

## 2. GENERAL CONDITIONS OF CONTRACT

### 2.1 General

- a) The agency shall be incorporate under the companies Act 1956/Societies Registration Act 1860 /Partnership Act. /Proprietorship (Enclose copy)
- b) The service provider should have positive Net worth of the three financial year (2016-17, 2017-18& 2018-19)
- c) The service providers have at least one large scale projects deploying more than 100 manpower in a particular contract during last 5 years.
- d) The agency should have provided manpower for at least one Government project in India with order value of more than Rs. 1 crores in any one of the last three financial years.
- e) The annual turnover of 3 financial years (2016-17, 2017-18& 2018-19) shall be at least Rs. 2 crores in each year.
- f) The tendering service provider company/firm/agency should have at least three years experience in providing similar services in Govt. Dept./PSU/Autonomous bodies.  
The tendering service provider/company/firm agency will ensure for compliance of minimum wages and the payment on account of escalation/enhancement charges of revision in minimum wages including VDA by appropriate Govt. From time to time shall be payableat Directorate ofHandloom, Sericulture & Handicraft by against claim. Service charge will remain the same for the stipulated period of contract.
- g) Conditional rate shall not be considered.
- h) Performance Security, to be provided by the Service Provider in form of unconditional Bank Guarantee, shall be issued by any Nationalized/ Commercial/ Scheduled Bank @ 1% of the agreed average annual quantum of Work Order price or Rs. 5.00 lakh whichever is minimum. Such security shall be returned after expiry of the operational period
- i) The tender will be opened in the presence of the tender committee in the office of the Director,Handloom, Sericulture & Handicraft at 4.00 p.m. on 27-02-2020. The tenderer or their representative may participate in the tender opening.
- j) No mobilization advance shall be paid against this work.
- k) Service provider must be registered with Employees Provident Fund Organization (EPFO) & Employees State Insurance Corporation (ESIC) for the last three years.
- l) The Agency/Company must have a minimum **200 live associates** in different client organization (Govt. organization) Service provider will be supposed to maintain the existing EPF enrolment of at least 500 personnel every month during last 06 months.
- m) The agency should be registered or have a licence under the Contract Labour (Regulation & Abolition) Act.
- n) The Agency should be capable to pay uninterrupted wages to their Employees in case of delay in the scheme sanctioned/release of fund from the department.
- o) A demand draft of Rs. 50,000=00 (Rupees fifty thousand) only of any bank in the nameof Deputy Director, Directorate ofHandloom, Sericulture & Handicraft of payable at Ranchi must be submitted along with the tender/ bid as earnest money.
- p) The tender without earnest money, GSTIN Registration, PAN Card ESIC Registration etc. As mentioned in Annexure-I shall not be considered and shall be outrightly rejected.

## **2.2 Taxes & Duties**

Income tax at sources, other statutory deductions and all payment due under this contract shall be deducted in accordance with the prevailing Income Tax Act.

## **2.3 Arbitration**

Any disputes arising out of this Contract shall be referred to the sole arbitrator i.e. Director, Handloom, Sericulture & Handicraft who may further appoint any officer and there shall be no objection, if arbitrator so appointed, is an employee of Directorate of Handloom, Sericulture & Handicraft

## **2.4 Jurisdiction**

This work order is governed by the Indian Labour Law for time being in force. The court of Ranchi alone shall have exclusive jurisdiction in all matters arising out of this work order.

## **2.5 Termination**

The directorate reserves the right to terminate this work order by giving 30 days clear notice. However, in case of gross negligence by the Service Provider, work order can be terminated without any notice and Service Provider shall not be entitled to any compensation on this account.

## **2.6 Quality of Work Conduct**

The Service Provider is expected to supply efficient, qualified and experienced professional personnel as per the requirement of the Directorate. Their services (Manpower), on unsatisfactory performance, may be returned herewith with immediate effect without any compensation.

## **2.7 Contract Period**

**Commencement of work will be 3 years from the date of approval and extendable for a maximum period of 1 Year subject to satisfactory performance & mutual consent with as per terms & conditions.**

## **2.8 Wages Revision**

The tendering service provider/company/firm agency will ensure for compliance of minimum wages and the payment on account of escalation/enhancement charges of revision in minimum wages including VDA by appropriate Govt. From time to time shall be payable by Directorate of Handloom, Sericulture & Handicraft against claim.

