



Ref : BRLPS/

Date :

INVITATION FOR QUOTATIONS FOR SUPPLY OF MANPOWER UNDER NATIONAL SHOPPING PROCEDURES

To

Dear Sirs,

Sub: INVITATION FOR QUOTATIONS FOR SUPPLY OF MANPOWER.

1. You are invited to submit your most competitive quotation for the following manpower/Services : -

Item No.	Brief Description of Items /Persons	Estimated Quantity (No.)	Delivery / Placement Period	Brief Specifications	Placement required at
01	Computer Operator	02 (Two)	07 days from the date of order	Qualification, Duties & experience are given in Schedule Attached	SPMU
02	Receptionist	01 (One)			
03	Office Boy	09 (Nine)			
04	Security Guard	07 (Seven)			
05	Driver	02 (Two)			

2. Government of Bihar has received a Credit from the World Bank/IDA in various currencies towards the cost of "Bihar Rural Livelihoods Project" and intends to utilize a part of the proceeds of the funding to eligible payments under the contract for which this invitation for quotations is issued.

3. Important Dates and Times/Bid Document

- 3.1 Last Date & Time for Submission of bids: 22.03.2010 at 03.00 PM
- 3.2 Date & Time of Bid Opening: 22.03.2010 at 03.30 PM

4. Eligibility Criteria

- 4.1 Minimum average turnover of more than 25.00 lacks in the last three financial years.
- 4.2 Must furnish Registration number of firm/agency & Service Tax, Income tax, EPF/ESI Registration number along with certificate of registration as applicable.
- 4.3 The bidder should have similar experience of working in at least six govt. organizations.
- 4.4 Successful bidder has to submit bank guarantee / Bank DD of Rs.50 thousand.

5. Bid Price

- a) Interlineations, corrections, erasures and/or over writings shall be valid only if initialed by the persons or persons signing the bid.
- b) Applicable Service Tax must be clearly stated. All taxes, insurance, and other levies payable by the contractor under the contract shall be included in the quoted price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall only be subject to revision in Minimum Wages by Govt. of Bihar. Rates should be inclusive of all statutory liabilities.
- d) The Prices should be quoted in Indian Rupees only.
- e) Tax will be deducted at source if applicable.

6. Submission of Bids:

- 6.1 A bidder shall submit quotations in sealed envelope only, using his / their own stationery. A bidder shall not submit more than one quotation.
- 6.2 Envelope containing bids must bear, on the cover itself, name and full address of the bidder, name of the item bidding for, and date & time of bid opening shall also be super-scribed on the cover.
- 6.3 For bids submitted by post or courier, it is bidder's responsibility that bids reach the purchaser's office before the scheduled time of closure of submission of bids.

7. Bid Security and Performance Security

- 7.1 Successful bidders have to furnish a bank guarantee for an amount of Rs 50 thousand, and valid up to 45 days beyond the expiry of the contract period, as Security for performance of the supplier.

8. Validity Period of Quotation

Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

9. Evaluation of Quotations

- 9.1 The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which
- (a) Are properly signed;
 - (b) Confirm to the terms and conditions, Qualification and Eligibility criteria are submitted.

10. Terms of service

- 10.1.1 Contract period for this work will be initially for one year and it may further be extended up to 3 years or more depending upon the performance of the agency / persons deployed by the agency and mutual consent of the parties.
- 10.2 Rate of Increase in wages / salary for the personnel's on account of inflation and performance should be quoted separately provided in the format of quotation.

11. Award of contract

- 11.1 The Purchaser will award the contract to the bidder
- (i) Whose quotation has been determined to be substantially responsive and
 - (ii) Who, in the assessment / judgment and sole discretion of the BRLPS, has technical and financial capability to execute the contract and
 - (iii) Who has quoted the lowest price.
- 11.2 **Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation, to reject quotations for some or all items and to cancel the bidding process at any time prior to the award of contract.**
- 11.3 The bidder must furnish all the necessary license/certificates/tax clearance certificates from concerned authorities for carrying similar services.
- 11.4 Prior to expiration of the quotation-validity-period, the award of contract/contracts by the Purchaser will be notified to the bidder/bidders, whose offer/ offers has/have been accepted. The terms of the accepted offer/offers shall be incorporated in the purchase order/Agreement.

12. Other Conditions

- 12.1 All selected staff of the Placement agencies will be posted at the SPMU office of BRLPS.
- 12.2 The office hour will be 10am to 6pm. However, in case of duty for more than 8 hours and on holidays, additional payment may be considered.
- 12.3 If any staff of the placement agency remains absent from the duty for more than one (01) day, the placement agency will have to provide alternative manpower.
- 12.4 All the deployed staff of the placement agency will have to face interview at SPMU for selection.
- 12.5 All the required manpower should be medically fit, well disciplined, and have to follow BRLPS rules.
- 12.6 The responsibility lies with the bidder for and in respect of employees concerning Minimum wages Act, Workman Compensation Act and other Labour Laws.

- 12.7 Any other job not specifically mentioned but reasonably implied to be executed for satisfactory completion of Job in all the respect shall have to be carried out by the personnel without any claim for extra cost. Decision of BRLPS shall be final and binding in this regard.
- 12.8 The bidder will be responsible for the conduct of personnel supplied by him.
- 12.9 If the bidder fails to do the jobs satisfactorily or is unable to complete the job, BRLPS reserves the right to cancel the Contract and forfeit the performance security without assigning any reason.
12. Payments :
- Payment shall be released on monthly submission of bill with due certification. Document towards PAN issued by the income tax department, must be submitted by the contractor before release of payment. Income Tax shall be deducted as per rules.
13. You are requested to provide / submit your offer in sealed cover **latest by** 03.00 p.m. on Saturday, 22th March, 2010.

