | Tender Fee Rs _____(Rupees _____ only)<br>Details of Tender Fee<br>i. Amount<br>ii Draft No.<br>iii. Date<br>iv. Issuing Bank  |                                       |
| 3  | EMD Rs. -----in favour of _____payable at _____<br>Details of EMD<br>i. Amount<br>ii. Draft No<br>iii. Date<br>iv. Issuing Bank  |                                       |
| 4  | Income Tax Return of last 3 years  |                                       |
| 5  | Copy of GST Registration Certificate   |                                       |
| 6  | Copy of PAN/ TAN Cards   |                                       |
| 7  | Experience Certificates  |                                       |
| 8  | Cover letter duly signed Annex A   |                                       |
| 9  | Any other documents (additional rows may be added)   |                                       |
| 10 | Annual Turnover of the Service Provider Firm for the past 3 financial years (in INR 20 Lakhs): Proof of financial status of the Service Provider Firm in form of Audited balance sheet for the past three FYs. |                                       |

|    |   |  |
|----|---|--|
| 11 | Past experience in number of years of catering to HR and related business to State/ Central Government Organizations/ PSUs or Government Autonomous Organizations/ Large Private Sector Enterprise. List of other clients (may attach separate sheet) |  |
| 12 | The Companies/Bidders/Firms/Societies should not have been blacklisted as on the last date of submission of bid by any Government in India or under a declaration of ineligibility/ineffective performance.   |  |

Authorised Signatory

Name of the Firm

**Financial Bid Submission Form**

To

The CEO  
Kedarnath Development Authority (KDA)  
Rudraprayag, Uttarakhand

Subject : Submission of Financial proposal for providing manpower to Kedarnath Development Authority (KDA).

Dear Sir,

We undersigned, offer to provide services to Kedarnath Development Authority (KDA) in accordance to your request for proposal dated \_\_\_\_\_. We are hereby submitting our financial bid in a separate cover. Our financial bid shall be binding upon us for the bid validity period as stipulated in the RFP document.

Rate Quote

|  |                     |
|--|---------------------|
| Percentage margin/Admin Charges to be charged by the bidder on pay package of employee (as per the norms fixed by govt.) | (%age cost charged) |
|--|---------------------|

We agree to abide by all the terms and conditions of the RFP document. We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized signature: \_\_\_\_\_

Name and the Title of signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_



**ANNEXURE D**

AGREEMENT FOR HIRING OF SERVICE PROVIDER FIRM TO PROVIDE MANPOWER AS PER THE REQUIREMENT OF KEDARNATH DEVELOPMENT AUTHORITY (KDA) RUDRAPRAYAG

This agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between M/s \_\_\_\_\_ (

herein after called the Service Provider Firm whose term includes its successors and

assignees) whose registered office is at \_\_\_\_\_ -

\_\_\_\_\_ and is acting through its authorized official \_\_\_\_\_, AND \_\_\_\_\_ / CEO Kedarnath Development Authority, Rudraprayag (herein after called the Employer whose term includes its successors and assignees) Whose office is situated at Collectorate Rudraprayag - 246171. The Service Provider Firm will provide Manpower at Rudraprayag as per terms and conditions herein contained, and rates as mentioned in Annexure C.

Now these present witnesses and it is hereby agreed and declared by and between the parties to these present as following.

1. The Service Provider Firm shall during the period of this contract that is to say from \_\_\_\_\_ 20\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_ or until this contract is determined by such notice as herein after mentioned, will provide Manpower Services, on the rates accepted as described in the schedule vide Annexure-C to this agreement.
2. The Service Provider Firm shall comply with all the terms and conditions of tender/calling of quotation notice which are part and parcel of this agreement and forms integral part of this agreement and also the following.
4. The credentials of the manpower including police verification shall be verified by the police and manpower deployed shall not normally be changed during the course of contract. CEO Kedarnath Development Authority reserves the right to substitute the manpower which the Service Provider Firm shall comply. If for any reason whatsoever CEO ,Kedarnath Development Authority is not satisfied with the services provided or the manpower, the Service Provider Firm's office will be informed immediately and they should accept the liability to replace it as per requirement. If for any reason the Service Provider Firm is not in a position to provide services as demanded by CEO,KDA, then the CEO, KDA will be free to engage these services from the open market and debit the expenditure on account of it on the claims payable to the Service Provider/Firm.
5. Service Provider Firm will submit bills to the CEO , KDA on monthly basis for release of payment.

6. If the Service Provider Firm fails to provide the services desired by CEO , Kedarnath Development Authority (KDA) and if the service is not found satisfactory enough, then CEO , KDA shall have the right to terminate the contract in whole or part.

7. In case of any accident resulting in loss or damage to property of life, the sole responsibility for any legal or financial implication would vest with the Service Provider Firm. Kedarnath Development Authority (KDA) shall have no liability whatsoever.

8. That Service Provider Firm is liable for any legal dispute/cases/claims that have arisen or may arise during the agreement in respect of services provided by Service Provider Firm. Kedarnath Development Authority (KDA) will not be liable for any loss, damages, etc. suffered / to be suffered by Service Provider Firm or third party as the case may be.

9. The Service Provider Firm shall also be liable for all fines, penalties and other criminal offences arising out of or concerning the services provided during the hire period and any toll charges or entry Taxes payable locally and the Service Provider Firm accordingly indemnifies Kedarnath Development Authority (KDA) against all such liability.

10. In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of the CEO Kedarnath Development Authority (KDA).

11. If the Service Provider Firm institutes any legal proceedings against Kedarnath Development Authority (KDA) to enforce any of its rights under this agreement it shall be in the legal jurisdiction of Rudraprayag district.

Signed\_\_\_\_\_

For and on behalf Kedarnath Development Authority (KDA)

Name (caps)\_\_\_\_\_

Position\_\_\_\_\_

Date\_\_\_\_\_

Signed \_\_\_\_\_

For and on behalf of the Service Provider Firm

Name (caps) \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

In the presence of Witnesses

In the presence of Witnesses

1.

2.