

JHARKHAND SPACE APPLICATION CENTER

(An Autonomous Body under the Department of Information Technology, Govt. of Jharkhand)

2nd Floor, Engineers Hostel-I, Near Gol Chakkar Dhurwa, Ranchi-834004, Tel : 0651-2401719, Fax : 2401720

Tender Notice No. :JSAC/15/2013

Ranchi, Dated : 03/04/2013

TENDER NOTICE FOR DAK PEON/PEON/SAFAIWALA/SECURITY GUARD

1. Sealed tender are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed experienced and financially sound Manpower Firms/Agencies for providing manpower for Dak Peon/Peon/Security Guard in Jharkhand Space Applications Center initially for **one year** from the date of taking up of supply of manpower in pursuance of contract unless extended further by mutual consent of the Department and service provider, on the same terms and conditions. The present requirement is for 07(Seven) persons. However, number may be increased or decreased on the option of the Department.
2. Complete Tender Documents can be downloaded from the website of this Department <http://jsac.jharkhand.gov.in>
3. The Interested Firms/Agencies may submit the tender documents complete in all respects as per list at Sl. No.-4 of the notice along with Tender fees Rs. 5000/-(non-refundable), Earnest Money Deposit (EMD) of Rs. 50,000/- drawn in favour of Director, Jharkhand Space Applications Center and other requisite documents in a sealed cover addressed to Director, Jharkhand Space Applications Center, 2nd Floor, Engineers Hostel-I, Near Gol Chakkar, Dhuwa, Ranchi-4. **The last date of submission of tender and time of receipt of Tender is 3.00 PM on 18.04.2013. The tenders shall not be entertained after this deadline under any circumstances whatsoever.**
4. The bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements, as described in the tender documents. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the Tender document. The request for proposal is open to all bidders who qualify the eligibility criteria as given below:-

Sl. No.	PRE-QUALIFICATION CRITERIA
1	The tender document fee is to be annexed in the form of DD
2	The Earnest Money Deposit (EMD)in the form of DD to be annexed
3	The Bidder must have valid VAT registration [Copy of valid VAT registration certificate to be submitted]
4	The bidder must have Service Tax Registration number [Copy of Service Tax Registration certificate to be submitted]
5	The Photocopy of PAN card to be submitted
6	The bidder must have EPF number [Photocopy of Registration certificate to be submitted]
7	The bidder must have ESIC number [Photocopy of Registration certificate to be submitted]
8	License from Department of Home [Photocopy of license to be submitted]
9	A certificate from Labour Department for Shop & Establishment [Photocopy to be submitted]
10	The bidder must be in the business of Security and Manpower for last 3years and have turnover of more than Rs Ten lakhs during previous year (2011-12).[Photocopy of audited balance sheet for the year 2009-10, 2010-11 and 2011-12 to be submitted]

11	A self certificate by company to be submitted that company has not been blacklisted in any state of India.
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5. The Jharkhand Space Applications Center reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director, Jharkhand Space Applications Center in this regard shall be final and binding on all.

(Sarvesh Singhal)
Director

Copy to:

1. All the firms as per list/Notice Board.
2. Shri Rajesh Rawani, Programmer for display in web-site of JSAC.
3. Principal Secretary, Department of Information Technology, Govt. of Jharkhand for kind information.

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. Jharkhand Space Applications Center located in 2nd Floor, Engineers Hostel-I, Near Gol Chakkar, Dhuwa, Ranchi-4 requires reputed, well established and financially sound Manpower Firms/Agencies to provide manpower for doing job of for Dak Peon/Peon/Security Guard.
2. The contract will be initially for **one year**. The period of the contract may be further extended or may be curtailed/terminated at any time before the normal tenure owing to deficiency in service or substandard quality of manpower deployed by the selected Firm/Agency. The Department however, reserves right to terminate this initial contract at any time after giving one-month notice to the selected service providing.
3. The interested Firms/Agencies may submit the tender document completed in all respects along with earnest money deposit (EMD) of Rs. 50,000/- drawn in favour of Director, Jharkhand Space Applications Center and other requisite documents in a sealed cover addressed to Director, Jharkhand Space Applications Center, 2nd Floor, Engineers Hostel-I, Near Gol Chakkar, Dhuwa, Ranchi-4.
4. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bids for Providing manpower for Dak Peon/Peon/Security Guard in Jharkhand Space Applications Center". Both sealed envelopes should be kept in a third envelope super scribing "Tender for providing manpower for Dak Peon/Peon/Security Guard in Jharkhand Space Applications Center.
5. The conditional bids shall not be considered and will be rejected out right in the very first instance.
7. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids.
8. **The Bids shall be opened on the scheduled date and time (at 4.00 PM on 18.04.2013) in Jharkhand Space Applications Center, 2nd Floor, Engineers Hostel-I, Near Gol Chakkar, Dhurwa, Ranchi-4 in the presence of the representatives of the Companies/Firms/Agencies, if any, who are present on the spot at that time.**
9. The competent authority Director, Jharkhand Space Applications Center reserves the right to annul any or all bids without assigning any reason.

