



JHARKHAND URBAN INFRASTRUCTURE DEVELOPMENT COMPANY LIMITED

Tender Document

For

Supply of Manpower

June- 2018

Office of

Jharkhand Urban Infrastructure Development Company Ltd,
3rd Floor, RRDA Bhawan (Pragati Sadan),
Kutchery Chowk, Ranchi-834001



TENDER

FOR

SUPPLY OF MANPOWER

AT

Jharkhand Urban Infrastructure Development Co.Ltd

NIT No. : JUIDCO Ltd./Man-Power Agency/Hiring/604/2016

NIT Issue Date : 06-06-2018

Last Date of Submission : 29-06-2018

Tender Notice

NIT NO: JUIDCO LTD. Ltd./Man-Power Agency/Hiring/604/2016- 38

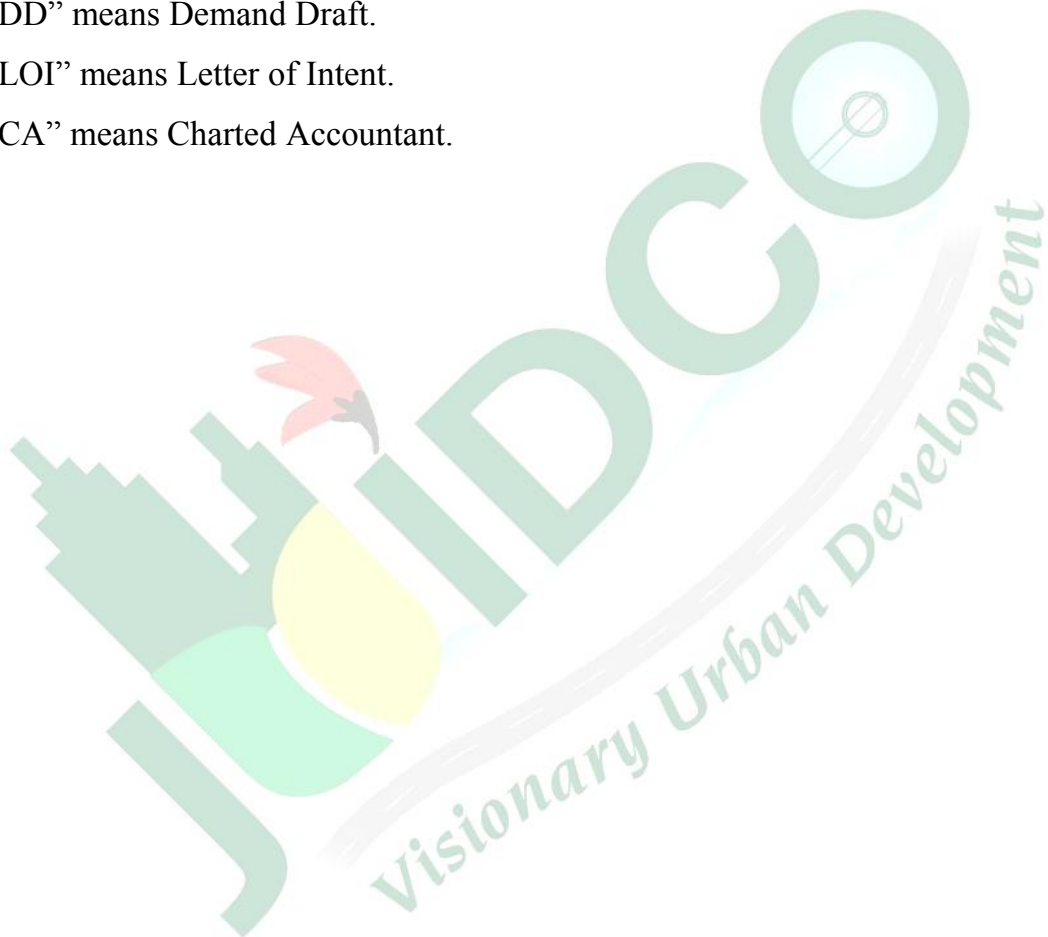
Date: 06/06/2018

1	<u>Name of the work</u>	<u>Tender notice for Supply of Manpower at JUIDCO LTD.</u>
2	<u>Scope of work</u>	<u>As mentioned in RFP</u>
3	<u>Availability of BID Documents</u>	<u>Online</u> <u>Juidco.jharkhand.gov.in under Tenders Section</u>
4	<u>Mode of submission of bid</u>	<u>Offline</u>
5	<u>Estimated cost</u>	<u>Open Tender</u>
6	<u>Tender fee & EMD(INR)</u>	<u>RFP document fee- INR 1000/- (Non Refundable)</u> <u>EMD- INR 10,000/- (Refundable)</u>
7	<u>Date of start of submission of Bids</u>	06-06-2018
8	<u>Last Date of Bid Submission</u>	29-06-2018
9	<u>Date of BID opening</u>	<u>02-07-2018</u>
10	<u>Bid Submission Address</u>	<u>Jharkhand Urban Infrastructure Development Company Ltd (JUIDCO Ltd.)</u> <u>3rd Floor, RRDA Bhawan (Pragati Sadan),</u> <u>Kutchery Chowk, Ranchi-834001</u>
11	<u>Helpline</u>	<u>9204141413/</u> <u>juidcolimited@gmail.com</u>

Sd/-
Project Director (Administration)
JUIDCO Ltd.

DEFINITION

- (i) “Service Provider” means man power supply firm
- (ii) “JUIDCO Ltd.” means Jharkhand Urban Infrastructure Development Company Limited.
- (iii) “RFP” means Request for proposal.
- (iv) “EMD” means Earnest Money Deposit.
- (v) “DD” means Demand Draft.
- (vi) “LOI” means Letter of Intent.
- (vii) “CA” means Chartered Accountant.



TENDER NOTICE FOR SUPPLY OF MANPOWER

