


**Government of Himachal Pradesh,  
Department of Panchayati Raj.**

**NOTICE FOR INVITING TENDER FOR FILLING UP OF VACACIES ON  
OUTSOURCE BASIS**

The Director, Panchayati Raj Department, Himachal Pradesh invites tenders from approved Service Providers in Himachal Pradesh for recommending the candidates to fill up 119 tentative vacancies of various categories in the Panchayati Raj Department under the project Rashtriya Gram Swaraj Abhiyan (RGSA) through tendering process:


Last date of filling/uploading the tender is 17.11.2021 upto 05.00P.M. The tender form and other detailed conditions can be obtained from the official website of the Department <https://hppanchayat.nic.in/>

  
**Additional Director, Panchayati Raj,  
Himachal Pradesh, Shimla-171009.**

**Endst. No.PCH-HC(2)RGSA-2020- 83724. Shimla-171009, dated the 10 November, 2021.**

**Copy to:**

The Director, Information and Public Relation Department, Himachal Pradesh, Shimla-171002 with the request to publish the tender in the leading newspapers.

  
**Additional Director, Panchayati Raj,  
Himachal Pradesh, Shimla-171009.**

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To

The \_\_\_\_\_

\_\_\_\_\_

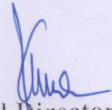
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**Subject:- Notice Inviting of Tender for providing Manpower services to the Panchayati Raj Department under RGSA.**

Sir/Madam,

On the subject cited above you are requested to submit the Tender for providing Manpower services on outsource basis to Panchayati Raj Department, H.P under RGSA (Rashtriya Gramin Swaraj Abhiyan).Tenders in 2 parts bid system (Financial/Technical) complete in all respects with required documents and earnest money of Rs.25000/- in the shape of Bank Draft or FDR duly pledged in favour of Director, Panchayati Raj Department, Government of H.P should reach in the office up to \_\_\_\_\_(5 P.M). The Technical bids will be opened by the tender committee on dated \_\_\_\_\_ (11A.M).The terms & onditions of the tender along with its annexure has also been enclosed herewith.



Addl. Director,  
Panchayati Raj  
Block No. 27, SDA Complex  
Kasumpti, Shimla-9  
Phone No. 0177-2623805

**TENDER REGARDING OUTSOURCING OF  
MISCELLANEOUS MANPOWER SERVICES IN  
HIMACHAL PRADESH RASHTRIYA GRAMIN  
SWARAJ ABHIYAN (RGSA) UNDER PANCHAYATI  
RAJ DEPARTMENT, SHIMLA-171009,H.P.**

To

The \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject:- Notice Inviting of Tender for providing Manpower services to the Panchayati Raj Department under RGSA.**

Sir/Madam,

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**Addl.Director,  
Panchayati Raj  
Block No. 27,SDA Complex  
Kasumpti, Shimla-9  
Phone No. 0177-2623805**

## **SCOPE OF WORK AND GENERAL CONDITIONS**

### **A. SCOPE OF WORK:**

#### **Scheme :-**

Mahatma Gandhi, envisioned villages as mini-republics and advocated that true democracy should begin with participation from the grass-root level by the people of every village. The 73rd Constitutional Amendment mandated the three tier Panchayati Raj Institutions (PRIs) to function as units of local self-government. RGSA aims to strengthen capacities of institutions for rural local governance to become more responsive towards local development needs, prepare participatory plans leveraging technology and efficiently utilize available re-sources for realizing sustainable solutions to local problems linked to SDGs.

#### **Objectives of RGSA:-**

- a. Develop governance capabilities of PRIs to deliver on the SDGs.
- b. Enhance capabilities of Panchayats for inclusive local governance with focus on optimum utilization of available resources and convergence with other schemes to address issues of national importance.
- c. Enhance capabilities of Panchayats to raise their own sources of revenue.
- d. Strengthen Gram Sabhas to function effectively as the basic forum of people's participation, transparency and accountability within the Panchayat system.
- e. Promote devolution of powers and responsibilities to Panchayats according to the spirit of the Constitution and PESA Act 1996.
- f. Develop a network of institutions of excellence to support capacity building and handholding for PRIs.
- g. Strengthen institutions for capacity enhancement of PRIs at various levels and enable them to achieve adequate quality standards in infrastructure, facilities, human resources and outcome based training.
- h. Promote e-governance and other technology driven solutions to enable good governance in Panchayats for administrative efficiency and improved service delivery.
- i. Recognize and incentivize PRIs based on performance.

