

**Jharkhand Silk, Textile & Handicraft Development Corporation Ltd.**

**Tender for Manpower supply on outsourcing basis**

1. Separate bids (Technical & Financial) are invited for manpower supply on outsourcing basis.
2. Non-transferable bid documents containing detailed descriptions of manpower e.g. professionals like Company Secretary, Chartered Accountants, MBA Graduates, Designers, Handloom, Handicraft & Sericulture Specialists, Managers, Assistants, Data Entry Operators, etc. Other terms & conditions for Tender document format may be downloaded from [www.jharkhandindustry.gov.in](http://www.jharkhandindustry.gov.in) & [www.jharcraft.in](http://www.jharcraft.in). The tender money of Rs. 2500/- (Rupees Two Thousand and Five Hundred) in the form of demand draft must be enclosed along with the bid of manpower as mentioned above for the documents downloaded from the website.
3. The tender document duly filled and sealed shall be received till 13.07.2018 up to 03.00 p.m. and the same shall be opened in the office chamber of the Managing Director, Jharcraft at 04:00 p.m. on 16.07.2018.

112/06/2018  
**Managing Director  
JHARCRAFT**

## 2. GENERAL CONDITIONS OF CONTRACT

### 2.1 Definitions

In these general condition of contract, the following terms shall have the meaning herein assigned to them except where the context otherwise requires

- a) Company  
Company shall mean Jharkhand Silk, Textile and Handicraft Development Corporation Ltd. (A Govt. of Jharkhand Undertaking) and shall include its executors, successors, administrators, partners and permitted assigns.
- b) Service Provider  
Service Provider shall mean the person, firm or body corporate who enters into the contract with the Company and shall include its executors, successors, administrators, partners and permitted assigns.
- c) Contract  
Contract shall mean this work order with the Annexures, specifications, the accepted price or schedule of rates as the case may be, along with all the general and special conditions of Contract.

### 2.2 General

- a) The rates will remain firm during the operational period which shall be valid for 2 years from the date of issue of work order and no escalation shall be permissible & payable.
- b) Conditional rate shall not be considered.
- c) 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 which ever is minimum. Such security shall be returned after expiry of the operational period
- d) The tender will be opened in presence of the Service Provider or their representative, if any, in the office of the Managing Director, Jharkhand Silk, Textile and Handicraft Development Corporation Ltd. at \_\_\_\_\_ on \_\_\_\_\_.
- e) No mobilization advance shall be paid against this work. A demand draft of Rs.50,000/- (Rupees fifty thousand) only of any bank in the name of 'Jharkhand Silk, Textile and Handicraft Development Corporation Ltd.' payable at Ranchi must be submitted along with the tender/ bid as earnest money. The tender without earnest money and other certificates and documents like registration copy of GST, PAN, EPFO as detailed hereinafter shall not be considered and shall be out rightly rejected.

MP

**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:

Sl. No.	Service Type	Amount (in Rs.)	Applicable GST
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 Managing Director, Jharcraft reserves the right to cancel any or all tenders without assigning any reason or cause.

*Handwritten Signature*  
Managing Director

**Annexure-I**

Sl. No.	Particulars	Details of documents enclosed	Pg No.
1.	GSTIN Registration		
2.	PAN Card		
3.	ESIC Registration		
4.	EPFO Registration		
5.	Registration in the Contract Labour (Regulation & Abolition) Act		
6.	Annual Turnover Certificate from Auditor	(As per given format at Appendix A)	
7.	IT Returns of previous three financial years (Self Certified)		
8.	Audited Balance Sheets (last 3 Financial years)	FY 2017-18	
		FY 2016-17	
		FY 2015-16	
9.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies. If yes, details thereof.	(Self declaration as per given format at Appendix B)	
10.	Work Experience of minimum 3 years	1000 live associates experience of Govt. Organisation/ PSUs'/Boards'/Corporations/ PSU/ Autonomous	
11.	The applicant must have an office in Ranchi or anywhere in Jharkhand	Proof of address	
12.	Details to Contact Person with telephone no. & e-mail ID		
13.	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.

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