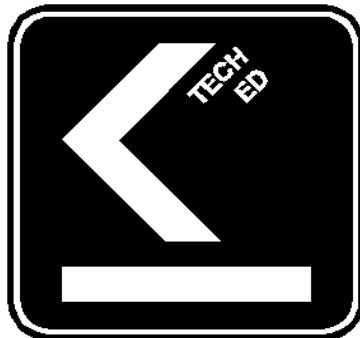


TENDER DOCUMENT

for

Supply of Manpower



Rs. 200/-

THE PUNJAB STATE BOARD OF TECHNICAL EDUCATION
AND INDUSTRIAL TRAINING,
Plot-1A, Sector 36A, Chandigarh

Tender Notice

The Punjab State Board of Technical Education and Industrial Training invites sealed quotations in two bids i.e. technical bid and financial bid from experienced and eligible registered/ licensed Manpower Suppliers/Agencies (Service Providers) for providing skilled, semiskilled and unskilled persons required for various services and Job work, on contract basis initially for the period of one year which may be extended further. The interested service provider can submit the tender documents complete in all respects along with Earnest Money Deposit of Rs.20,000/- (Rupees Twenty thousand only) through Demand draft/pay order in favour of the Secretary, Punjab State Board of Technical Education and Industrial Training payable at Chandigarh and other requisite documents. The tender document can be obtained on all working days from 27/08/2013 to 18/09/2013 from the office of the Punjab State Board of Technical Education and Industrial Training, Plot 1A, Sector 36A, Chandigarh on payment of Rs. 200/- in cash, towards the cost of one tender document. Tender document can also be downloaded from the Board's website www.punjabteched.com. and in such a case the bidder shall deposit the cost of tender in the form of DD in favour of the Secretary, Punjab State Board of Technical Education and Industrial Training payable at Chandigarh along with submission of the tender. The rates are to be submitted on the prescribed format through sealed envelope superscribed with **"Quotation for Supply of Manpower"**. Tenders must be submitted latest by 18-09-2013 upto 3:00PM and put in the Tender-Box placed at Reception Hall of Board at Plot 1A Sector 36A Chandigarh. Incomplete & conditional quotation shall be summarily rejected.

A. General Instructions:

Tenderers must submit their bids in two separate envelopes. One envelope should contain **technical bid** and second envelope should contain **financial bid**. It must be noted that at first stage only the technical bids will be opened. And after the evaluation of technical bids, the financial bids will be opened only for the eligible bidders. The tenders of ineligible bidders shall be summarily rejected in the evaluation process.

Envelope-1 (Technical Bid)

The sealed envelope with **"Quotation for Supply of Manpower"** clearly written on top of envelope addressed to The Secretary, Punjab State Board of Technical Education and Industrial Training, Plot 1A, Sector 36A Chandigarh must reach the Board office up to 3:00 p .m on 18/09/2013.

This envelope of technical bid must contain the following:

- a) Duly filled, signed & stamped Tender document.
- b) Demand Draft/Pay Order of Rs. 200/- drawn in favour of The Secretary, Punjab State Board of Technical Education and Industrial Training Payable at Chandigarh, as cost of Tender Document (In case of downloaded tender document only).
- c) Demand Draft/Pay Order of Rs. 20,000/- (Twenty thousand only) drawn in favour of The Secretary, Punjab State Board of Technical Education and Industrial Training Payable at Chandigarh, as Earnest Money.
- d) Copy of the Service Tax Registration certificate.
- e) Copy of EPF certificate allotted by the Provident Fund Commissioner.
- f) Copy of PAN/GIR card allotted by the Income Tax Department to the tenderer.
- g) Copies of Income Tax Return for last three years.
- h) List of clients.
- i) An undertaking in the prescribed format.

j) Any other requisite document(s) as mentioned in the tender document.

Technical Bids shall be opened at **03:30 P.M.** on the same day i.e. **18/09/2013** in the presence of the bidders or their authorized representatives intending to attend the opening. Any tender received later than the time and date of receipt of the bids shall be rejected.

Envelope-2 (Financial Bid)

The financial bids will be opened at later stage only after evaluation process of technical bids.

Both the envelopes (containing Technical bid & Financial bid) should be inserted in the main envelope which should be sealed, superscribed with words **“Quotation for Supply of Manpower”** and addressed to the Secretary, Punjab State Board of Technical Education and Industrial Training, Plot 1A, Sector 36A, Chandigarh.

