

No.A-12024/1/2017-Admn.-I
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Animal Husbandry, Dairying & Fisheries

Krishi Bhavan, New Delhi
Dated: 11th August, 2017

E- Tender Notice

HIRING OF COMPANY/FIRM/AGENCY FOR PROVIDING MANPOWER ON OUTSOURCED BASIS

No.A-12024/1/2017-Admn.-I

Dated, the 11th August, 2017

Online bids are hereby invited under two –Bid System i.e. **Technical Bid and Financial Bid** from reputed, experienced and financial sound Companies/Firms/Agencies for providing manpower services on outsource basis to this Department. The number of outsourced staff to be engaged is however subject to 25% variation depending on requirement of this Department.

The bid will be accepted through e-tender only and intending bidders must be registered with the Central Public Procurement (CPP) Portal i.e <http://eprocure.gov.in> .

The tender document contains the following:

- Annexure-I --“Instruction for Online Bid Submission”
Annexure-II --“ General instruction and Scope of work for bidders.”
Annexure-III --“Proforma for Technical Bid”
Annexure-IV --“Proforma for Financial Bid”

Important Dates for the activities of the bidders:

Start date and time for view/downloading the tender document	11 th August, 2017 at 17.30 hrs
Start date and time for submission of bid	12 th August, 2017 at 10.00 hrs
Last date and time for downloading tender document	4 th September, 2017 at 1100 hrs
Last date and time for online submission of bid & submission of EMD & Tender Fee in original	4 th September, 2017 at 1100 hrs
Date & time for opening of Technical Bid	5 th September, 2017 at 11.30 hrs

In case, any holiday is declared by the Government on the day of opening, the tender will be opened on the next working day at the same time. The Ministry reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Yours faithfully,

(Lalit Grover)

Under Secretary to the Govt. of India.

Tele:011- 23383340

Government of India
Ministry of Agriculture & Farmers Welfare
Department of Animal Husbandry, Dairying & Fisheries
Krishi Bhavan, New Delhi

Open Tender No. A-12024/1/2017-Admn.-I

TENDER DOCUMENT

FOR PROVIDING MANPOWER SERVICES ON OUTSOURCED
BASIS TO DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING
& FISHERIES, MINISTRY OF AGRICULTURE & FARMERS
WELFARE, KRISHI BHAWAN, NEW DELHI 110 001

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Open Tender No.A12024/1/2017-Admn.-I

Document Control Sheet

1	Open Tender No.	A-12024/1/2017-Admn.-I
2	Name of organization	Ministry of Agriculture & Farmers Welfare, Department of Animal Husbandry, Dairying & Fisheries
3	Start date and time for view/downloading the tender document	11th August, 2017 at 17.30 hrs
4	Start date and time for submission of bid	12th August, 2017 at 10.00 hrs
5	Last date and time for downloading tender document	4th September, 2017 at 11.00 hrs
6	Last date and time for online submission of bid & submission of EMD & Tender Fee in original	4th September, 2017 at 11.00 hrs
7	Date & time for opening of Technical Bid	5th September, 2017 at 11.30 hrs
8	Address for communication	Under Secretary (Admn.I) Ministry of Agriculture & Farmers Welfare, Department of Animal Husbandry, Dairying & Fisheries Krishi Bhawan, Room No.435, New Delhi-110001 Tel. # 011-23382779



Handwritten signature and date: 11/8/17

Open Tender No. A-12024/1/2017-Admn.I

Annexure-I

Instructions for Online Bid Submission

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enrol". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS /n Code/E Mudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in entering their ID / password and the password of the DSC / e Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. there is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.



PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents- including the names and content of each of the document that need to be submitted. Any deviation from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and they should be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the **EMD & Tender Fee** as per the instruction specified in the tender document. The original should be dropped in a sealed envelope in the Tender Box placed in **R.No. 435, Krishi Bhawan, New Delhi** latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders should upload their financial bids in PDF format in the proforma given at Annexure-IV. Bids for providing manpower services on outsource basis are to be made in the proforma given at Annexure -IV.
6. The serve time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be



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viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

8. The uploaded tender document becomes readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.



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A. General instruction and Scope of work for bidders.