1. Scope of Work

- 1.1 Supply of Highly Skilled, Skilled, Semi skilled and Unskilled Manpower for various services under Jharkhand Urban Infrastructure Development Company Limited (JUIDCO LTD.), Ranchi, Jharkhand.

2. Terms & Condition

- 2.1 Service Provider should be registered/ licensed service provider with labour department of any State Govt. /Central Govt. for the supply of Highly Skilled, Skilled, Semi Skilled and Unskilled Manpower.
- 2.2 Interested Service Provider may quote their rates for engaging manpower on Daily basis to be employed by them. All the liabilities of Supplied man power directly or indirectly will be the sole responsibility of the Service Provider. The adherence of other statutory expense like EPF, ESI, Workmen compensation, bonus etc will be responsibility of the Service Provider.
- 2.3 The Service Provider must fulfill all conditions required under labour contract Employment act/Rules as amended from time to time. All other statutory obligations are to be complied with.
- 2.4 The Service Provider must have minimum 30 or more employees enrolled before tender date.
- 2.5 The Service Provider must have at least 02 (Two) running contract.
- 2.6 Any losses sustained by JUIDCO LTD. due to negligence of contractor`s services in the form of any loss / damage of property, will be recoverable from the contractor, as per the money value shall be estimated by the JUIDCO LTD. . The decision of the JUIDCO LTD. in this regard will be final and binding on the contractor.
- 2.7 The Service Provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.
- 2.8 If validity of labour license is already over, the contractor shall apply to the Labour Commissioner for labour license and will submit a copy of the same to JUIDCO LTD. within 30 days from date of work award. The fee for issue of such license shall be paid by the Service Provider.