B. TECHNICAL QUALIFICATION

1. The tenderer should have minimum 10 years of experience in the area of supply of Manpower contracts with Govt. Organization/ PSU/ Autonomous Organizations and should have in hand a service contract with at least four Government departments/Boards/Corporations. *(Please enclose copy of the Contracts).*
2. The tenderer should hold a valid license and must be registered with designated authorities under following acts:

- a. The employees Provident Fund Act
- b. The Contract Labour (Regulation & Abolition) Act
- c. The Employee State Insurance Act
- d. The Workmen Compensation Act

The tenderer is required to furnish legible photocopy of license/registrations along with its technical offer clearly indicating the contractor's code no. etc. In case of non-submission of the copies of the same, the offer shall be treated as being from an unqualified contractor and summarily rejected.

3. The tenderer shall furnish copy of registration under Service Tax and Income Tax giving its service tax & income tax registration number.
4. The Service Provider Firm should be ISO Certified *(Please Attach a copy of certificate)* and should not be blacklisted by the Government.
5. The office of the tenderer should be located in Chandigarh, Mohali or Panchklula.

C. TERMS AND CONDITIONS:

1. Sealed tender in the prescribed form complete in all respects along with EMD and all requisite documents shall be dropped in the Tender Box placed at reception hall of the Board (the Punjab State Board of Technical Education and Industrial Training, Plot No 1A, Sector 36A Chandigarh).
2. The successful tenderer will have to deposit a Security Deposit @ 10% of Contract value in the form of Bank Draft /Bank Guarantee from a nationalized Bank in favour of Secretary, Punjab State Board of Technical Education and Industrial Training payable at Chandigarh covering the period of contract. In case, the contract is further extended beyond the initial period, Bank Guarantee will have to be accordingly renewed by the

successful tenderer. The amount of Security Deposit will not bear any interest whatsoever.

3. The tenderer should quote the rates of service charge in figures as well as in words. No overwriting or cutting is permitted in the financial Bid Form. In such cases, the tender shall be summarily rejected. The tender form should be signed by the tenderer himself/themselves.
4. Quotations must be unconditional. The conditional bids shall not be considered and will be out-rightly rejected in very first instance. Every page of the tender document including terms and conditions should be signed by the tenderer with the seal of the service provider.
5. The tenderer shall give an undertaking to the Board not to charge any kind of fee from the persons to be sponsored for deployment in the Board. Any complaint from the staff sponsored in this regard, the Board reserves the right to initiate action. The tenderer will undertake to pay the approved wages to the persons deployed in the Board.
6. Payment to the Provider/Agency shall be made through an Account Payee Cheque/bank transfer for deployment of personnel.
7. Reimbursement of amount on account of EPF and other statutory obligations will be made only after production of proof for having paid the said amount to respective authorities. A certificate to this effect is to be provided along with the claim by the Agency. The Challan should pertain to the persons provided to the Board.
8. The Board will deduct Income Tax at source as provided Under Income Tax Act, from the tenderer on the income comprised there in and other service charges, as per the instructions issued by the Government from time to time.
9. Terms and conditions outlined in this tender document will have to be complied with by the successful bidder. The provider should affix his signature in token of his acceptance of all terms and conditions. Besides the successful bidder should have to execute an agreement.
10. The Board reserves the right to have a panel made out of the tenders submitted and in case the tenderer selected fails to do the job successfully or leaves the job in middle of the contract period, the next tenderer will be offered the assignment for the remaining period of the first award of the contract.
11. The Board reserves the right to cancel/reject full or any part of the tender for which tenderers do not fulfill the conditions stipulated in the general instructions and terms and condition and no correspondence thereof shall be entertained whatsoever.
12. The staff deployed provided by the Agency for day to day work will work under the supervision of the Secretary, Punjab State Board of Technical Education and Industrial Training.
13. Board reserves the right to accept or reject any bid irrespective of its being the lowest in the interest of the Board. In awarding the contract, interest of the Board shall be paramount and in this regard the decision of the Secretary, Punjab State Board of Technical Education and Industrial Training shall be final.
14. The contract will be awarded for a period of one year at the first instance and the date will be reckoned from the date of award of contract, unless it is curtailed or terminated by this Board owing to deficiency of service, substandard quality of temporary personnel deployed, breach of contract, reduction or cessation of the job requirements etc. On expiry of the said period of Contract, the period of Contract may be extended on mutual consent on the same rates and terms and conditions.