1. **The cost of tender document (which is non refundable) containing terms & conditions and bid proforma is Rs.500/-.** The tender document should be downloaded from the Department's website (www.dahd.nic.in) and also from CPP portal (<http://eprocure.gov.in>) of Government of India.
2. The interested firms are required to deposit **demand draft of Rs.90000/- (Rupees Ninety Thousand only) as Earnest Money Deposit (EMD) and of Rs.500/-(Rupees Five Hundred Only) as tender fee (two separate draft) in favour of PAO(Sectt.-I), D/o AHD& F,** valid for a period of 90 days at the time of submission of bid. Offer not accompanied by EMD and Tender Fee of the requisite amount or without proper validity will summarily be rejected.
3. The e-tender is invited under two bid system i.e. **Technical Bid and Financial Bid (Annexure III&IV).** The interested firms are advised to submit their bids"on-line" by visiting the Govt. of India, Central Public e-Procurement (PP) Portal i.e <http://eprocure.gov.in> . The bids will be accepted as e-tender only i.e the tenderers will submit their bids on the e-Procurement Portal (module of NIC), in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the firm on the Government of India, Central Public e-Procurement (CPP) Portal i.e <http://eprocure.gov.in> are pre-requisite for e-tendering.
4. The scanned copy of the **demand draft of Rs.90000/- (Rupees Ninety Thousand only) as Earnest Money Deposit (EMD) and of Rs.500/-(Rupees Five Hundred Only) as tender fee (two separate draft)** must be uploaded with the Technical Bid and original of the same has to be dropped in the Tender Box **placed in R. No. 435, Krishi Bhawan, New Delhi** latest by the last date of bid submission. The tenders received without the prescribed EMD and Tender Fee (actual Demand Draft) will not be entertained and cancelled. The EMD of unsuccessful tenderers shall be returned after finalization of the contract.
5. The firms who are exempted from submission of EMD and Tender Fee shall be dealt as per General Financial Rules, 2017. Copies of relevant orders/documents regarding such exemption should be submitted alongwith the bid.
6. The firms are required to upload copies of the following documents along with the Technical Bid, failing which their Bids shall be summarily/outrightly rejected and will not be further considered:
 - a. Scanned copy of Earnest Money Deposit (EMD)
 - b. Scanned copy of Tender fee
 - c. Scanned copy of PAN/GIR Card
 - d. Scanned copy of registration of ESIC
 - e. Scanned copy of registration of EPFO
 - f. Scanned copy of registration of Labour Laws



- g. Scanned copy of IT return filed for the last 3 financial years.
 - h. Scanned copy of GST registration certificate
 - i. Scanned copy of certificate of incorporation of the firm/partnership deed
 - j. Scanned copy of work experience of similar work during the last 3 years requisite proof thereof)
 - k. Scanned copy of annual turnover certificate for the last three years, duly authenticated/ duly signed by the Chartered Accountant of the firm.
7. Conditional bids shall not be considered and will be rejected out-rightly at the very first instance.
8. The bidder shall quote the technical and financial bids only as per the formats enclosed at Annexure-III and IV.
9. Bidders should upload their financial bids in PDF format in the proforma given at Annexure-IV.


B. Technical requirements for the tendering companies/firms/agencies

1. The tendering forms should fulfill the following technical specifications:
- a. The Registered Office or one of the Branch Office's of the Firm should be located either in Delhi or New Delhi;
 - b. It should be registered with the appropriate registration authority;
 - c. It should have at least 3 years experience in providing supply of manpower services on outsource basis to Public Sector Companies/Banks or Government Department, etc.
 - d. It should have its own Bank Account;
 - e. It should be registered with Income Tax and GST authorities of the Government;
 - f. Annual turnover of more than Rs. 40/- lakhs for preceding each of three years.
 - g. Scanned copy of registration of ESIC
 - h. Scanned copy of registration of EPFO
 - i. Scanned copy of registration of Labour Laws

C. General Terms & Conditions

The initial period of contract is one year; extendable upto two years, on year to year basis, on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the competent Authority.

2. The manpower will have to be supplied by the agency within 15 days from the date of award of contract and from the date of demand by the department as per the detailed Terms and conditions mentioned below.
3. Only those bidders who fulfill the following criteria need to submit their bids:
- (a) The firms should be registered with the Government authorities such as ESI, EPF, GST, Labour and Income Tax authorities concerned and a copy of each of the registrations shall be attached with the bid.



