



Government of India
Ministry Of Commerce & Industry
Office of the Development Commissioner
VISAKHAPATNAM SPECIAL ECONOMIC ZONE
Administrative Building , Duvvada
Visakhapatnam – 530 046 A.P. (INDIA)



No.2(170)/2015/VSEZ/Estt./

Dated : .06.2017

For Supply of Technical/Skilled/Semiskilled/Unskilled Manpower

Visakhapatnam Special Economic Zone, Visakhapatnam is one of the reputed and pioneer Special Economic Zones in the country working under Department of Commerce, Ministry of Commerce & Industry, Govt. of India

Tender bids are invited from reputed Manpower supply agencies for “Supply of Manpower” on outsourcing basis.

Sealed tenders are invited under two bid system i.e. Technical bid and Financial bid from reputed Manpower Agencies for the supply of Skilled and Semi-skilled persons on outsourcing basis for VSEZ, Visakhapatnam. The requirement of technical/skilled/semiskilled man power is approximately 13-15 personnel.

The Agencies are required to quote monthly service charges per head in each category (Technical, Skilled, Semi- skilled and Unskilled), apart from quoting the other charges like ESI, EPF, Professional Tax, Service Taxes etc., as per the Government norms.

Pre-requisite Criteria

- a. The Agency should possess a minimum of 3 years continuous experience in outsourcing of man power supported by documentary proof.
- b. The Agency should have a mandatory registrations viz. with State / Central Labour Commissioner / ESI / Central Excise, Employees Provident Fund Organization etc.,
- c. The VSEZ, Visakhapatnam reserves the right to vary the number of skilled, semi-skilled and unskilled persons at its discretion depending upon the exigencies/needs at any point of time.
- d. **The Agency should have potential to pay the emoluments to the engaged staff regularly during first week of consecutive month, without waiting for the release of payment from the Institute.**
- e. The Agency should have potential to arrange suitable persons on outsourcing basis as and when demanded / required, on the same quoted rate and on the same agreed terms and conditions.

Bidding Procedure

The bids should be filed in two bid format with all the required documents as enclosures in separate sealed covers i.e

Part – I Technical bid and

Part – II Financial bid

Two separate sealed covers should be specifically super-scribed as “**Technical bid for supply of skilled/semiskilled Man power on outsourcing basis to VSEZ, Visakhapatnam (a)** and “**Financial bid for supply of skilled/semiskilled/unskilled Manpower, on outsourcing basis to VSEZ, Visakhapatnam**” (b). Both the sealed envelopes (a) and (b), along with (i) a DD for Rs.1,000/-, towards the registration fee and (ii) another DD for Rs.2,00,000/-, towards EMD, are to be kept in another larger envelop, which should also be sealed and submitted.

The demand drafts are to be drawn in favour of **Development Commissioner, Visakhapatnam Special Economic Zone**, payable at Visakhapatnam. The bids which are submitted without the Demand drafts, will be disqualified.

All bids (the large envelops) should be addressed to:

The Development Commissioner,
Visakhapatnam Special Economic Zone,
Administrative Buidling, Duvvada,
Visakhapatnam-530 049. A.P.


The last date for receipt of the bids is 13-07-2017. The interested bidders are requested to send their bids either by post or in person to the **Tender box(Office of the Development Commissioner)**, on or before, **4:30PM on 13-07-2017.**

Technical bids will be opened on 13-07-2017 at 5:00 PM.

General Instructions


1. Incomplete bids or bids not submitted in prescribed format and bids received after the due date & time will be summarily rejected. Similarly, bids received in the form of Telex / Fax / Email / Photocopy shall not be considered. Bids submitted without prescribed fee and EMD will be rejected.
2. The financial bids of the Agencies who qualify in technical bids will only be opened and the decision of VSEZ in this regard shall be final. No correspondence or queries on such disqualified bids shall be entertained.
3. The contract shall be valid for one year from the date of issue of work order. However, the performance of the Agency shall be reviewed quarterly and the contract is liable for termination in the event of non-satisfactory performance. However the period can be extended on satisfactory service
4. The Institute reserves the right to cancel the tender process at any stage without assigning any reason.