15. The Board, at present, has requirement of Information Assistants, Peons, Driver, Programmer, Personal Assistants, Private Secretary, Stenographer, Section Officers, etc on Daily Wage Basis. The requirement of the Board may increase or decrease during the period of contract also and the tenderer would have to provide additional personnel, if required on the same terms and conditions.
16. The Board reserves right to terminate the contract during initial period also after giving a month's notice to the contracting agency.
17. The provider shall ensure that the individual deployed in the Board conform to the educational and Experience/skill qualification as under:

Sl. No	Name of the post	Essential Qualification & Experience
1	Information Assistant	<ul style="list-style-type: none"> a) Graduate of recognized university. b) Knowledge of Punjabi Language of Matriculation standard. c) Punjabi typewriting with speed of 30 W.P.M. d) Should possess 120 hours course with hands on experience in use of Personal Computers in office productivity applications or DTP applications from the Government recognized/ISO 9001 certified Institute e) OR 'O' Level Certificate of DOEACC in Computer Information Technology. f) Maximum Age: 35 years
2	Section Officer	Same as in case of Information Assistant with an experience of working as Information Assistant for 10 years.
3	Stenographer	<ul style="list-style-type: none"> a) Graduate of a recognized university or institution; b) English stenography with speed of 80W.P.M and Punjabi Stenography with speed of 40 W.P.M. c) Knowledge of Punjabi Language of Matriculation standard. d) Maximum Age: 35 years
4	Personal Assistant	<ul style="list-style-type: none"> a), b) & c) Same as in case of Stenographer d). Maximum Age: 45 years e). Minimum 7 years experience as Stenographer.
5	Private Secretary	Same as in case of Personal Assistant with minimum work experience of 5 years as Personal Assistant.
6	Driver	<ul style="list-style-type: none"> a) Matriculation with Punjabi as one of the subjects; b) Driving License from the competent authority for driving a car or jeep; c) Experience of driving a car or jeep for a minimum period of two years. d) Maximum Age: 35 years

7	Programmer	<ul style="list-style-type: none"> a) First Class Bachelor Degree in Engineering or technology in Computer Science or Information Technology. OR b) First Class Master's Degree in Computer Application or First Class Master's Degree in Computer Science or Information Technology; and c) Knowledge of Punjabi Language of Matriculation standard. d) Maximum Age: 40 years
8	Peon	<ul style="list-style-type: none"> a) Matriculation Examination with Punjabi as one of the subjects from a recognized Board or institution. b) Maximum Age: 35 years
9	Binder	<ul style="list-style-type: none"> a) Matriculate. b) Certificate from a recognized Industrial Training Institution or its equivalent; and c) Knowledge of Punjabi language of Matriculation standard or its equivalent. d) Maximum Age: 35 years

18. The provider shall provide to the Board following documents in respect the personnel at the time of deployment to the Board:
- a) Bio-data with photograph
 - b) Attested copy of matriculation certificate containing date of birth;
 - c) Attested copies of Certificates of relevant qualifications
 - d) Character certificate from Class-I Gazetted Officer/Magistrate First Class/Group A Officer of the Central/State Government.
19. The person deployed shall be required to report for duty at 9:00 hrs in the office and would leave at 17:00 hrs, for 6 days of week with Sunday/any other day weekly off. In case, person deployed is absent on a particular day or comes late /leaves early on three occasions, one day wage shall be deducted.
20. A claim is preferred to enable the Board to pass the bill of the Provider for that month. Provider will also enclose the Acquaintance Roll with their bill for that month which will also be verified and certified by the Board from original documents to ensure that proper wages have been paid to the personnel concerned. The wages have to be paid by Account Payee Cheques only.
21. The provider shall replace immediately any of its personnel who are found unacceptable to this Board because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from this Board.
22. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular/confirmed employees of this Board during the currency or after expiry of the contract.
23. The Daily Wagers Personnel deployed by the Provider to the Board shall at no time be treated as the employees of the Board and also shall have no claim to be regularized in the services of the Board. But the Provider will not change the personnel once deployed

- by it in the Board without prior permission of the Board, as the frequent changes in deployment of Daily Wagers Personnel may hamper the day to day work of the Board.
24. The Provider shall have to change over or replace the Daily Wagers Personnel as and when required by the Board whether or not such personnel are found guilty of any misconduct. It shall not be necessary for the Board to assign any reason to the Provider or the concerned person or any other person in respect of any such change and replacement required by the Board.
 25. The manpower supplier firm shall submit a copy labour license obtained from the Labour Commissioner along with the tender. Requirement of manpower will be intimated in writing separately by authorized officers. The contractor shall provide labour/workers as demanded.
 26. The Service Provider will be responsible for making the payment directly to the supplied manpower by 5th of each month from his own sources and subsequently raise the bill for reimbursement which will be verified on the basis of actual amount disbursed and attendance etc.
 27. The provider firm should be financially sound and having a turnover of Rs.Ten crores for the last three years.
 28. The provider shall be responsible for all injuries and accidents to persons employed by him. The workmen shall be insured against personal accidents arising out of and during the course of their duties. In the event of injury, illness or mis-happening to any worker, the Board will not be liable to pay any compensation. The insurance cover shall include the liability under the workmen's Compensation Act.
 29. The provider shall abide by all the law of land including Labour Laws (PF, Income Tax, Service Tax or any other extra taxes levied by the Government) Companies Act, TDS liabilities, welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the provider and it shall not involve the Board in any way whatsoever.

Date: _____ **(Signature of authorized person)**

Place: _____ **Full Name:**

Office Seal



**THE PUNJAB STATE BOARD OF TECHNICAL
EDUCATION AND INDUSTRIAL TRAINING**
PLOT NO. 1-A, SEC. 36-A, CHANDIGARH PH. : 0172-2615385, 2622584-85 FAX : 2660734

TECHNICAL BID

Last date of submission: 18-09-2013 (up to 3:00 P.M.)
Name of work: Supply of Manpower

1. Name of tendering Service Provider Agency:

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2. Name of proprietor/Director

3. Full Address of Reg. Office:.....

.....

4. Telephone No..... FAX No

5. E-Mail Address.....

6. License No. & Registration details(with documentary evidence):

7. PAN/GIR No.....

(Attach attested copy)

8. Service Tax Registration No.:

(Attach attested copy)

9. EPF Registration No:

(Attach attested copy)

10. Please specify whether the firm is a Sole proprietorship or Partnership also specify the name, address and Telephone nos. of Directors/partners of the Firm

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11. List of major clients (Government/Autonomous/PSU) with details of manpower provided.

(Attach a separate sheet for the list).

12. Details of Earnest Money Deposit:

Amount Rs. 20,000/- (Rupees in words Twenty Thousand only).

Bank Draft No.....

Date of Issue.....

Name of the Bank.....

13. Annual turnover of the last 3 financial years with balance sheets. (Attach certified copies)

Financial Year	Amount (Rs. Crores)	Remarks if any
2010-2011		
2011-2012		
2012-2013		

DECLARATION

14. I.....Son/Daughter/wife of Shri.....
signatory of the agency/firm Mentioned above is competent to sign this declaration and execute this tender document.

15. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

16. The information/documents furnished along with the above application are true authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of authorized person

Full Name:

Place:

Seal:



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EDUCATION AND INDUSTRIAL TRAINING**
PLOT NO. 1-A, SEC. 36-A, CHANDIGARH PH. : 0172-2615385, 2622584-85 FAX : 2660734

FINANCIAL BID

Name of work: Supply of skilled/semiskilled/unskilled Manpower.

1. Name of tendering Company/Firm/Agency:

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2. COMPONENTS OF WAGES:

- a. Basic (Prevalent D.C. Rates)
- b. Statutory Payments (EPF, ESI, Service Tax etc. at prevalent Rates)
(Statutory Payments as applicable shall be reimbursed by the Board to the Service Provider on evidence of actual payment of these obligations by the service provider)
- c. Firm's quotation will be for the following component only:

Service charges/commission of service provider: @ % (In numbers and words):

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Declaration by the Contractor:

It is certified that I/we before signing this tender document have read and fully understood all the terms and conditions and undertake myself/ourselves to abide by them. I fully agreed and accepted the present rate and changed rate in time to time, all taxes as per government norms and terms and conditions of the Punjab State Board of Technical Education and Industrial Training.

Date:.....

Place:

Signature of the Tenderer

Name:

Designation: (Seal)

Address:

Phone No. (O).....

Mobile No.....

Email Address:

(Signature of Tenderer)