We look forward to receiving your quotations and thank you for your interest in this project.

- Encl.: 1) Annexure – A (Wage Structure)
2) Annexure I (Detail Specifications)
3) Annexure II (Experience Details)
4) Format of Quotation
5) Copy of BID SECURITY (BANK GUARANTEE)

Dr.Santosh
(Procurement Specialist)

Annexure – A (Structure for Quoting the Unit Rate)

Sl.No.	Particulars	Computer Operator	Receptionist	Office Boy	Guard	Driver
1.	Wages					
2.	EPF @ (13.61+12)%					
3.	ESI @ (4.5 + 1.75)%					
4.	Bonus @ 8.33%					
5.	Any other statutory benefits					
6.	Other benefits					
	Sub Total					
7.	Service Charge @ (%)					
	Sub Total					
8.	Service Tax @ 10.3%					
	Grand Total					

Annexure-I (Details of Specification)

Sl. No	Description items	Qualification / Specifications	Qty.
1.	Computer Operator	<ol style="list-style-type: none">1. Should possess DCA course certificate.2. 5 years working experience.3. Capable of working in MS Office.4. Hindi and English typing- speed 45 – 50 per minutes.5. Should know the Internet and Email.	02
2.	Receptionist	<ol style="list-style-type: none">1. Should be a Graduate.2. Should be able to use computer (MS Office).3. Should know the Internet and Email.4. Persons having experience in externally aided projects will be given preference.	01
3.	Office Boy	<ol style="list-style-type: none">1. Should be able to read-write Hindi.2. Knowledge of handling photocopier & fax etc.3. He should also know the cycling.4. He should also know the routine works related to Bank and other offices.5. Persons having experience in externally aided projects will be given preference.	09

4.	Security Guard	<ol style="list-style-type: none"> 1. Should be able to read-write Hindi. 2. Should be well versed with the security needs. 3. Ex-Servicemen will be given preference. 4. Should be below 50 years of age 	07
5.	Driver	<ol style="list-style-type: none"> 1. Should have minimum two years experience of driving light vehicle in similar organization/s. 2. Persons having experience in externally aided projects will be given preference. 3. Should be below 50 years of age 4. Should possess professing driving license for LMV 	02

Annexure II

Subject: Bid for the Hiring / supply of _____

Detail information regarding orders executed during last three years

- a) It is mandatory to appropriately fill each column. Use extra sheet if the space below is insufficient.
- b) Enclose photocopies of the Work Completion Certificate in chronology.

Sl. No.	Reference to order no. and date for completion of the service as per order	Amount of order	Name of the office/authority by which the order was placed	Date of completion of the service	Reason for the delay in completing the services, if any

Date:

Place:

Authorized Signature of supplier
With office stamp

FORMAT OF QUOTATION

Invitation of Quotation for supply of Manpower on Contractual Basis.

Item No.	Description of the Equipment/ Works/ services	Specifications of the equipment/ Works/ services offered	Quantity and Unit	Price for each unit (Rs.)			Quoted total rate per months [a+b+c x 4]	Total Price per months (Rs.)	
				Unit rate per months (a)	Service Charge (b)	Service Tax (c)		(in figures)	(in words)
								(6)	(7)
(1)	(2)	(3)	(4)				(5)	(6)	(7)
1.	Computer Operator		02						
2.	Receptionist		01						
3.	Office Boy		09						
4.	Security Guard		07						
5.	Driver		02						
Rates shall be increased as and when Govt. of Bihar revises the Minimum Wages, in case if the payment is being made at least Minimum Wages.									

Note: In case of discrepancy between unit price and total price , the unit price shall prevail

Total bid price (in figures) Rs.....

(in words) Rupees.....

We agree to provide above service in accordance with the technical specifications as above for a contract price quoted above.

Signature of Bidder.....

Name

Business Address:

.....

.....

Place:

Date:

.....

@ N.B.: Specifications of the items offered and NOT mere copy of specifications required.

BID SECURITY (BANK GUARANTEE)

WHEREAS, _____ [name of Bidder] (hereinafter called "the Bidder") has submitted his Bid dated _____ [date] for the hiring of _____ [name of Contract] (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that We _____ [name of bank] of _____ [name of country] having our registered office at _____ (hereinafter called "the Bank") are bound unto _____ [name of Employer] (hereinafter called "the Employer") in the sum of _____¹ for which payment well and truly to be made to the said Employer the Bank binds itself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this _____ day of _____ 2009.

THE CONDITIONS of this obligation are:

- (1) If after Bid opening the Bidder withdraws his bid during the period of Bid validity specified in the Form of Bid;

or

- (2) If the Bidder having been notified of the acceptance of his bid by the Employer during the period of Bid validity,
 - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
 - (c) does not accept the correction of the Bid Price ,

we undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date _____² days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this guarantee should reach the Bank not later than the above date.

DATE _____ SIGNATURE OF THE BANK _____

WITNESS _____ SEAL _____

[signature, name, and address]

1 The Bidder should insert the amount of the guarantee in words and figures denominated in Indian Rupees. This figure should be the same as shown in Clause 7.1 of the Instructions to Bidders.
2 45 days after the end of the validity period of the Bid.