



Tender Notice for Providing of Manpower Supply and Housekeeping Services

For

Madhya Pradesh Madhyam

(A Govt. of M.P. Undertaking- Under the Department of Public Relations,
Government of Madhya Pradesh-Bhopal)

Address : 40, Administrative Zone, Arera Hills, Bhopal (M.P.)-462011

Telephone No. : 0755-2551330, 4281330

Tender Fee	:	Rs. 1000/-
Earnest Money Deposit (EMD)	:	Rs. 3,50,000/-
Last date of Sale of Tender	:	28.02.2019, 5.30 PM
Last date for Submission of Tender	:	01.03.2019, 3.00 PM
Date of Opening of Tender	:	01.03.2019, 3.30 PM

**Madhya Pradesh Madhyam
40, Administrative Zone,
Arera Hills, Bhopal - 462 011
Tel. : 2551330**

T E N D E R N O T I C E

Sealed tenders are invited from reputed and experienced Manpower Supply Agency and Housekeeping Agencies for providing Manpower Supply and Housekeeping services at our office. Tender form, terms & conditions and other details can be obtained from the office upto **28.02.2019 5.30 PM** on payment of Rs. 1000/- (non-refundable) in cash on all working days during working hours. Tenders in the prescribed form shall be submitted upto **3.00 PM on 01.03.2019** and the same shall be opened at 3.30 PM on the same day in the presence of tenderers or their authorised representatives who may like to be present. The details of Manpower & Housekeeping required are as under :-

- | | |
|-----------------|---|
| 1. Manpower | 45 Nos. (Approximate) It may be increased/decreased |
| 2. Housekeeping | 06 Nos. (Approximate) It may be increased/decreased |

Terms & Conditions :-

1. The tenderer should have Bhopal based firms only.
2. The tenderer shall have to submit an Earnest Money Deposit (EMD) of Rs. 3,50,000/- (Rupees Three Lac Fifty Thousand only) by way of Bank Demand Draft issued from any Nationalised Bank.
3. The Manpower will be approved by Madhya Pradesh Madhyam & will be replaced on the consent of Madhya Pradesh Madhyam. The Manpower personnel must be well behaved.
4. The tenderer shall have to submit the proof of minimum 5 years experience of only manpower supply work in any Government department/Semi Government institutions at least three concerns.
5. The tenderer will have to pay adequate salary to the Manpower. The salary paid, in any case, should not be less than the minimum wages as fixed by the Labour Department of Government of Madhya Pradesh from time to time.
6. Settling of all disputes in respect of salaries, fringe benefits and any other matter connected with the service conditions of the Manpower will be the responsibility of the tenderer and Madhya Pradesh Madhyam will not be responsible for any dispute arising out of the above.
7. The tenderer shall abide by the following Acts invariably :-
 1. Minimum Wages Act 1948.
 2. Contract Labour (Regulations & Abolition) Act 1970.
 3. Payment of Bonus Act 1965.
 4. Workmen's Compensation Act 1923.
 5. Industrial Disputes Act 1947.
8. Apart from the Acts mentioned in clause 7 above, the tenderer shall be responsible for complying with all Laws, Regulations, Rules, Acts, etc. whether of the Central Government or the State Government or of any other Competent Authority applicable to the Manpower whose services are provided to Madhya Pradesh Madhyam. The tenderer shall be

- exclusively liable for non-compliance of provisions of any law, rules or regulations.
9. No counter condition will be accepted.
 10. Income Tax TDS @ 2% and GST-TDS @ 2% will be applicable at the time of payment.
 11. The minimum rate of service charges is not a major supporting factor. It must be minimum survival point.
 12. The tenderer will have to submit valid labour licence of Madhya Pradesh State Government. Other licence holder will not be entertained.
 13. The tenderer shall have to submit EPF clearance note - NOC up to February 2018 from Employees Provident Fund Organisation, Bhopal office.
 14. The Blacklisted firm will not be entertained submit the affidavit to prove that he has not blacklisted.
 15. The Manpower shall have no right to claim for regular employment in Madhya Pradesh Madhyam as they are not the employees of "Madhya Pradesh Madhyam" and their engagement shall not bestow any legal right for any type of employment in "Madhya Pradesh Madhyam".
 16. The tenderer will have to submit Bank Demand Draft of any Nationalised Bank for Rs. 3,50,000/- as Earnest Money Deposit (EMD). Tenders received without EMD will not be considered.
 17. Successful Tenderer shall have to deposit immediately one month's bill amount after adjusting EMD amount.
 18. The tenderer shall submit the following documents alongwith the tender :-
 - (1) Copy of registration under the Employees Provident Fund & Miscellaneous Provisions Act 1952.
 - (2) Copy of registration under the Employees State Insurance Act 1948.
 - (3) Copy of registration under the GST Act 2017.
 - (4) Documentary evidence to prove his experience of having employed minimum 50 Employees (manpower) in last five years and at least 5 work orders of Govt. Sector/ Deptt. of similar work.
 - (5) Copy of latest valid licence issued by the Labour Department of Government of Madhya Pradesh.
 - (6) A copy of Gumasta Certificate issued by Bhopal Municipal Corporation (BMC) Bhopal.
 - (7) Police verification of the firm, issued by the Department of Police.
 - (8) A copy of PAN.
 - (9) Affidavit to prove that he has not blacklisted.
 19. The tenderer should have last three years average billing of Rs. 3 crores per year- certified by Chartered Accountant.
 20. Any breach of contract will lead to termination of contract without any notice.
 21. Initially the contract shall be for a period of two years which can be extended upto one year on mutual consent. The contract can be terminated by giving one month's notice or on payment of an amount equivalent to one month's value of the contract from either side at the address herein recorded.
 22. The tender documents would be a part of the agreement after accepting order for supplying of Manpower & Housekeeping.
 23. The successful tenderer shall have to execute an agreement with Madhya Pradesh

Madhyam within 15 days of approval of the tender in which new terms and conditions wherever felt necessary shall be incorporated apart from the terms and conditions mentioned in the tender documents.