- 2.9 Any action on part of Service Provider to influence any Officer of the JUIDCO LTD. or canvassing in any form shall make the tender liable for rejection.
- 2.10 If in the opinion of the JUIDCO LTD. authorities, the performance of any of manpower deployed is not satisfactory or he / she is not amenable to discipline or their behavior is not conducive to retain them for the work, he / she should be replaced within 24 Hours.
- 2.11 Manpower deployed by the Service Provider shall be an employee of the Service Provider and Service Provider will be solely responsible for any claim whatsoever arise against any service covered under the contract.
- 2.12 JUIDCO LTD. shall not be responsible or liable under any laws / or rules or in any case that is in force or that may come in force from time to time in respect of the claim raised by manpower deputed by the Service Provider.
- 2.13 It will be the prime responsibility of the Service Provider to provide a suitable substitute to the JUIDCO LTD. , if any manpower is absent from duties.
- 2.14 If any injury is caused to any manpower by accident arising out of and in the course of his deployment, contractor shall be liable to pay compensation in accordance with the provisions of Laws (as applicable). JUIDCO LTD. shall not be subjected to own any responsibility under the provisions of any such Act, Laws or Rules.
- 2.15 The Service Provider should ensure that the worker engaged do not smoke while working. The Contractor shall ensure that such manpower do not indulge in intoxication/addiction while performing their duties in JUIDCO LTD. The Contractor shall ensure that such manpower shall not play cards or indulge in any sort of Gambling while working and executing their duties in terms of the Contract.
- 2.16 The Service Provider will be responsible for making the payment to the supplied manpower by depositing payment in their bank account by 7th of each month. JUIDCO LTD will reimburse the amount to the Service Provider within 10 working days from the date of the submission and verification of each month's bill.
- 2.17 The Service Provider shall ensure that the manpower deployed in JUIDCO Ltd. should confirm to the age, education, technical qualification/ specification and skill as prescribed by JUIDCO LTD. (Enclosed in Performa 1). JUIDCO LTD. Ltd. shall have the right to conduct a written/viva/practical test/all of these for all the staff supplied by the Service Provider. In case, if JUIDCO LTD. Ltd. found any incompetency the service provider will have to provide suitable replacement for the said person.

- 2.18 The Service Provider shall in no case pay its employee less than the minimum mandatory (Enclosed in Performa 2) rates per day in accordance with the Minimum wages fixed by state government and a record of that should be kept in a register which may be made available for examination to JUIDCO LTD. as and when demanded.
- 2.19 The Service Provider shall arrange to maintain the daily shift-wise attendance register (including the name and number) of the personnel deployed by it showing their arrival and departure time. Service provider must be held responsible for duly inspection and monitoring of the personnel on daily basis. Service Provider needs to attest in the presence of the personnel following proper grooming on duty in daily basis on the other hand JUIDCO LTD. must verify the attendance register and attest in the presence of Service Provider on daily basis. Also it shall maintain a complaint book, which should be made available as and when required.
- 2.20 The personnel deployed by the Service Provider shall be smartly dressed in proper uniform (Enclosed in Performa 3) and always with Identity Card. The Service Provider shall provide fully trained and disciplined personnel who should be well behaved and well mannered.
- 2.21 The contract initially for the period of one year, however it can be extended on the same terms and conditions subject to satisfactory work of the Service Provider.
- 2.22 Jharkhand Urban Infrastructure Development Company Ltd, (hereinafter referred to as the “JUIDCO LTD.”) invites sealed tenders in two-bids **(1. Technical & 2. Financial)** format from well-established Firm/Agencies/ Societies having relevant experience for providing manpower under Highly Skilled, Skilled, Semi-skilled, & Unskilled categories. The period of contract shall be initially for one year and further extendable based on satisfactory completion of contract every year on mutually accepted terms and conditions.
- 2.23 The agency shall provide manpower for the occasional / intermittent / temporary type of requirement for short duration as and when indent is placed for the same. Tender document can be downloaded from the website of JUIDCO Ltd. (juidco.jharkhand.gov.in) under **Tenders Link**.
- 2.24 The Service Provider shall be required to deposit earnest money (EMD) for an amount of **Rs 10,000/- (Rupees Ten Thousands only)** refundable and non-refundable tender fee for an amount of **Rs 1000/- (Rupees One Thousand only)** by way of demand draft drawn in favor of “**JUIDCO LTD.**” payable at Ranchi.
- 2.25 **The demand drafts (DD) for earnest money deposit & tender fee must be enclosed in the envelope containing the technical bid .**