- (b) The firm should not have been blacklisted by any Ministry/Department of the Government of India or State Government/Local Government Bodies/PSUs. The tendering firms/bidders shall have to submit notarized affidavit on a stamp paper of appropriate value to this effect that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned.
- (c) The organization must undertake to pay wages to the workers engaged as per the rates fixed by this Department and all statutory requirements w.r.t. ESI, EPF, Factories Act, ID Act, Contract Labour (Regulation and Abolition) Act. etc., would be compiled with reference to those workers.

D. Scope of Work

- (a) Workforce, proposed to be engaged, should have the following desirables:

- (l) Multi Tasking Staff (MTS) - 10 (approximate requirement)

Essential Qualifications

- (i) Matriculation from recognized board.

Desirable:

- (i) Minimum three years experience in Government or Public Sector Undertaking
- (ii) Reading ability of English/Hindi Language

Scope of work of Multi Tasking Staff

- (a) Physical Maintenance of records of the Section
- (b) Carrying of files & other papers within the building and outside the building;
- (c) Photocopying, sending of Fax etc.
- (d) Other non-clerical office work in the Section/Unit
- (e) Assisting in routine office work like diary, dispatch etc. including on computer;
- (f) Delivering of dak
- (g) Any other item of work as assigned to by the immediate officer

SPECIAL TERMS AND CONDITIONS

- i. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated in the tender.
- ii. The persons engaged by the Agency should not have any adverse police records/criminal cases against them. The Agency would be responsible to make adequate enquiries about the character and antecedents of the persons before their engagement for the purpose. The Character and antecedents of each personnel will be got verified by the service provider before their deployment through the local police. Proofs of identity like driving license, bank account



details, previous work experience, proof of residence and recent photograph and a certification to this effect should be submitted to this Department. The service provider will also ensure that the personnel deployed are medically fit. The Service provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request from this Department and shall immediately replace another employee in place of the one withdrawn.

- iii. The service provider's personnel shall not claim any benefit/compensation/regularization or services from this Department under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. **Undertaking from the persons to this effect shall be required to be submitted by the service provider to this Department.**
- iv. The service provider's personnel shall not divulge or disclose to any persons of any details of office, operation process technical know-how, security arrangements, Administrative/ organization matters as all are confidential/secret in nature.
- v. The service provider's personnel working should be polite, cordial, positive and efficient while handling the assigned work and their action shall promote goodwill and enhance the image of this Department. The service provider shall be responsible for any act of indiscipline on the part of the personnel deployed by him.
- vi. That the personnel deployed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of this Department.
- vii. Domain knowledge and skill/expertise as per the requirement of the post shall **be checked by this Department before they are deployed to the work and any personnel found not suitable thereupon shall be forthwith replaced by the service provider.**
- viii. The Department may require the service provider to dismiss or remove from the site of work, any person, or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements. The service provider shall replace immediately any of its personnel, if they are unacceptable to the Department because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
- ix. The service provider shall ensure that outsourced staff shall apply and display Photo Identity Cards issued to him/her by the Department for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
- x. The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, chewing of paans, smoking, loitering without work.



- xi. No transportation, food etc. will be provided by the Department.
- xii. Working hours would be normally from 9:00 AM to 5:30 PM during working days including 30 minutes lunch break in between. However, in exigencies of work, they may be required to sit late and the personnel may be called on Saturdays/Sundays and other Gazetted Holidays, if required. No extra wages for the same shall be provided by the Department.
- xiii. That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including the wages fixed by the Department and Employees Provident Fund (EPF), ESI Act etc. wherever applicable and the Department shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation.
- xiv. **It shall be the duty of the Contractor to ensure the disbursement of wages in the first week of the subsequent month in the presence of the authorized representative of the Department of Animal Husbandry, Dairying & Fisheries. Bill of the previous month will be paid only after submission of certificate of disbursement of wages of the previous month, signed by the said representative of the Department.**
- xv. The agency will be required to provide particulars of EPF, ESIC, etc. of previous month, of its employees engaged in the Department while raising monthly bill.
- xvi. The service provider will submit the bill in triplicate in respect of a particular month in the first week of subsequent month. The payment will be released at the earliest possible time thereafter, after deduction of taxes deductible at source under the law in force.
- xvii. Payments to the service provider would be strictly on certification by the officer with whom person is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.
- xviii. **No wage/remuneration will be paid to any staff for the days for absence from duty.**
- xix. The Administrative service charges per worker quoted by the firm in the financial bid shall be commensurate with the administrative and supervisory effort required for executing the contract.
- xx. Complementary service by any firm is not acceptable. If any firm quote the Administrative Service Charges as Zero/nil, it shall be treated as an invalid quote and shall result in summarily dismissal of the financial bid even though the firm otherwise technically qualifies.
- xxi. In case of any exigencies as per the requirement of this Department, the service provider shall provide the required number of personnel at approved rates for a shorter period also,