## **2.9 Rejection**

The Director, Handloom, Sericulture & Handicraft, Ranchi reserves the right to cancel any or all tenders without assigning any reason or cause.

## **The Service Provider must submit their bid in three (3) envelopes**

**Envelop No.1:** Super scribed as “**Technical Bid for Man Power out sourcing**”should contain:-

- a) Demand Draft of Rs. 2,500/- as the tender fee. (Non Refundable)
- b) Demand Draft of Rs. 50,000/- as earnest money. (Refundable on non selection)
- c) Supporting documents for various registration and declaration as per **Annexure I**.

**Envelop No. 2:**Super scribed as “**Financial Bid for Man Power out sourcing**” should contain:

<b>Sl. No.</b>	<b>Service Type</b>	<b>Amount (in Rs.)</b>	<b>Applicable GST</b>
1.	One time absorption fee (if any)		
2.	Monthly management fee per associate		

**Envelop No. 3:**Super scribed as “**Bid for Manpower out sourcing**”referring the NIT no. \_\_\_\_\_should contain the above **Envelop no.1 & no. 2**.

### ***NOTE:***

- Technical bids shall be opened first and the financial bids of tenders, qualifying in Technical bids only, shall be opened for further evaluation.
- Conditional tenders shall not be accepted.
- The Director,Handloom, Sericulture & Handicraft reserves the right to cancel any or all tenders without assigning any reason or cause.

**Annexure-I**  
**(For Manpower)**

Sl. No.	Particulars	Details of documents enclosed	Pg No.
1.	Registration under the companies Act 1956/Societies Registration Act 1860/proprietary/Partnership Act. (Enclose copy)		
2.	Minimum turnover of at least Rs. Twocrore in last three financial years (each year separately)		
3.	Should have at least one Government project in India with order value of more than Rs. 1crores in any one of the last three financial years.		
4.	AN ISO Certification		
5.	Tender Money of Rs. 2,500=00		
6.	Earnest Money of Rs. 50,000=00		
7.	GSTIN Registration		
8.	PAN No.		
9.	ESIC Registration		
10.	EPFO Registration		
11.	Registration in the Contract Labour (Regulation & Abolition) Act		
12.	Annual Turnover Certificate from Auditor	<b>(As per given format at Appendix A)</b>	
13.	IT Returns of previous three financial years (Self Certified)		
14.	Audited Balance Sheets (last 3 Financial years)	FY 2016-17	
		FY 2017-18	
		FY 2018-19	
15.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies. If yes, details thereof.	<b>(Self declaration as per given format at Appendix B)</b>	
16.	Work Experience of minimum 3 years	200 live associates experience of Govt. Organisation/ PSUs'/Boards'/Corporations/ PSU/ Autonomous	
17.	The applicant must have an officeprefreably in Ranchi or anywhere in Jharkhand	Proof of address	
18.	Details to Contact Person with telephone no. & e-mail ID		
19.	Any other relevant information		

***Declaration:*** All details provided by me are true as per my knowledge. Any dispute found in the same shall make the bid application void.

Yours Faithfully,

\_\_\_\_\_  
Signature of the authorised person with date

\_\_\_\_\_  
Name/ Designation of the authorised person

\_\_\_\_\_  
Name of the firm/ Agency along with the seal.

## Appendix 'A'

<b>Financial Strength of the Firm/Organization</b>				
<b>Sl. No.</b>	<b>Financial Year</b>	<b>Whether profitable Yes/No</b>	<b>Annual Net Profit (in lakh)</b>	<b>Annual Turnover (in lakh)</b>
1	2016-17			
2	2017-18			
3	2018-19			
Note: Please enclose auditor's certificate in support of your claim.				

Signature of the applicant

Full name of applicant

Stamp & Date

## Appendix 'B'

### Declaration

We hereby confirm that we are interested in competing for the Manpower Services to undertake the task related to supply of Manpower for Directorate of Handloom, Sericulture & Handicraft, Ranchi.

We have not been Blacklisted by any Central Govt. / State Govt. / PSU / Govt. Bodies / Autonomous. All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

*Note: The declaration is to be furnished on the letter head of the organization.*