APPLICATION-TECHNICAL BID

1. For providing manpower for Dak Peon/Peon/Security Guard work to Jharkhand Space Applications Center.

2. Name of Tendering Firm/Agency
(Attach certificate of registration)

3. Name of Proprietor /Director of Firm/Agency

4. Full address of Registered Office : _____

Telephone Number : _____

FAX No. : _____

E-Mail Address : _____

5. Full address of Operating Branch _____

Telephone Number : _____

FAX No. : _____

E-Mail Address : _____

6. Banker of Firm/Agency _____
(Full Address)

(Attach certified copy of statement _____
of A/c for the last three years)

Telephone Number of Banker _____

7. PAN No. : _____
(Attach attested copy)

8. Service Tax Registration No. _____
(Attach attested copy)

9. E.P.F. registration Number _____
(Attach attested copy)

10. E.S.I. Registration Number _____
(Attach attested copy)

11. Financial turnover of the tendering Firm/Agency for the last 3 financial years.
(Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lakh)	Remarks if any
2009-2010		
2010-2011		
2011-2012		

12. Give details of the major similar contracts handled by the tendering Firm/Agency during the last three years in the following format:

Sl. No.	Details of client along with address, telephone numbers	Amount of Contract (Rs. Lakh)	Duration of Contract	
			From	To
1				
2				
3				

Signature of authorized person

Name: _____

Seal: _____

Date: _____ Place: _____

DECLARATION

1. _____ Son/Daughter/Wife of Shri signatory of the agency/firm mentioned above is competent to sign this declaration and execute this tender document:
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:
3. The information/documents furnished along with the above application are true authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law:

Signature of authorized person

Name: _____

Seal: _____

Date: _____ Place: _____

APPLICATION-FINANCIAL BID

1. For Providing manpower for Dak Peon/Peon/Security Guard work to Jharkhand Space Applications Center.
2. Name of tendering Firm/Agency: _____
3. Details of Earnest Money Deposit: Rs. 50,000/- (Rs Fifty Thousand only) D.D No., Date and Drawn on Bank: _____
4. All the Persons Deployed in this Department will be paid their wages on monthly basis (By Cheque in time) by the Firm/Agency and the photocopies of disbursed cheque will be submitted in this Department.
5. Rates are to be quoted not less than in accordance with the Minimum Wages Act, 1948 as applicable in the Government of Jharkhand. No tender without provisions for EPF and ESI will be considered.

Sl. No.	Rate (Per month per person)		1. Daily Wage Rate not less than as per MWA, 1948
	For Security	For Peon /Safaiwala	
1			
2			Employees Provident Fund @ % of 1 above
3			Employees State Insurance @ % of 1 above
4			Service Tax Liability @ % of
5			Any other liability (Pl. indicate)
6			Contractors Admn./Service Charge
Total Column (1 to 6)			

6. Facilities Provided to Employees- (indicate)

- (i) Uniform for winter and Summer
- (ii) Shoes
- (iii) Belt
- (iv) Cap
- (v) Any other

Signature of authorized person

Name: _____

Seal: _____

Date: _____ Place: _____

TERMS AND CONDITIONS

GENERAL

1. The contract shall commence from 01.06.2013 and shall continue till 31.05.2014 unless it is curtailed or terminated by this Department owing to deficiency of services, substandard quality of manpower deployed, breach of contract, reduction or cessation of the manpower requirements etc.
2. The contract may be extended, on the same terms and conditions or with some addition/deletion/modification, for a further specific period mutually agreed upon by the successful service providing Firm/Agency and JSAC.
3. The contracting Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Department.
4. The Jharkhand Space Applications Center, at present, has requirement of 07 (Seven) persons on urgent basis. The requirement of the Department may increase or decrease during the period of initial contract.
5. The tenderer will be bound by the details furnished by him/her to this Department, while submitting the tender or at subsequent stage. In case any of such documents furnished by him/her is found to be false at a stage, it would be deemed to be a breach of terms of Contract marking him/her liable for legal action besides termination of contract.
6. The Jharkhand Space Applications Center reserves right to terminate the contract during initial period also after giving a week notice to the contracting agency.

LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

7. The Jharkhand Space Applications Center is a Government Office and has six days working (i.e. Monday to Saturday) in a week from 10:00 to 5.00 PM with a lunch break of ½ hrs. from 1.30 PM to 2.00 PM. Besides this the Department observes the Gazzetted holidays notified by the Government of Jharkhand from time to time. The persons may be required to work from Monday to Saturday. However, they may be required to attend the office as and when required on Sunday/Gazetted holiday (on prior intimation) for which He/she will be not paid any additional wage. Whenever, the persons are required to attend office upto late hour, they may be paid overtime allowance as per the rates decided by the Government.
8. The person deployed shall be required to report for duty at 9.00 AM to Administrative Section and would not leave office before 5.00 PM. In case, person deployed is absent on a particular day or come late/leaves early on three occasions, one-day wage shall be deducted.
9. The tendering Firm/Agency upon receiving a notice from this Department shall replace immediately any of its personnel who is found unacceptable to this Department because of security risks, incompetence, conflict of interest, improper conduct etc.

10. The agency shall depute a coordinator who would be responsible for weekly interaction with the Jharkhand Space Applications Center so that optimal services of the persons deployed by the agency could be availed without any disruption.
11. If the person does not report for duty on any day no wage will be paid for the period. A penalty of Rs. 100/- will be deducted per day in addition to non-payment of wages for absent days, if agency is not in a position to supply a substitute even after three days. It will be the responsibility of the service providing agency to super-vice the attendance daily and ensure that the persons contracted do not quit in between. The person would need to intimate his/her decision to quit the job (due to whatever reason) at least one month in advance. During this period, the firm will provide a replacement to the Department
12. For all intents and purpose the service providing agency shall be the “Employer” within the meaning of different Labour Legislations in respect of manpower so employed and deployed in this Department. The persons deployed by the agency in the Department shall not have claims of Master and Servant relationship nor have any principal and agent relationship with or against the JSAC.
13. It will be the responsibility of the service providing agency to meet transportation, food, medical and any other requirements if considered necessary by the agency in respect of the persons deployed by it (Agency) in this Department. The JSAC will have no liability in this regard. The agency will provide ESI Card, PF details with account number to the person so deployed by it. A monthly pay slip indicating all these details would also be provided by agency to the person.
14. The Firm/Agency shall, within seven days of the close of every month, submit a statement showing the recoveries of contribution in respect of employees employed through him. In this regard information in form 12A needs to be furnished. Also bank challan showing payment of PF should be produced every month.
15. The Service providing agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. The Department shall, in no way be responsible for settlement of such issues whatsoever.
16. This Department shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
17. The person deployed by the service providing agency shall not have any claim or be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/confirmed employees of this Department during the currency or after expiry of the contract. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption or for any relaxation for absorption in the regular/otherwise capacity in the JSAC.

LEGAL

18. The tendering agency will be responsible for compliance of all statutory provisions relating to minimum wages, Provident Fund and Employees State Insurance etc. in respect of the persons deployed by it in this Department.
19. The tendering agency shall also liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the JSAC to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
20. The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority or any other authority under law.
21. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Department.
22. In case, the tendering agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the Department is put to any loss/obligation, minority or otherwise, the Department will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
23. The Technical bid should be accompanied with Earnest Money Deposit (EMD), refundable, of Rs. 50,000 (Rupees Fifty Thousand only) in the form of Demand Draft/Pay Order drawn in favour of Director, Jharkhand Space Applications Center failing which the tender shall be rejected out rightly.
24. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage)/Financial Bid (Second Stage) shall be returned to them without any interest. However, the EMD in respect of the successful tenderer shall be adjusted towards the Performance Security. Further, if agency fails to deploy required number of persons against the initial requirement within 10 days from the date of placing the order the EMD shall stand forfeited without giving any further notice.

FINANCIAL

25. The successful tenderer will have to deposit a security amount of Rs. 50,000/- (Rupees fifty thousand only) in the form of Fixed Deposit Receipt (FDR) or DD or Bank Guarantee made in the name of the agency but hypothecated to the Director, Jharkhand Space Applications Center covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful agency.
26. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by the Department besides annulment of the contract.

27. The agency shall raise the bill, in triplicate, along with attendance sheet (duly verified by Administrative Section in respect of the persons deployed and submit the same to the Director, JSAC in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month. The payment to the persons should be made through A/c payee cheque preferably.
28. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily accompanied with the documentary proof pertaining to the concerned month bill. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of the Department.
29. The rates quoted by the firms for arranging the manpower should be for the whole year/period and no increase in rates will be permissible in between of the period of contract. However, if the increase is necessary to follow the Minimum Wages Act. etc., the increment may be permissible with the approval of competent authority.
30. The amount of pre-estimated agreed liquidated damages calculated @ Rs. 100 will be deducted per day in addition to non-payment of wages for absent days on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the agency. The amount shall be deducted from the monthly bills of the service providing Firm/Agency in the following month.
31. The Department of Disinvestment reserves the right to withdraw/relax any of the terms and conditions mentioned above in case of problem encountered by the contracting parties.

(Sarvesh Singhal)
Director

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Ranchi, Dated :

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