5. The Agency should produce an undertaking to the effect that, the persons deployed by the agency do not have any criminal record/cases against them. The Agency should carry out thorough verification / enquiry with regard to the conduct and antecedents of the persons whom they would be deploying.
6. It shall be the sole responsibility of the Agency to prevent any unlawful assembly, strike, dharna or demonstration by the persons deployed by the Agency, inside the campus. The Agency shall immediately withdraw all such persons from engagement in the Institute.
7. It shall be the sole responsibility of the Agency to ensure that the workers deployed shall behave properly at all times with all officers, staff and visitors of the office. Any disobedience, misbehavior, indiscipline, use of abusive language, shouting of slogans etc., shall entitle immediate removal of the person from the Zone by the Agency. Such persons shall not be permitted to enter the Zone.
8. **The Agency should issue photo identity card at his own cost to each person deployed giving details of parents name/husband name, complete postal address, phone number, etc. before commencement of contract.**
9. The Agency should not allow any outside person (other than those deployed by the Agency) to undertake the work assigned. Such unauthorized entry of persons intruding into the domain of the Zone will be dealt with legally by initiating criminal proceedings if necessary, by the Zone.
10. The EMD of the successful bidder shall be retained as Security Deposit to be returned after the successful completion of contract. No interest there on shall be payable


(P. Mahesh Kumar)
Pay & Accounts Officer
Visakhapatnam special Economic Zone
Duvvada

PAYMENT CONDITIONS AND MODE:

1. The Agency will submit the bills in duplicate during first week of every month in respect of claim for the preceding month with the Attendance reports of outsourced manpower. The attendance reports for every month should be collected from the user Department. The bills addressed to the Development Commissioner, should be submitted to the office for processing.
2. **The bill shall be accompanied by proof of payment of salaries, Challan of Service Tax, EPF and ESI contribution of previous month and submit the same to the office.**
3. All bills should be submitted on printed forms on the Letter Head of the firm, duly signed along with all necessary enclosures.
4. **The Agency shall pay the wages to the out sourced man power during first week of month, irrespective whether the Agency received payment from the VSEZ or not.**
5. The Agency should see that each one of the out sourced persons to open a bank account in SBI, VSEZ Branch for receiving their monthly payments. No payment will be made from the VSEZ to the Agency without producing the individual bank account numbers of all the persons working with him for the Institute, under outsourcing mode. On demand from the Zone, the details of the payments in the bank should be produced.


(P. Mahesh Kumar)
Pay & Accounts Officer
Visakhapatnam special Economic Zone
Duvvada


**PART – I TECHNICAL BID
(ENVELOPE-I)**

ESSENTIAL REQUIREMENTS:

- a) The Agency should possess valid registration certificates with Regional Labour Commissioner (Central) or Regional Labour Commissioner of A.P. The agency should also have registration with concerned authorities under ESI Act, EPF, Income tax and service tax. Attested Copies of the valid registration certificates (PF, ESI, Labour, PAN card, service tax) should invariably be enclosed to technical bid. Other registration certificates such as registration under Companies Act/Registrar of firms or any other proof with regard to status of the agency should also be enclosed.
- b) The Agency should have a minimum of 3 years experience in providing man power to at least 3 different organizations . Documentary proof with regard to such experience and deployment of the prescribed numbers of persons should form part of technical bid (copies of contracts/ experience certificates should be enclosed). Agencies having experience with Government organizations (Central/State departments or autonomous organizations of State or Central government) shall be preferred. Proof with regard to compliance of statutory provisions under PF/ESI Act in the previous organizations should also be attached. The service provider's complete profile should also be enclosed.
- c) Documentary proof establishing financial status of the agency such as Bank A/c statements/ certified copies of balance sheets/income tax returns/ profit and loss accounts/ income and expenditure accounts for at least for the last 3 years is mandatory.
- d) An Earnest Money Deposit of Rs.2,00,000/- (Rupees Two lakhs only) in the form of demand draft drawn in favour of The Development Commissioner, Visakhapatnam Special Economic Zone, Visakhapatnam should be enclosed to technical bid. Technical bids without EMD shall be summarily rejected. The EMD of unsuccessful bidders shall be refunded within 15 days from the date of opening of technical bid.

The technical bid should be accompanied by a DD for Rs.1,000 (Rupees two thousand only) towards registration of tender document and DD should be drawn in favour of the Development Commissioner, Visakhapatnam Special Economic Zone, Visakhapatnam.