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- xxii. The service provider shall arrange a substitute well in advance and provide the same from the date of leaving of service by the person, if there is any probability of the persons leaving the job due to his/her own personal reason
- xxiii. The service provider shall be contactable at all times and message by phone/mail/Fax/Special Messengers from this Department to him/her shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Department implementing the Contract from time to time.
- xxiv. This Department shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel.
- xxv. That the agency on its part and through its own resources shall ensure that the goods, materials and equipment's etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission or omission on the part of its staff or its employees etc.
- xxvi. If this Department suffers any loss or damage on account of negligence, defaults or theft on the part of the personnel of the agency, then the agency shall be liable to reimburse the pecuniary value of the loss, as decided by this Department for the same. The agency shall keep this Department fully indemnified against any such loss or damage.
- xxvii. This Department will maintain a daily attendance in respect of the personnel deployed by the agency and will furnish the records of the same to the Contractor on last working days of every month on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.
- xxviii. The successful bidder will have to enter into an agreement with this Department for supply of suitable manpower as per the requirement of terms and conditions of this tender. The agreement will be valid for a period on one year commencing from the date of signing of the agreement and shall continue to be in force in the same manner, unless terminated in writing.
- xxix. The Service charges/rates quoted by the agency shall be fixed for a period of contract including the period extended, if any, and no request for any change/modification shall be entertained. The contract/agreement is extendable upto two years, on year to year basis, subject to satisfactory performance of the agency and such amendments as mutually agreed to.
- xxx. The service provider shall not assign, transfer, pledge or subcontract the contract or services to any third party without the prior consent of the Department.
- xxxi. The agreement can be terminated by either party giving forty five days notice in advance. If the agency fails to give notice in writing for termination of the

agreements then forty five days wages etc. and any suitable amount due to the agency from this Department shall be forfeited from the Performance Security.

- xxxii. On the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues failing which the Performance Security of the Contractor shall not be released. In case of any dispute on account of termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
- xxxiii. In the event, if any dispute arises touching any of the clauses of the agreements, the matter will be referred to the Secretary, Department of Animal Husbandry, Dairying & Fisheries, whose decision shall be final and binding on both the parties.
- xxxiv. Any legal dispute arising out of the above contract shall be settled in the jurisdiction of the High Court of Delhi.

Financial Terms and Conditions

- i. The Administrative service charges per worker quoted by the firm in the financial bid shall be commensurate with the administrative and supervisory effort required for executing the contract.
- ii. Complementary service by any firm is not acceptable. If any firm quote the Administrative Service Charges as Zero/nil, it shall be treated as an invalid quote and shall result in summarily dismissal of the financial bid even though the firm otherwise technically qualifies.
- iii. The successful bidder shall furnish a Performance Security Deposit of amount of Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand Only) in the form of either an account payee Demand Draft (DD) drawn in favour of the "Pay & Accounts Officer, Department of Animal Husbandry, Dairying & Fisheries, Ministry of Agriculture & Farmers Welfare, Krishi Bhawan, New Delhi, or Fixed Deposit receipt pledged in favour of the Department from a Nationalized Bank or Bank Guarantee from a Nationalized bank in an acceptable form for safeguarding the interests of this Department in all respects. The security deposit shall be forfeited by the Department on non-compliance of the terms of agreement by the service provider or on failure of the contractor to provide replacement of any personnel, as demanded by the department who remains frequently absent from duty or commits any misconduct.
- iv. The Performance Security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the contractor.
- v. The earnest money deposit/bid security should be refunded to the successful bidder on receipt of Performance Security.
- vi. **Criteria for selecting the firm for the award of contract shall be the contract for supply of manpower shall be awarded to the :-**