24. Tenders received after the due date and time will not be considered.
25. The envelopes containing tender forms should be superscribed "Tender for Manpower and Housekeeping".
26. The Managing Director of Madhya Pradesh Madhyam reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Managing Director

I/We agree/accept the above terms and conditions for providing Manpower and Housekeeping mentioned in the tender documents and my/our rate (s) for providing Manpower and Housekeeping is/are given in the attached sheet.

Signature

Name & Seal

Name of the Agency

Address.....

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**Madhya Pradesh Madhyam
40, Administrative Zone,
Arera Hills, Bhopal - 462 011
Tel. : 2551330**

Tender for Providing Manpower & Housekeeping

1. Name of the Agency :
2. Address :
.....
3. Telephone No. :
4. Name of contact person and :
his address :
.....
5. Telephone & Mobile No. : Tel. :
: Mobile :
6. Monthly rate for High skilled person : Rs. each per month
7. Break-up of the rate quoted (High skilled person) :
 - (i) Basic Pay/Wages : Rs.....
 - (ii) DA : Rs.....
 - (iii) EPF (Employer Contribution) : Rs.....
 - (iv) ESI (Employer Contribution) : Rs.....
 - (v) Bonus (As per Bonus Act) : Rs.....
 - (vi) Service Charges : Rs.....
 - (vii) GST @ 18% : Rs.....
 - (viii) Any other item (Please specify)TOTAL: Rs.....
(Total amounts in words) :

(Signature & Seal)

8. Monthly rate for Skilled person : Rs. each per month

9. Break-up of the rate quoted (Skilled person) :

(i) Basic Pay/Wages : Rs.....

(ii) DA : Rs.....

(iii) EPF (Employer Contribution) : Rs.....

(iv) ESI (Employer Contribution) : Rs.....

(v) Bonus (As per Bonus Act) : Rs.....

(vi) Service Charges : Rs.....

(vii) GST @ 18% : Rs.....

(viii) Any other item (Please specify) :

TOTAL: Rs.....

(Total amounts in words) :

10. Monthly rate for Semi-skilled person : Rs. each per month

11. Break-up of the rate quoted (Semi-skilled person) :

(i) Basic Pay/Wages : Rs.....

(ii) DA : Rs.....

(iii) EPF (Employer Contribution) : Rs.....

(iv) ESI (Employer Contribution) : Rs.....

(v) Bonus (As per Bonus Act) : Rs.....

(vi) Service Charges : Rs.....

(vii) GST @ 18% : Rs.....

(viii) Any other item (Please specify) :

TOTAL : Rs.....

(Total amounts in words) :

12. Monthly rate for Unskilled person : Rs. each per month

13. Break-up of the rate quoted (Unskilled person) :

(i) Basic Pay/Wages : Rs.....

(Signature & Seal)

(ii)	DA	: Rs.....
(iii)	EPF (Employer Contribution)	: Rs.....
(iv)	ESI (Employer Contribution)	: Rs.....
(v)	Bonus (As per Bonus Act)	: Rs.....
(vi)	Service Charges	: Rs.....
(vii)	GST @ 18%,:	: Rs.....
(viii)	Any other item (Please specify)	:
	TOTAL	: Rs.....
	(Total amounts in words)	:

14. Amount of EMD :

15. Bank Demand Draft No., :
Date and Name of Bank :

Signature :

Place : Name & Seal

Date : Name of the Agency :

Address :

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The tenderer should enclose the following documents with submission of Tender Documents :-

1. Tender Documents signed by the tenderer.
2. Earnest Money Deposit of Rs. 3,50,000 (Rupees Three Lac Fifty Thousand only) in shape of bank demand draft issued by any Nationalised Bank.
3. A copy of PAN
4. A copy of registration of Employees Provident Fund Organisation.
5. Service Tax Return (ST3) of last three years i.e. 2015-16, 2016-17, 2017-18.
6. Income Tax Return (ITR) of last three years i.e. 2015-16, 2016-17, 2017-18
7. Last three years' Electronic Challan cum Return (ECR) of employees provident fund.
8. Certificate issued by Bhopal Municipal Corporation (BMC) Bhopal- A Gumasta Certificate.
9. Last three years average billing of Rs. 3 crores per year certified by Chartered Accountant.
10. Minimum 50 Nos. of Manpower supplied by service provider Agencies of at least 5 Govt. deptt./Semi Govt. institutions.
11. Police verification of firm, issued by the Department of Police.
12. Affidavit to prove that he has not blacklisted.

Managing Director