#### **Staff Requirement:-**

The Manpower Agency shall provide services by deploying required number of well-disciplined personnel detail mentioned at "**Annexure A**" who shall be engaged in the Panchayati Raj Department within the State on outsource basis. However, the number of required manpower may vary depending upon the requirement and decision of Director, Panchayati Raj Department from time to time.

### **B. ELIGIBILITY CRITERIA FOR BIDDING FIRMS/AGENCIES :**

The bidder should possess the following eligibility criteria failing which the offer shall not be considered.

1. The Bidder must be registered Firms, Proprietorship firm(s)/ Partnership firm(s) / or any legal entity legally constituted and registered with appropriate authority.

2. There should be no case pending with the police against the Proprietor/Firm/Partner and the firm should not be blacklisted. An undertaking to this effect on firm's letterhead should be attached.(Annexure E)
3. Bidder must have a registered office in Himachal Pradesh.

**C. QUALIFICATION CRITERIA :**

**Experience**

Experience of providing manpower in, Govt. sector & private sector or any other Govt. owned institution of repute. (Attach proof of experience including details of institutions and personnel on rolls/deployed). (Annexure D)

1. The service provider/ bidder should have at least three years experience of providing required types of services in any organization run by Central Government / State Government Departments / Corporations / Undertakings / Boards / Autonomous Bodies by deploying at least 20 personnel.
2. The Experience and satisfactory performance certificate on the organization letter head duly signed by the Head of the organization.

**D. TURNOVER:**

1. The average turnover of the bidder in the last three consecutive financial years ending 31.03.2021 from Services Outsourcing Business should be **Rs.20.00lac**.
2. Service provider/Contractor shall submit Certificate from CA in support of turn over claimed for last three years.

**E. STATUTORY OBLIGATIONS (MANDATORY) :**

The bidder shall have the following mandatory Registrations failing which bid shall not be considered and details of the same be provided in the Technical Bid along with documentary proofs and other documents as per list below:

- a) EPF and EDLI Registration
- b) ESI Registration
- c) Goods and Service Tax(GST) Registration
- d) Should have PAN from Income Tax Department
- e) Should have TAN from Income Tax Department
- f) Registration as proprietary firm, Partnership firm, Limited Company, Society, any other corporate body etc., as the case may be
- g) IT returns of last 3 years prior to 2020-21i.e.2017-18, 2018-19 & 2019-20.

**F. EMD (Earnest Money Deposit)**

- a) Rs.25,000/- (Rupees Twenty Five Thousand) in the form of bank demand draft or F.D.R in favour of Director, Panchayati Raj,H.P.
- b) The Earnest Money Deposit (EMD) of Rs. 25,000/- (Twenty Five Thousand only) without interest shall be returned to the unsuccessful bidders after finalization of tender process. The EMD of the successful bidder shall be refunded on submission of adequate performance security.
- c) The EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the contract.
- d) Performance Security:- The successful bidder have to deposit performance security of Rs. 5.00 Lakh before awarding the work , in shape of Fixed Deposit duly pledged in the name of Director Panchayati Raj, H.P. The same shall be refunded after 6 months of completion of assignment. In case of any breach of the agreement signed or any clause of this tender, The performance security shall be

forfeited.