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- (a) **Lowest bidder in normal course**, subject to his fulfilling all the required mandatory statutory provision under labour laws like minimum wages, EPF, ESIC, Service Tax etc.
- (b) **Experience/volume of work in Government sector** – in case of more than one firm having same “**Service Charge**”, then the next criteria for selection shall be the “higher number of similar contracts (manpower supply), during the last three years and/or in current year in Government of India’s departments/ministries”.
- (c) **Turnover of the firm** – in case, even then there are more than one firm having parity in all these three selection criteria, i.e. **Service Charge and experience/volume of work in Government sector**, then the next criteria for selection shall be the **higher annual turnover of the firm(s)**.

Note:- The conditions mentioned in (b) would become operational if the criteria mentioned at (a) above fails. Similarly, the criteria mentioned at (c) would become operational if the criteria mentioned at (a) and (b) fails.



TECHNICAL BID

For annual rate contract for supply of manpower services on outsource basis
Department of Animal Husbandry, Dairying & Fisheries

1	Name of Tendering Company/Firm/Agency	:
2	Name of Director of company/active partner of firm/authorized Agent/Proprietor	:
3	Full address of Registered Office Telephone No. FAX No. E-mail Address	:
4	Full address of operating/branch office at Delhi/New Delhi	:
5	Banker of the company firm agency/ firm/agency Full address (upload copy of latest bank statement	:
6	Details of earnest Money Deposit Rs.90,000/- DD/PO No. & Date Drawn on Bank (upload copy and submit actual before last date of submission of bid document)	:
7	Details of Tender fee Rs.500/- DD/PO No. & Date Drawn on Bank (upload copy and submit actual before last date of submission of bid document)	:
8	Certificate of incorporation in respect of Public Limited or Private Limited Co., Registered Declaration in respect of Sole Proprietorship and Registered partnership deed in respect of Partnership firm or suitable Registration under the respective Act as per the nature of Firm (Mandatory requirement)	:
9	Registration No. of GST. Copy to be enclosed/uploaded (Mandatory Requirement)	:
10	Registration No. of E.P.F. Copy to be enclosed/uploaded (Mandatory Requirement)	:

		:
11.	Registration No. of ESIC. Copy to be enclosed/uploaded (Mandatory Requirement)	
12.	Details of PAN. Copy to be enclosed/uploaded (Mandatory Requirement)	
13.	Financial status i.e. Annual Turnover details (certificate from CA to be attached) (Mandatory Requirement)	2014-15: Rs. _____ 2015-16: Rs. _____ 2016-17: Rs. _____
14.	Certified copies of work experiences (Mandatory Requirement)	Number of contract during last three years: _____ Number of contract during current year : _____
15.	A copy of registration certificate from Labour Department under the Registration and Abolition Act, 1970 for providing labour and/or manpower services (Mandatory Requirement)	

Declaration by the contractor:-

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions and instructions therein and undertake myself/ourselves to abide by the said terms and conditions. I further undertake that all Government instruction/rules in regard to labour would be scrupulously complied with during the contract period.

Date:

Place:

(Signature of Authorized Signatory)

full Name & Designation:

Seal:

 11/8/12

FINANCIAL BID

For annual rate contract for supply of manpower services on outsource basis to
Department of Animal Husbandry, Dairying & Fisheries

1. Name & address of the company/firm (in capital letter):
2. Rates quoted for manpower services (to be submitted strictly as per the format given below separately for each category of personnel)

Date:

Category of personnel : Multi Tasking Staff		
Break-up of quoted rates		
1.	Wages including Dearness allowance (FIXED)	Rs. 15,100/- (Fixed)
2.	ESIC @4.75 % of wages	Rs.717/-
3.	Service charge of the firm (In Indian Rupees)	
4.	Sub-total (1 + 2 + 3)	
5.	GST @ 18% of sub-total in the above Row	
6.	GRAND TOTAL	

Place:

(Signature of Authorized Signatory)
Full Name & Designation:
Seal:

Date:

