

M.P BOARD OF REVENUE (GWALIOR)**TENDER No.:- 02/Manpower /BOREV /2022-23****DATE: - 28-07-2022****TENDER DOCUMENT FOR MAN POWER SUPPLY****Tender Document Cost: 1000/- (One thousand only)**

M.P BOARD OF REVENUE (GWALIOR) invites e-tenders for Man power supply (Data Entry Operator, Driver, and Peon) for head office Gwalior from reputed firm. Firms should have 3 years experience of providing manpower to Govt. department /PSU/ reputed institutions/Organizations. Tender document can be downloaded from the website <https://mptenders.gov.in> and can be seen at www.boardofrevenue.mp.gov.in

- NOTE -**
1. Tender Document Cost - 1000/- One thousands only
 2. Date of Publication - 28.07.2022
 3. Last date of bid submission - 18.08.2022
 4. Technical Bid opening date - 22.08.2022 (12.00 P.M)
 5. Financial Bid open date - 25.08.2022 (12.00 P.M)
 6. Period of Contract - Two years (up to March 2024)
 7. EMD - ~~35000/-~~ (THIRTY FIVE THOUSAND) ^{REV}

**SECRETARY**

IMPORTANT INFORMATION**1. PURCHASER : BOAR OF REVENUE****2. CONSIGNEE : SECRETARY****3. PERIOD OF CONTRACT:** Till 31-03-2024 from the date of conclusion of Contract.**4. Eligibility/Work:**

| Category | Age | Minimum Qualification | Work |
|-------------------------------|------------|---|---------------------------------------|
| Data Entry Operator (Skilled) | 18-35 Year | 1. Graduation 2. 1 year computer diploma from recognized university 3. Valid CPCT Score card 4. Regular Experience of at least 2 years in a Reputed firm /institutions/ Organizations. | All office work related to data entry |
| Driver (Skilled) | 18-35 Year | 1. 8 th class pass 2. Valid Driving License of LMV 3. Regular Experience of at least 2 years in Reputed firm /Travel agency/institutions/ Organizations. | work of a Regular Driver |
| Peon (Unskilled) | 18-35 Year | 8 th class pass | work of a Regular Peon |

5. Wages: Minimum wages as per government rate + applicable taxes +service charges**6. NON TRANSFERABILITY:** tender is non-transferable.**7. TERMS & CONDITIONS:** Bidding firm shall have to be complied with Terms & Conditions as set in this Tender Document). Offers not complying with such terms & conditions shall be ignored /rejected and at the discretion of this Authority.**8. TENDER FEE:** Bidding firms are required to furnish a non –refundable tender document fee of Rs. 1000/(Rupees One thousand only) in the name of Secretary. Board of Revenue MP (GWALIOR) through online e procurement portal (<https://mptenders.gov.in>).**9. EARNEST MONEY:** An amount of Rupees Rs ~~35000~~ ^{Five &} ~~(THIRTY)~~ ⁵ Thousand Rupees only) has to be deposited by way of Demand Draft/ Bankers Cheque in favor of **SECRETARY, BOARD OF REVENUE. M.P**, Payable at GWALIOR. Offers received without EMD shall be rejected straight away and will not be considered under any circumstances except MSME entrepreneur. EMD of tendering Firms who submit the BID but withdraw the same before expiry of the tender validity date will be forfeited. EMD of successful bidder will be refunded without any interest to the firm on expiry/termination of empanelment. The EMD of the unsuccessful bidder will be returned after the selection of final bidder.**10. ON LINE & PRESCRIBED FORMS:** Tenders will be accepted on line through e- procurement portal (<https://mptenders.gov.in>). Only in two bid system as per format prescribe in the standard documents. Offers not received in prescribed format shall be ignored. Tender Document can be seen on the official website of Board of Revenue; [www. boardofrevenue.mp.gov.in](http://www.boardofrevenue.mp.gov.in)**11. Board of Revenue** reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.**12. LEGAL CONTRACT:-** The supplier shall execute a legal contract agreement along with undertaking . All disputes are subject to the exclusive jurisdiction of competent Courts and Forums in GWALIOR only.**Note: - Contract agreement is to be signed at Board of Revenue, Gwalior. Contract agreement by post shall not be entertained.**


साचिव

 राजस्व मण्डल, मध्य प्रदेश,
गुवालियर

TERMS AND CONDITIONS

1. The Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
 2. The rates quoted should be indicated in words as well as in figures.
 3. **Bidders** are requested to enclose a copy of their valid certificate of PAN card, Service Tax No. with their tender.
 4. Tenders received without Tender Fee, EMD will not be considered at all.
 5. EMD of successful bidder will be treated as a performance security during the contract.
 6. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender.
 7. The tenders should be submitted double cover system. The First cover should contain Technical Bid format, DD/ Banker's cheque, Tender document fee DD, Registration Certificate, copies of work Orders and successful execution of the Contract for past performance, Copy of PAN No, Income Tax return, service Tax registration and copy of Constitution of firm/company. The Second cover should contain the prescribed tender form duly filled in and signed along with the quoted rates.
 8. This office will not be bound to accept the lowest quotation and contract can be placed on any other firm whose **quality of work** are found superior or as per the requirements of this office. The decision of this office shall be final in this regard.
 9. Authorized Signatory/ Signing of Tender: Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:
 - a.) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
 - b.) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- NOTES:i.)** In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partner admitting execution of the partnership agreement or the general.
10. The tendering firms will have to give a declaration (in annexure 2) to the effect that they have not been Black listed or their business dealings with the Government bodies have not been banned.
 11. **G.S.T:** Bidders have to submit copy GST registration certificate. In case firm is exempted from Payment of GST, a copy of the Exemption Certificate issued by the appropriate authority may be furnished.
 12. The Man power Personnel provided by Agency shall be the employees of Agency and shall not have any right whatsoever to claim the employment in the BOARD OF REVENUE. M P in any form either during or after this agreement.

Signatures of the bidder

13. In the event of any loss and damage caused to the properties of the BOARD OF REVENUE due to the negligence of the Man power personnel, the Agency shall be solely responsible to repay the loss/damage accordingly.
14. This office will not be responsible for any injury sustained to the Man power personnel of the Agency during the performance of their duties and also for any damages or compensation due to any dispute between the Agency and their Man power personnel. To comply with all liabilities arising out of any provision of Labour Law/ enactment hitherto in force or enacted from time to time during the execution of this contract, shall be the entire responsibility of the Agency.
15. The Agency shall be responsible for compliance of all statutory obligations under Contract Labour (Regulations & Abolitions) Act, Minimum Wages Act, Service Tax Act and Payments of Wages Act. etc. and also be responsible for payment of employee's contribution under E.P.F. and ESI Act. etc. in respect of staff deployed in this office.
16. The Agency shall not sub-contract the job entrusted them to any other party at any time during the period of this agreement for performance.
17. No food and transport and any other amenity in the nature of perks will be provided by this office.
18. The Agency shall affect Insurance at their own cost for their personal belongings and properties. This office shall not be responsible for any damage/loss of any nature whatsoever.
19. All the man power Personnel will have to submit a Bio-data, Qualification details, recent passport size photograph and valid photo ID proof at the expenses of the Agency to this office.
20. The rates to be quoted must indicate basic wages, EPF Contribution, ESI Contribution, GST , administrative /service charges on basic wages and their total sum .
21. The wages need to be paid by the agencies to the man power Personnel at par with the amount claimed from this office by 7th of the following month positively irrespective of actual payment of the bills from this office.

The agency has to be given an unconditional undertaking for payment by 7th of every month.

22. The Agency shall be responsible for depositing EPF, ESI Contribution and shall attach the copy of Challan with the bill of next month.
Non compliance of this condition will be a sufficient reason for cancellation of Contract.
22. The President Board Of Revenue can extend the original contract of the successful bidder, subject to original Terms and Conditions for a period deemed fit by him, but not exceeding six months, for which the Bidder will have to abide. However the extension beyond six months can be granted on mutual consent. .
23. Any non-compliance of any of the clause of this tender document or all such clauses which are to be treated integral part of the contract, shall be treated as breach of the Contract and the Contractor is liable to be blacklisted by the Board, in addition to making suitable recovery from the performance security of the agency.

Signatures of the bidder

(5)

24. Force Majeure;- Neither parties shall be responsible to the other for any delay or failure in performance of its obligations due to any commonly known force majeure which is beyond the control of any of the parties ,including, but not limited to ,fire, flood, explosion, act of God or any other governmental body, public disorder, riots ,strikes, epidemic strikes , lockouts or civil commotion war ,enemy action

25. Suspension & Termination of Contract

The Board shall be at liberty at any time to suspend temporarily or terminate this Contract on giving 24 hours notice in writing to the Agency for breach of any of the terms and conditions of this Contract , for insufficient service or misconduct of the Contractor and its man power personnel. The decision of the Board shall be final and the Contractor shall not be entitled to any change or compensation by reason thereof.

26. Disputes & Arbitration

The Board and the Contractor shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If a dispute(s) of any kind whatsoever that cannot be resolved the same shall be referred to the Arbitrator, appointed by the President Board Of Revenue of M.P indicated in Schedule-4. The provisions of the Indian Arbitration and Conciliation Act, 1996 shall apply. The decision of arbitrator shall be final and the binding upon the parties.

27. The tender is not transferable.

28. Board of Revenue reserves the right to accept or reject any or all tenders without assigning any reasons.

29. In case of any dispute for judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in GWALIOR only.

Signatures of the bidder



CHECK LIST OF ENCLOSURES

Please arrange documents in **Envelope with** technical bid as per enclosure number given below –
Enclosure-1 Technical bid form and terms & conditions duly signed by the bidder with seal of the firm on each page.

Enclosure-2 copy of PAN card.

Enclosure-3 copy of Registration Certificate issued by Labour commissioner's office

Enclosure-4 copy of Registration Certificate issued by EPF Commissioner.

Enclosure-5 copy of Registration Certificate issued by ESIC Office.

Enclosure-6 Copy of GST Registration.

Enclosure-7 Copy of Registration Certificate issued as per MP Shops and Establishments Act or other applicable Act.

Enclosure-8 copy of Audited Balance Sheet along with Audit Report of the firm for the last three financial years 19-20, 2020-21 to 2021-22.

Enclosure-09 Copy of last three financial years (19-20, 2020-21 ,2021-22) Income Tax Return of the firm and audited balance sheet

Enclosure-10 Copies of work order of 19-20, 2020-21 ,2021-22 providing the experience

Enclosure-11 Copies of the work orders, Proof of EPF and ESIC contribution made, proof of Service Tax submission along with list of Manpower personnel for minimum two running contracts presently in calendar year 2022 for providing Manpower personnel to Govt. Educational and Training Institutions, Govt. Hospitals and Govt. Offices / Undertaking.

Signature of Tenderer with Seal

PERFORMANCE STATEMENT FOR YEAR 19-20, 2020-21 ,2021-22

Name of the Firm.....

| Contract no | Description of Work | Quantity Value | Original Period | Work done within original DP | Last position of work | Present position with reasons for delay |
|-------------|---------------------|----------------|-----------------|------------------------------|-----------------------|---|
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Signature of Bidder with seal

DECLARATION

From:-M/s

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To

SECRETARY
BOARD OF REVENUE.
MOTI MAHAL ,GWALIOR (M.P)

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings.

I/We further undertake to report to the SECERTARY BOARD OF REVENUE.MOTI MAHAL (GWALIOR) after we are informed but in any case not later 7 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the period of the Contract with you.

(Signature of the Tenderers)

Name:

Designation with Seal

Dated.

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**M.P BOARD OF REVENUE ,GWALIOR(M.P.)
FINANCIAL BID**

(To be submitted in Envelope-2)

Name of the Bidding Firm:.....

Address :.....

| S.No. | Particular | No Required | Basic wages (including weekly off) RS | EPF Rs. | ESI Rs. | Service charge Rs. | GST Rs. | Gross Total (4+5+6+7+8) Rs. |
|-------------------------------|---|----------------|--|------------|------------|--------------------------|------------|-----------------------------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
| 1 | Skilled manpower(Data Entry Operator) | 02 | | | | | | |
| 2 | Skilled manpower(Driver) | 02 | | | | | | |
| 3 | Un skilled (Peon) | 03 | | | | | | |
| Gross Total in Words Rs. | | | | | | | | |

(Note - Number of Manpower may be increase/decrease as per the requirement from time to time.)

I certify and agree with all the terms and condition of this tender. I further certify that I have read and understood all the terms and conditions of the document and I have personally understood the quantum of work expected from us .

Signature of Bidder with Seal

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M.P BOARD OF REVENUE ,GWALIOR(M.P.)
Technical BID
 (To be submitted in Envelope-1)

| Technical bid Format for Man Power Supply | | |
|---|--|---|
| 1 | 2 | 3 |
| 2 | Name of Bidder | |
| 3 | Tender fee details | |
| 4 | EMD details | |
| 5 | PAN Number Attach Copy of pan card | |
| 6 | Registration certificate / copy of Registration of firm & company | |
| 7 | Details & Copy of last three years experience | |
| 8 | Copy of last 3 years income tax return | |
| 9 | GST Registration No. | |
| 10 | Declaration in annexure -10 (Certificate for Banned/Suspended Business) | |
| 11. | Bank Account Details | |

Signature of Bidder with Seal

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