### **G. TECHNICAL EVALUATION BID:**

**Evaluation of the Technical Bids shall be on the basis of following Matrix:-**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Marks</b>	<b>Maximum Marks Given</b>
<b>1</b>	<b>Assessment of Average Annual Turnover for the preceding three Financial Years 2017-18,2018-19 &amp; 2019-20 on the basis of Audited Balance Sheets &amp; Certificates of ITRs</b>		<b>20</b>
1.1	Rs. 20 Lakh to 30 Lakh	<b>10</b>	
1.2	Rs. 31 Lakh to 40 Lakh	<b>15</b>	
1.3	Rs. 41 Lakh and above	<b>20</b>	
<b>2.</b>	<b>Present positions of employees / manpower deployed by the service provider in different State / Central Govt. undertakings / Corporations / Boards. (1 mark for 05 No's of Manpower)</b>		<b>30</b>
2.1	Managerial positions (Total remuneration 24500/- per month and above )	<b>10</b>	
2.2	Skilled manpower (Total remuneration 12501/- to 24499/- )	<b>10</b>	
2.3	Unskilled manpower (Total remuneration upto 12500/-)	<b>10</b>	
	<b>Total Marks</b>		<b>50</b>

**Note:-Only the firms scoring 20 marks and above in technical evaluation shall be qualified for financial evaluation.**

### **H. FINANCIAL PROPOSAL:**

The tender evaluation committee will assess the financial bid of the bidders who have been declared eligible/qualified after technical evaluation. The lowest percentage offered by the firms / agencies as service charge shall be considered as L-1. In case the financial bid of more than one firms / agencies is same as L-1, then the work will be awarded to the firm / agency,in the order of performance as under :-

- i)** Preference will be given to the Agency securing higher Marks in Technical evaluation.
- ii)** By toss, if tie between the two firms/agencies securing equal marks in Technical evaluation/Financial bid.
- iii)** By lottery, if tie between more than two firms/agencies.
- iv)** The Director, PanchayatRaj Department may also consider the past experience of the service provider to supply manpower of requisite qualification and professional expertise.

**I. AWARD OF CONTRACT:**

Award of contract will be issued to the L1 Bidder. If due to any reason L1 bidder is unable to deposit due performance Security or execute the agreement within stipulated time after depositing the performance Security then that bidder will be rejected and its EMD will be forfeited and L2 bidder may be called for the negotiation and if L2 bidder agrees to work on the rates quoted by rejected L1 bidder then contract may be awarded to L2 Bidder at the L1 rates.

**J. PAYMENT CLAUSE:**

- a) The service provider must ensure that entitled remuneration of the employees are credited to their bank account on or before the 7th of the following month. Service provider will not be given any relaxation in this matter.
- b) While submitting the bill for the next month, the services provider must file a certificate certifying the following:
  - i) Remuneration of employees for last month was credited to their bank accounts on (date)
  - ii) EPF Contribution relating to employees amounting to Rs..... was deposited on (date) (Copy of the challan enclosed).
  - iii) ESI Contribution relating to employees amounting to Rs.....was deposited on (date) (Copy of the challan enclosed).
  - iv) He is complying with all statutory Labour Laws including Minimum Wage Act.
- c) The Panchayati Raj Department shall not be responsible for the payment of remuneration to employees. Including EPF, ESI and medical etc., who may be engaged for carrying out the contractual obligations. The bidder shall be responsible for their payment.
- d) In the event of injury, illness or miss-happening to any outsource manpower, Panchayati Raj Department will not be responsible for any compensation and it will be sole responsibility of the bidder for their liabilities. The bidder shall indemnify Panchayati Raj Department on its behalf in this regard.
- e) In case of any damage, loss including theft by the employee of the agency, the same shall be deducted from the bill of the successful bidder.
- f) The Panchayati Raj Department shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
- g) The Manpower Agency shall be solely liable for all payment/dues of the personnel employed and deployed by it. The Manpower Agency shall fully indemnify The Panchayati Raj Department against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the employee or other laws to the extent they are applicable to establishment/work in other properties or premises thereof.



- h) The TDS/Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.

**K. EVALUATION AND COMPARISON OF BIDS:**

1. The tenders should be submitted in two sealed covers in two bid system:
  - (A) The first sealed cover should be super scribed "Technical Bid" and should contain:
    - i. Earnest money deposit of ₹ 25,000/-
    - ii. Annexure B,C,D,E.
    - iii. Acceptance of terms and conditions (signed tender document)
    - iv. All other required documents.
  - (B) The second sealed cover envelope super scribed "Financial Bid" should contain only rates in the format given at **Annexure-F**
2. **"Tender for providing Manpower services for RGSA under Panchayati Raj Department on outsource basis"**. This should be addressed to O/o Directorate, Panchayati Raj block no 27, SDA complex Kasumpti Shimla-171009 and sent by on e-tender system by 5:00 PM on \_\_\_\_\_
3. The technical bids will be opened by the Tender Committee at 3:00 PM on \_\_\_\_\_, the participating bidders may remain present while opening the bids.
4. Financial bids of technically qualified bidders shall be opened in due process and will be intimated separately.