- 2.26 Technical & financial bid envelopes should be **individually** sealed and then placed in a third envelope to be sealed and super scribed with tender number, due date of submission. Bids received beyond last date of bid submission will be rejected. **No tender will be entertained by E-mail / FAX.**
- 2.27 Terms & conditions and any other factor which may affect the contract, shall be open for discussion for wider competition and competitive prices.
- 2.28 At any time prior to the deadline for submission of bids, the JUIDCO LTD. may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.
- 2.29 The amendment will be published on website. In order to afford prospective tenderer(s) reasonable time in which to take the amendment into account in preparing their bid, the JUIDCO LTD. may, at its discretion extend the deadline for the submission of tender.
- 2.30 **Technical bid will be opened on 02-07-2018 at 16:00 hrs** in Seminar Hall, of JUIDCO LTD. in the presence of the tenderer or their authorized representative, who are present at the scheduled time.
- 2.31 Date and time of opening of financial bids will be decided after technical bids have been evaluated by the JUIDCO Ltd. Financial Bids of only those Service Provider will be opened, who qualify the eligibility criteria, on the specified date and time. The date, time & place of opening of the financial bids will be intimated in due course of time.
- 2.32 In the event of the due date of receipt and opening of the tender(s) being declared as holiday for the JUIDCO LTD., then due date of receipt / opening of the Tender will be the next working day at the same time.
- 2.33 The Service Providers are requested to read the tender document carefully and ensure compliance with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the Service Provider from the tendering exercise.
- 2.34 The tender document, duly signed and stamped on each pages, shall be returned in original with the technical bid as a proof to confirm the acceptance of the entire term & conditions of tender.
- 2.35 Any amendment and / or addition made to the tender are not permissible after opening of the tender, incomplete tender(s), will be rejected.
- 2.36 The JUIDCO LTD. reserves the right to reject any or all tender(s), wholly or partly or close the tender at any stage prior to award of contract without assigning any reason

whatsoever.

3. INSTRUCTIONS TO SERVICE PROVIDER (MAN POWER SUPPLY FIRM)

- 3.1 Tender should be submitted in two parts, **Part – I (Technical Bid) & Part – II (Financial Bid)**. The cover for Part – I should be super scribed as “Tender for Supply of Manpower, Part – I Technical Bid” and the cover for Part – II should be super-scribed as “Tender for Supply of Manpower, Part – II Financial Bid”.
- 3.2 **Part–I (Technical Bid):-**Technical bid should contain information regarding constitutional documents (Memorandum and Articles of Association or Registration of Firm etc), ESI & EPF Registration, Business Turnover, experience in the sector, valid Labour Contract Licenses under Contract Labour Act / Laws and other details of the company / firm to enable judging the suitability of the Service Provider (man power supply firm). Self-attested copies of all supporting document(s) should be enclosed with technical bid in the prescribed format **i.e. Appendix A** which should inter alia contain the documents as per succeeding paras.
- 3.3 **Eligibility Criteria:-**Service Provider fulfilling the following requirements shall only be eligible to apply :-
- I. Only registered / licensed labor supplier’s agency (Labour Contractor) with labour Department of any State Govt./Central Govt. shall be eligible to apply. Self-attested valid registration copy must be enclosed with technical bid.
 - II. Service Provider should have experience of at-least 3 years to supply the manpower to the Government /Semi Government Institutions or big private organizations for the various jobs. At-least two latest copies of satisfactory work completion certificate must be enclosed with technical bid.
 - III. Annual turnover of the Service Provider for average of the last three financial years shall not be less than Rs 5, 00,000.00 (Rupees Five Lakhs only). Audited financial statements, duly certified by Chartered Accountant (CA) for the past three years (FY 2016-17, 2015-16, 2014-15) shall be enclosed with the technical bid in support thereof along with copies of Income Tax return.
 - IV. The Service Provider has not been debarred and / or blacklisted by any Central Government and / or any State Government Department(s) and the Service Provider should not have any litigation in any of the labour court(s). An affidavit to that effect on Non-Judicial Stamp paper of Rs 10/- duly notarized shall be enclosed with the technical bid. The Performa of the affidavit is attached with the tenderas **Appendix B**.
 - V. The Service Provider shall be required to deposit the earnest money deposit (EMD) for an amount of Rs 10,000/- (Rupees Ten Thousands only) refundable and non-refundable tender fee for an amount of Rs 1000/-(Rupees One

Thousand only) by way of demand draft(DD) only. The demand draft shall be drawn in favour of “**JUIDCO Ltd.**” payable at Ranchi. The demand drafts for earnest money deposit & tender fee must be enclosed in envelope containing the Technical Bid. Tender fee can be deposited separately for receiving the tender document from JUIDCO Ltd. office.

VI. The Service Provider shall submit one copy of tender document and addenda thereto, if any, with each page of this document signed and stamped to as a proof to confirm the acceptance of tender term & conditions by Service Provider (man power supply firm).

VII. The bid of any Service Provider who has not complied with one or more of the conditions of eligibility criteria and/or fail to submit the required documents as mentioned/ or required in tender document are liable to be summarily rejected.

VIII. JUIDCO LTD. reserves the right to reject any or all tenders, wholly or partly or close tender at any stage prior to the award of contract without assigning any reason whatsoever.

3.4 **Part – II (Financial Bid):-** The financial bid will be in the format enclosed with tender as **Appendix C** in separate sealed cover. Failure to provide price bid in a sealed separate cover will result in invalidation of the offer.

3.5 The Bid should be clearly filled or typed and signed in ink legibly giving full address of the Service Provider (man power supply firm). Service Provider should quote the price in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the Service Provider with his full signature, shall invalidate the tender. The tender should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.

4. EVALUATION OF TENDER

4.1 JUIDCO LTD. will evaluate all the proposals to determine whether these are complete in all respects as specified in the tender documents. Evaluation of the proposals shall be done in two stages as:

4.2 **Stage – I (Technical Evaluation):-** JUIDCO LTD. shall evaluate technical bids to determine, whether these qualify the essential eligibility criteria, whether the tenderer has submitted EMD & tender fee, whether any computational errors have been made, whether all the documents have been properly signed & stamped, whether all the documents as mentioned / or required to submitted with technical bid are submitted and whether bids are completed and generally in order.

4.3 After evaluation of technical bids, a list of the qualifying Service Providers (man power supply firms) shall be made. Short-listed Service Providers (man power supply firms)

shall be informed for the date, time and place of financial bids opening and they may depute their representative/s to attend the same on the scheduled date & time.

- 4.4 **Stage – II (Financial Evaluation):-**The financial bids shall be evaluated on the basis of **Service Charge** quoted by Service Providers (man power supply firms)
- 4.5 **Award of Contract:-** After due evaluation of the financial bids, the JUIDCO LTD. will award the contract to the Service Providers (man power supply firms).
- 4.6 **Commencement of Contract:** The contractor shall commence the work on receipt of letter of intent (LOI)/work order which shall be accepted by the contractor within not more than 10 days from the date of receipt of letter of intent (LOI) / work order (or) 15 days from the date of signing of said LOI/order whichever is earlier.

5. **PERFORMANCE SECURITY**

- 5.1 The contractor shall be required to furnish a Performance Security on or before contract commencement for an amount of Rs 1,00,000/- (Rupees of One Lakh only) in the form of irrevocable bank guarantee issued by any nationalized bank or FDR.
- 5.2 The performance security, as furnished by the Service Provider (man power supply firm), shall remain valid for a period of **Sixty Days** beyond the date of completion of all contractual obligations of the Service Provider under the agreement to be executed by and between the JUIDCO LTD. and the Service Providers.
- 5.3 In case the period of contract is extended further by the JUIDCO LTD. in consultation with the Service Providers, the validity of performance security shall also be extended by the contractor accordingly, so that such performance security shall remain valid for a period of **Sixty Days** after the expiry of the contractor obligations of the contractor for the extended period.
- 5.4 Failure of contractor to comply with the requirements of above clauses shall constitute sufficient grounds for annulment of contract and forfeiture of earnest money/ performance security.

6. **TERMINATION OF CONTRACT**

- 6.1 The JUIDCO LTD. reserves the absolute right to terminate contract forthwith, if found that contract continuation of the contract is not in public interest such as:-
- 6.2 If the Service Provider fails to provide the services as envisaged herein within the period(s) specified in the contract or any extension thereof as may be granted by JUIDCO LTD.
- 6.3 If the Service Provider fails to perform any of the obligation(s) under the contract.

- 6.4 If at any later date, it is found that the documents and certificates submitted by the contractor are forged or have been manipulated, the work order issued to the contractor shall be cancelled and performance security issued to the JUIDCO LTD. shall be forfeited without any claim whatsoever on JUIDCO LTD. and the contractor shall be liable for action as appropriate under the extant laws.
- 6.5 The contractor is not eligible for any compensation or claim in the event of such cancellation.

7. CONTRACTOR'S OBLIGATIONS

- 7.1 Contractor shall provide the manpower, based on temporary requirement for short/long duration of the JUIDCO LTD. from time to time.
- 7.2 The JUIDCO LTD. would raise an indent for manpower requisition, clearly defining the role profiles including duties and responsibilities of the manpower needed. The role profile will clearly give details of competencies /skills needed, educational qualifications, relevant experience and estimated duration of requirement.
- 7.3 The agency would be required to send resume of the candidates having relevant experience and qualification within 7 days (or earlier as the case may be) of sending the requisition. Failure to do the needful shall make the contractor liable for penalty of Rs 500/- per day.
- 7.4 JUIDCO LTD. will select the candidates and the contractor will facilitate deployment of such selected candidates in JUIDCO LTD. Failure to do the needful shall make the contractor liable for penalty of Rs 500/- per day.
- 7.5 The decision of the JUIDCO LTD. with respect to the requirement of manpower deployment shall be final.
- 7.6 Contractor needs to submit the police verification of manpower deployed for the services in JUIDCO LTD. And shall remain responsible for good conduct of his employee. Affidavit regarding good character and no criminal offense must be submitted at time of manpower deployment.
- 7.7 Contractor needs to submit the fitness certificate of manpower deputed for the services in JUIDCO LTD. from Medical Officer of the Govt. Hospitals.
- 7.8 The contractor shall have opened an RTGS bank account of the deployed manpower with any nationalized bank functioning in Ranchi. The contractor will be required to

submit the certificate, duly certified by the bank manager giving the details of wages of deployed manpower for the preceding month, deposited in manpower account. The certificate must be submitted with monthly reimbursement bill as proof of (manpower wages) payment for which the reimbursement is claimed.

7.9 The contractor would ensure that the payment to the manpower are in strict observance with Minimum Wages Act and shall be made on or before 7th of every month, through RTGS mode only. There should be no linkage between manpower payment and settlement of contractor's bill from the JUIDCO LTD. .

8. REIMBURSEMENT OF WAGES

8.1 Reimbursement of wages will be restricted to the minimum wages as fixed by the State Govt. from time to time or as the wages fixed by the JUIDCO LTD. as the case may be throughout the contract tenure. It shall be incumbent upon the contractor to pay the wages to its manpower as fixed by the State Govt. or as fixed by the JUIDCO LTD. as the case maybe. Any violation shall attract the cancellation of contract and legal action as per Laws.

8.2 The Service Provider will submit the pre-receipted duly stamped printed bills on prescribed format for reimbursement of wages paid to the manpower deployed under the contract in triplicate for preceding month. Each monthly bill must accompany the:

- a. List of manpower along with the attested attendance sheet by both the parties (Service Provider and JUIDCO LTD.) deployed at JUIDCO LTD. .
- b. Duration of their engagement, duly verified by the concerned Officer.
- c. Satisfactory work completion certificate, issued by concerned Officer.
- d. Certificate of RTGS transfer of wages of such Peon, Guards etc issued by the concerned Bank Manager /Branch.
- e. Copies of authenticated documents for payment of ESI & EPF contribution to such manpower.

8.3 Separate bill in prescribed format shall be submitted for payment of service charges for the month.

8.4 The payment(s) to be made to the Service Provider are subject to deduction of taxes leviable by any government as per rules from time to time will be made after the completion of every month.

8.5 The Service Provider shall abide by all laws, rules and regulations framed there under or

any other statutory obligations which are in force from time to time. The contractor shall indemnify the JUIDCO LTD. from any claims in this regard.

9. JUIDCO LTD. OBLIGATIONS

- 9.1 JUIDCO LTD. on the receipt of the bill will check all records and there after process the bill for payment. JUIDCO LTD. will reimburse the amount to the contractor within 10 working days from the date of the submission / or verification of bill.
- 9.2 The JUIDCO LTD. will Reimburse/Pay the minimum wages paid in the bill for monthly reimbursement, (Rate must be matched with proposal and agreement thereupon)
- 9.3 Income Tax and other statutory levies as applicable from time to time will be deducted at the source from service charges of the contractor.

10. ARBITRATION

- 10.1 In case of any dispute or difference arising out of or in connection with the tender conditions / job order and Contract, the JUIDCO LTD. and the Service Provider will address the dispute/difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the JUIDCO LTD.
- 10.2 The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Ranchi. The decision of the Arbitrator shall be final and binding on both the parties.

11. JURISDICTION

- 11.1 The court(s) at Ranchi alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Ranchi court shall have jurisdiction in the matter.

12. CLARIFICATION

- 12.1 The prospective Service Provider requiring any clarification regarding the tender document is requested to contact administration and account section email id: **juidcolimited@gmail.com**. The section will respond in writing to any request for clarification, which is received not later than the 5 days before the last date of submission of tender.
- 12.2 At any time prior to the deadline for submission of bids, the JUIDCO LTD. may, for any reason, whether at its own initiative or in response to a clarification requested by a

prospective bidder, modify the tender document by amendment.

12.3 The amendment will be published on Jharkhand Govt's website. In order to afford prospective Service Provider reasonable time in which to take the amendment into account in preparing their bid, the JUIDCO LTD. may, at its discretion extend the deadline for the submission of tender.



Qualification and Experience Prescribed for various Workers (Performa 1)

Categor ories	Details	Eligibility	Age
A	Highly Skilled :	Qualification as per the requirement. Experience of minimum 10 years in relevant field/work.	Between 18 to 45 Years
B	<p>Skilled : Clerk, Data Entry Operator, Computer Operator, Telephone Operator,</p> <p>Stenographer cum typist,</p> <p>Driver</p>	<p>Intermediate qualification or 10+2 preferably graduate, from a recognized Board or University with good knowledge of English and proficient in computer operations with knowledge of MS Word, MS Access, Excel, internet etc. Candidates should have a Typing Speed 35 wpm in Hindi and English. Preference will be given to those candidates who have at least one year formal education at 10+2 or at higher level in IT/computers as a subject.</p> <p>A degree from a recognized University/Institution. Preference will be given to those candidates who have Diploma in Computer Application or equivalent from a recognized Institution. One year experience as Stenographer cum typist in Hindi and English both preferably in Govt. /reputed Organization.</p> <p>Minimum 12th pass or ITI of vocational training in diesel or motor mechanic with 3 years' experience.</p>	Between 18 to 45 Years
C	<p>Semi Skilled : Electrician, Cook, Lab Attendant, Plumber, Senior Mali/Supervisor, Electric Meter Reader, Carpenter, Security Guard</p>	Minimum 10 th Standard Pass with certificate of vocational training/license (for technical job)	Between 18 to 45 Years
D	<p>Unskilled : Cleaner, Helper, Mali, Peon, Cook Helper, Electrician Helper, Plumber Helper, Manual Labour, Carpenter Helper, Watch Man</p>	Preferably 8th Standard Pass. Previous experience of at least one year in relevant job in any Government/Private organization of repute.	Between 18 to 45 Years

*Any other qualification if required.

Minimum Daily Wages (Performa 2)

S.N.	Categories	Daily minimum rates of Wages(In Rs)	Monthly minimum rates of wages(In Rs)
1	Unskilled	284.77	7404.12
2	Semi Skilled	298.25	7754.54
3	Skilled/Clerical	396.51	10309.24
4	Highly Skilled	454.33	11812.68

*** Wages may vary time to time as per Jharkhand Govt. rule / JUIDCO Ltd.**

Uniform Prescribed for various Workers (Performa 3)

Categories	Uniform Code
Cleaner, Helper, Mali, Peon, Cook Helper, Electrician Helper, Plumber Helper, Manual Labour, Carpenter Helper, Watch Man, Electrician, Cook, Lab Attendant, Plumber, Senior Mali/Supervisor, Electric Meter Reader, Carpenter, Security Guard	<ol style="list-style-type: none"> 1. Boots or hard soled Black shoes. 2. Dark green trousers (for girls formal green suit/Sari) 3. Black belt. 4. Light yellow shirt. 5. Identity Card 6. Cap
Clerk, Data Entry Operator, Stenographer, Driver, any other Staff	<ol style="list-style-type: none"> 1. Black Shoes. 2. Formal Shirt and trouser (for girls formal Suit/Sari) 3. Formal Black belt. 4. Identity Card.

Appendix A

Format for Technical Bid (on letter head)

S No	Descriptions	Information to be filled by the Service Provider (if required separate sheets may be enclosed)	
1.	Name, Address, Mobile No & E mail ID Of Service Provider with complete contact details		
2.	Type of Organization (Whether proprietorship, partnership, private limited, limited company/Society)		
3.	Name and Address of the Directors Proprietor /Partners		
4.	Year of formation of the company/ experience as a Labour supplier agency		
5.	Details of Registration	R No	Copy enclosed : Y / N
6.	Income Tax return for the last three financial years (attach copies)	Copy enclosed : Y / N	
7.	Total turnover of the agency during last three financial years (attach copies)	Copy enclosed : Y / N	
8.	Details of Registration with statutory Authorities like EPF and ESIC, Etc (attach copies).	PF Registration No	Copy enclosed : Y / N
		ESI Registration No	Copy enclosed : Y / N
9.	(a) Service Tax Number/ Certificate	No	Copy enclosed : Y / N
	(b) PAN Number	No	Copy enclosed : Y / N
	(c) GST Number	No	Copy enclosed : Y / N
10.	Details of Tender Document Fee	DD No	Date
11.	Details of Earnest Money	DD No	Date
12.	Any other information		

List of Major Clients, including Govt.Organizations / Academic Institutions.

S No	Name of Client with Contact Details	Category / Nature of Manpower supplied	Duration for which Manpower Supplied (Yr)	No. of Manpower supplied
1.				
2.				
3.				
4.				
5.				

Note:- Please furnish at least two references of senior executives as under:-

S. No.	Name with Designation	Name of Company/Firm	Landline No.	Mobile No.	Email ID	Address
(a)						
(b)						

Copies of relevant documents are to be enclosed in support of above information.

Turnover during the last three years

S. No.	Years	Turnover in Rupees (in words and figures)	Copy Enclosed
1.	2016-17		Y / N
2.	2015-16		Y / N
3.	2014-15		Y / N

Please enclose documentary evidence for above facts, dully verified by the Chartered Accountant (CA).

Copies of relevant documents are to be enclosed in support of above information.

Undertaking

(a) I hereby certify that all the information furnished above are true to the best of my knowledge. I have no objection to JUIDCO LTD. verifying any or all the information furnished in this document with the concerned authorities, if necessary.

(b) I also certify that, I have understood the complete scope of work; all terms and conditions indicated in the tender document and completely accept all of them.

(c) I also certify that, all employees enrolled are police verified.

Appendix B

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

(To be executed & attested by Public Notary / Executive Magistrate on Rs10/- non judicial Stamp paper by the Tenderer)

1. I/ We _____ (Tenderer) hereby declare that the Tenderer namely M/s. _____ has not been blacklisted or debarred in the past by Union / State Government or any Organization from taking part in Government tenders in India and has no litigation in any of the Labour Court(s).

(Or)

I / We _____ (Tenderer) hereby declare that the Tenderer namely M/s. _____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of _____ years wef _____ to _____. The period is over on _____ and now the firm / company is entitled to take part in Government tenders.

2. In case the above information found false, I / we are fully aware that the tender / contract will be rejected/cancelled by Project Director (Admin and Accounts), JUIDCO LTD. and EMD / Performance Security shall be forfeited.

3. In addition to the above Director, JUIDCO LTD. will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)

Name _____

Address _____

Appendix C

PROFORMA FOR FINANCIAL BID (on letter head)

Ref No

Date:

1. I / we herewith submit the Financial Bid for the Supply of manpower, as per the details give in Tender document and assessed the scope of works thoroughly and have also gone through the tender documents and understood the terms & conditions stipulated therein before quoting the rates hereunder.

2. Our service charge will be category wise given below of the monthly bill for reimbursement.

Sl. no.	Category	EPF (%)	ESI (%)	Bonus (%)	Other (if any)	Service charge (%) in the minimum wages only	GST (%)	Total	Remarks
1	Highly Skilled								
2	Skilled								
3	Semi – Skilled								
4	Un Skilled								

3. Our fee inclusive of all the statutory liability, duties fees, other charges, GST, other taxes etc.

DECLARATION

I / We undertake that the payment to the employees will be made as per minimum wages rates prescribed by Govt. of India/Jharkhand from time to time under Minimum Wages Act or as prescribed in the indent of the JUIDCO LTD. and applicable statutory payments on account of EPF & ESI.

We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.

No other charges would be payable by JUIDCO LTD.

Appendix D**DETAILS OF ADMINISTRATIVE STAFF ON COMPANY ROLE****Name of Company:**

S. No	Designation	Names of Employee		Qualification	Professional experience	Contact Nos	Remarks
		Surname	Name				
(a)	(b)	(c)		(d)	(e)	(f)	(g)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

Note: (a) Please mention the name of executive level employees only.**(b) Total Number of Employees enrolled before tender date (not less than 30)**