**L. OTHER TERMS AND CONDITIONS OF TENDER :-**

1. The Tender Document along with terms and conditions may clarified by writing mail on [panchayatiraj-hp@gov.in](mailto:panchayatiraj-hp@gov.in) or calling on no. 0177-2623805 before \_\_\_\_\_ (5 P.M) on or before last date and time of submission of tender.
2. Bids complete in all respect must be submitted on or before \_\_\_\_\_ upto 5.00 PM. Thereafter no bid shall be entertained.
3. Bids submitted must be unconditional and no communication will be made till the finalization. Late, delayed and conditional tenders will not be accepted.
4. The Director, Panchayati Raj Department, Block No.27 SDA Complex kasumpti shimla-9 reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
5. The service contract shall be awarded initially for a period of one year subject to performance based extension year after year subject to the receipt of funds / grant under RGSA from MoRD.
6. All documents other than financial bid form part shall Part of technical bid.
7. The outsource employees, who do not work to the satisfaction will have to be removed/replaced by the agency. Replacement shall be provided within 3 days.
8. That the outsource employee deployed by the bidder to fulfill the contractual obligation shall be the employees of the bidder/Manpower Agency for all intents and purposes and there shall be no relationship of employer and employee between the said employees and Panchayati Raj Department.
9. The Panchayati Raj Department will have the right to check & monitor the job assigned at any time and can cancel the contract, if the performance is found unsatisfactory. In such event the performance security deposit in whole or a part thereof shall be forfeited.
10. If bidder wants to leave the contract voluntarily or otherwise, he is required to give a

notice of sixty days, failing which the amount of performance security as well as other dues will be recovered from him for making alternate arrangements till the new contract is assigned to other party.

11. The bidder will have to manage the police verification for all the manpower engaged within fifteen days of engaging them.
12. That any dispute/differences is/are subject to jurisdiction of Shimla only. In the event of any dispute/differences, the same shall be referred for arbitration to the Director, Panchayati Raj Department, and Shimla first, before filing the case in the appropriate court of law. The award of the arbitrator shall be final and binding on both the parties.
13. The Manpower Agency shall ensure that any replacement of the personnel, as required by the Panchayati Raj Department for any reason specified or otherwise shall be affected promptly without any additional cost to the Panchayati Raj Department. If the Manpower Agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the Panchayati Raj Department at Agency's own cost.
14. In the event of any personnel being on leave/absent, the Manpower Agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the Manpower Agency shall make provision for leave reserve. Panel of qualified manpower shall be available with the agency.
15. The decision of Director, Panchayati Raj in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
16. All liabilities arising out of accident or death while on duty shall be borne by contractor.
17. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference. In no case the successful contractor shall engage any sub-contractor or transfer the contract to any third party.
18. Bid validity will be for a period of 180 days from the opening of the bid. Prior to the expiry of the original Bid Validity Period, the tendering Authority may, at its discretion, request Bidders to extend the Bid Validity Period for a specified additional period.
19. Signed on each page of copy of tender document as a token of acceptance that you have read all terms and conditions of the tender documents.
20. The finally selected bidder has to enter into agreement with the Panchayati Raj Department within 15 days of awarding the work on stamp paper/non-judicial paper of Rs. 100.00.
21. To assist in the analysis, evaluation and computation of the bids, the Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
22. Director, Panchayati Raj Shimla-9 may waive any minor infirmity, non-conformity or irregularity in a bid that does not constitute a material deviation and that does not prejudice or affect the relative ranking of any Bidder as a result of the technical and financial evaluation.
23. The bidder shall quote the service charges, in percentage form (upto 2 decimals) for providing manpower in both figure and words in the financial bid. if the firm quotes nil charges / consideration, the bid shall be treated as unresponsive and will not be considered.
24. In case there is any tie in the quoted rate, the decision of the scrutiny committee shall be final for the selection of firm.
25. The provision of GFR-2017 and its amendments from time to time shall be applicable also.
26. The monthly bill for claim of remuneration shall be accepted only if there is certificate from the company that all the employer / employees share along with remuneration

- have been correctly deposited in the relevant head/account.
27. For non – payment of any of the dues of engaged employee the tendering department shall not be responsible in any respect.
  28. Director, Panchayati Raj Shimla-9 may ask for additional information / Document(s), if any. The tenderer has to submit the required information/document as asked for by the Tender Inviting Authority.
  29. In case of any clarification regarding terms & condition of this tender, the same may be got clarified by writing mail on [panchaytiraj-hp@gov.in](mailto:panchaytiraj-hp@gov.in). or calling on no. 0177-2623805 before \_\_\_\_\_ (5 P.M).

**Director, Panchayati Raj,  
Rural Development Department, H.P**

**Annexure-“A”**

In order to ensure the competence of manpower to be deployed by the Service Provider in the Panchayati Raj Department they must possess the following minimum qualification:-

**Rashtriya Gramin Swaraj Abhiyan**

Sr. No.	Designation	No. of Posts	Consolidated amount Including of GST service Charge, all deduction etc per month (in Rs.)	Academic Qualification	Experience
1	Consultant for (GPDP) (One) State Hqrs.	1	39000/-	मान्यता प्राप्त शिक्षण संस्थान से सामाजिक विज्ञान में स्नातकोत्तर या मास्टर ऑफ सोशल वर्क या एम0बी0ए0 की डिग्री प्रथम श्रेणी में उत्तीर्ण की हो।	पंचायती राज मन्त्रालय/ प्रशिक्षण संस्थान या पंचायती राज संस्थाओं में कार्य करने का कम से कम पांच वर्ष का अनुभव हो। पेसा अधिनियम की जानकारी हो।
2	Core Faculty (Engineering) And Technical works SPRC Mashobra	1	29500/-	मान्यता प्राप्त संस्थान से सिविल इंजीनियरिंग में प्रथम श्रेणी में स्नातक की डिग्री होना अनिवार्य है।	ग्रामीण विकास एवं पंचायती राज विभाग व अन्य सरकारी/अर्ध-सरकारी संस्थानों में 3 वर्ष प्रशिक्षण प्रदान करने/अन्य कार्य का अनुभव व विभाग की कार्यप्रणाली की जानकारी रखता हो।
3	Core Faculty (Two) SPRC Mashobra	2	29500/-	मान्यता प्राप्त शिक्षण संस्थान से सामाजिक विज्ञान में स्नातकोत्तर या मास्टर ऑफ सोशल वर्क या एम0बी0ए0 की डिग्री प्रथम श्रेणी में उत्तीर्ण की हो	ग्रामीण विकास एवं पंचायती राज विभाग व अन्य सरकारी/अर्ध-सरकारी संस्थानों में 3 वर्ष प्रशिक्षण प्रदान करने/अन्य कार्य का अनुभव व विभाग की कार्यप्रणाली की जानकारी रखता हो।
4	IT Faculty (Junior Core Faculty) (Two) For Thunag & Baijnath.	2	24500/-	मान्यता प्राप्त शिक्षण संस्थान से कम्प्यूटर विज्ञान इंजीनियरिंग में स्नातक की डिग्री द्वितीय श्रेणी में हासिल की हो।	ग्रामीण विकास एवं पंचायती राज विभाग व अन्य सरकारी/अर्ध-सरकारी संस्थानों में सूचना प्रौद्योगिकी के क्षेत्र में 2 वर्ष प्रशिक्षण प्रदान करने/अन्य कार्य करने का अनुभव व विभाग की कार्यप्रणाली की जानकारी रखता हो
5	Faculty for Panchayati Raj Act and Rules (Three)	3	24500/-	मान्यता प्राप्त शिक्षण संस्थान से सामाजिक विज्ञान में स्नातकोत्तर या	ग्रामीण विकास एवं पंचायती राज विभाग व अन्य सरकारी/अर्ध-सरकारी

	DPRC Mandi, Kangra and Solan) (Junior Core Faculty)			मास्टर ऑफ सोशल वर्क या एम0बी0ए0 की डिग्री द्वितीय श्रेणी में उत्तीर्ण की हो	संस्थानों में 2 वर्ष प्रशिक्षण प्रदान करने का अनुभव व विभाग की कार्यप्रणाली की जानकारी रखता हो इसके अतिरिक्त पंचायती राज अधिनियम एवं नियमों की पूर्ण जानकारी रखता हो।
6	District Coordinator (PESA Area)  (Three) PESA district Kinnaur, L& S and Chamba	3	25000/-	मान्यता प्राप्त शिक्षण संस्थान से सामाजिक विज्ञान में स्नातकोत्तर या मास्टर ऑफ सोशल वर्क या एम0बी0ए0 की डिग्री द्वितीय श्रेणी में उत्तीर्ण की हो।	ग्रामीण विकास एवं पंचायती राज विभाग व अन्य सरकारी/अर्ध-सरकारी संस्थानों में 2 वर्ष प्रशिक्षण प्रदान करने/अन्य कार्य का अनुभव व विभाग की कार्यप्रणाली की जानकारी रखता हो।
7	Statistical Assistant (Two) Hqrs.	2	22000/-	मान्यता प्राप्त शिक्षण संस्थान से बी.कॉम या एम0बी0ए0 या विज्ञान /कला में स्नातक की डिग्री में अर्थशास्त्र /गणित/ सांख्यिकी का एक विषय होना चाहिए एवं एक वर्ष का डिप्लोमा प्राप्त हो।	ग्रामीण विकास एवं पंचायती राज विभाग व अन्य सरकारी/अर्ध-सरकारी संस्थानों में 2 वर्ष प्रशिक्षण प्रदान करने/अन्य कार्य का अनुभव व विभाग की कार्यप्रणाली की जानकारी रखता हो
8	Computer Operator  District=12(one for each District) Block=81(one for each Block)	93	15,000/-	मान्यता प्राप्त शिक्षण संस्थान से बाहरवी की कक्षा द्वितीय श्रेणी में उत्तीर्ण की हो और एक वर्ष का कम्प्यूटर कोर्स किया होना चाहिए।	ग्रामीण विकास एवं पंचायती राज विभाग व अन्य सरकारी/अर्ध-सरकारी संस्थानों में 2 वर्ष प्रशिक्षण प्रदान करने का अनुभव व विभाग की कार्यप्रणाली की जानकारी रखता हो
9	Multi Task support employee  Mashobra SPRC=07 DPRC Mandi(2), Hamirpur(1), Kangra(1) and Solam=(2)	13	12500/-	मान्यता प्राप्त संस्थान से दसवीं या समकक्ष पास होना चाहिए।	

**Note: The Executive Committee of the Panchayati Raj Department may relax the prescribed qualification and / or experience for exceptional candidates on the case to case basis.**

**CHECK LIST DOCUMENTS TO BE /SUBMITTED WITH THE TENDER  
(MANDATORY)**

Documents required in support of eligibility and qualification.

Sr. No.	Item Name	Enclosed (Yes/ No) Tick	
		Yes	No
1.	Earnest Money of Rs.25,000/- in the shape of Fixed Deposit Receipt(FDR)/ Demand Draft (DD) pledged in favour of the Director Panchayati Raj (Enclosed)		
2.	Attested Copy of firm's/ agency's registration / incorporation certificate with relevant authority.		
3.	Attested copy of PAN		
4.	Attested copy of TAN registration		
5.	Income Tax Returns for the last Three years. i.e 2017-18,2018-19,2019-20.		
6.	Attested copy of Goods &Service Tax Registration certificate		
7.	Attested copy of EPF, EDLI registration		
8.	Attested copy of ESI registration		
9.	Performance and experience certificate.		
10.	Certificate of Turnover by the CA for the last Three years. i.e 2017-18,2018-19,2019-20.		

**NOTE:**

- 1. Mandatory documents as stated above, if not provided, bid will be rejected straight way and will not be considered.**
- 2. The firm scoring 20 marks and above in technical evaluation shall be qualified for financial evaluation.**

## Agency Profile

1	Name of the Tenderer Organization/Agency	
2	Address of the Tenderer Organization/Agency	
3	Phone number	
4	Mobile Number	
5	Email address	
6	Type of agency	
7	Name of the authority with Manpower Agency is Registered to provide services	
	Registration Number and date	
	Registration valid up to	
8	Registration and other documents	
9	Details of registration of EPF :	
10	Details of registration of EDLI	
11	ESI Code:	
12	Goods and Service Tax (GST)Registration No.(Attach copies of return for the last three years)	
13	PAN No.(Attach copies of return for the last two years)	
14	Registration details as Sole Proprietor, Partnership Firm, Company, body of individuals etc.	
15	All undertakings as per tender condition (attached or not)	
16	Names and Address of BOD members & Regd. Office attached or not.	
17	Infrastructure and other detail (with documentary proof) :	
18	Details of Training School/s if any	
19.	TAN Number	

Signatory of Firm with seal

**Annexure-C**

**PROFORMA FOR THE PERFORMANCE STATEMENT OF TENDERER**

(TO BE SUBMITTED ALONGWITH TECHNICAL BID DULY FILLED IN) :-

Sr.No	Name & address of client ; Name , designation & contact No./ e-mail ID of the officer concerned	Contact details Including total manpower deployed	Value of contract (Rs.)	Duration of the contract ( From- to----- -)	Client satisfactory certificate enclosed(Yes/N o) Annexure D
	Additional information , if any				

Signature of tenderer

Name and designation of signatory with seal

Date:

Place:

N.B.: The above details, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical bid.



**Annexure-D**

(ON ORGANIZATIONAL LETTER HEAD AND REQUIRED TO BE SUBMITTED  
ALONGWITH TECHNICAL BID DULY FILLED IN)

**EXPERIENCE AND SATISFACTORY PERFORMANCE CERTIFICATE**

It is certified that M/s \_\_\_\_\_  
has provided following number of Manpower for the following categories of employee  
\_\_\_\_\_ in this organization

Sr. No.	Name of Post /Category	Remuneration / month	Number of employees	Period of employment
1				
2				
3				
4				
5				
6				

It is further certified that the services of during the above period has been  
found(Satisfactory/unsatisfactory).

Signature of tenderer

Name and designation of signatory with seal

Date:

Place:

N.B.: The above details, duly signed and sealed by the authorized signatory of the  
company, should be enclosed with Technical bid.

(TO BE SUBMITTED ALONGWITH TECHNICAL BID DULY FILLED IN)

**SELF DECLARATION REGARDING BLACKLISTING/DEBARRING FOR TAKING  
PART IN TENDER.**

I/we .....Manpower Service Provider  
hereby declare that the firm /company namely M/s. ....has  
not been blacklisted or debarred in the past by Union / State Government or organization  
from taking part in Government tenders in India.

Signature of tenderer

Name and designation of signatory with seal

Date:

Place:

N.B.: The above details, duly signed and sealed by the authorized signatory of the  
company, should be enclosed with Technical bid.

**Financial Bid**  
(TO BE SUBMITTED AS FINANCIAL BID)  
Panchayati Raj Department

**(To be submitted in separate envelop prescribed as Financial bid)**

Service charges in percentage(rounded upto 2 decimal place)	
In words	In Figures

**Note: -**

1. Income Tax will be deducted at source.
2. Goods &Service Tax (GST) as applicable shall be reimbursed to the contactor on production of proof of having deposited the same with the concerned department.
3. The service charge must not be quoted as zero.
4. The bidder shall quote the service charges, in percentage form (upto 2 decimals) for providing manpower in both figure and words in the financial bid. if the firm quotes nil charges / consideration, the bid shall be treated as unresponsive and will not be considered.
5. In case there is any tie in the quoted rate. The decision of the scrutiny committee shall be final for the selection of firm.

Signature of tenderer

Name and designation of signatory with seal

Date:

Place:

N.B.: The above details, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical bid.