- e) Any clarification regarding the tender conditions should be sought well before the submission of the bids.
- f) The selection of agency shall also depend on the experience and track record of the service provider with regard to compliance of all statutory requirements, quality performance standards, qualification criteria and discipline record. The Institute reserves the right to cancel the tender and decision of the Zone regarding the tender shall be final.


P. MAHESH KUMAR
Pay & Accounts Officer
Government of India
Ministry of Commerce
Visakhapatnam

**PART – II FINANCIAL BID
(ENVELOPE-II)**

ESSENTIAL REQUIREMENTS:

1. The service charges per person to be quoted in the financial bid shall be a fixed sum (not in percentage) payable for a month and it should be inclusive of all charges. No other claim or charge beyond the fixed service charge quoted in the financial bid shall be entertained. The Service Charges shall remain constant through out the contract period and they shall not be varied or altered during the currency of the contract period except the minimum wage revisions by the Government.
2. The service charges should be quoted in rupees. The charges quoted should take into account all the elements which the bidder intends to factor in and no hidden or additional charges beyond the quoted rates will be considered.
3. Principal employer share of ESI, EPF & Service Tax on applicable wages shall be paid as per Statute.


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PART I
TECHNICAL BID
PROFILE OF MAN POWER AGENCY

Self
attested
Photograph
of
Bidder

1. Registration fee Rs. 1,000/- DD No Bank..... Date

(Non-Refundable)

2. EMD Rs. 2,00,000/- DD No Bank..... Date

(Refundable)

1	Name & Address of the Agency	
	a. Mobile no.	
	b. Telephone no.	
	c. Fax	
	d. E-mail	
2.	Name and Designation of Authority having Administrative & Financial Powers along with his/her Mobile no.	
3.	Experience of the agency for last 5 years in providing manpower services. Particulars may be provided in the table given bellow.	

Name of the Client	Contact person & Mobile no.	From	To	Duration in years/months	Persons deployed (Number of Skilled/ Semi skilled / Unskilled)

4.	Details of the agency	
	a. Registration number With Office of the Regional Labour Commissioner(Central/State)	
	b. PF Registration no.	
	c. ESI Registration no.	
	d. Service Tax no.	
	e. I.T. PAN no./ TIN No.	
	f. Company/ Firm Incorporation Certificate No. & Date	

5.	Annual turnover during the last 3 years	
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2014-2015	2015-16	2016-17
Rs.	Rs.	Rs.

6.	Whether IT returns filed for past 3 years. if yes, enclose the proof:	
7.	Provide details of PF and ESI contributions for the past 3 years	
8.	Any other information which The Agency may like to provide	

Documents having Corrections and Alterations shall not be accepted.

I / we accept all the terms and conditions of the tender notice.

Signature of the Tenderer
with Seal

Date :

Place :

NOTE:

All the information furnished above should be supported by documentary evidence

CHECK LIST FOR TECHNICAL BID

1.	Name & Address of the Agency	
2.	Year of incorporation (Enclose Proof)	
3.	Registration for supply of manpower (Enclose Proof)	
4.	Establishment Registration (SSI No) (Enclose proof)	
5.	Service Tax Number (Enclose Proof)	
6.	PAN Number (Enclose Proof)	
7.	PF Registration Number (Enclose Proof)	
8.	ESI Registration Number (Enclose Proof)	
9.	Income Tax returns for the last 3 years (2014-15, 15-16 and 16-17). (Enclose Proof)	
10.	Certified Copy of the Financial Status (Bank statement/Income Expenditure account/profit and loss account), for the last 3 years (2014-15, 15-16 and 16-17).	
11.	Certified Copy of Balance sheet of the Agency for the last 3 years (2014-15, 15-16 and 16-17).	
12.	Clientele: Govt./Semi Govt. Public sector/ Autonomous Bodies	
13.	Any other Information	

Documents having Corrections and Alterations shall not be accepted.

I / we accept all the terms and conditions of the tender notice.

**Name and signature of the Tenderer
with seal**

Date :

Place :

PART II

**PROFORMA OF FINANCIAL BID FOR
SUPPLY OF MAN POWER ON OUTSOURCING BASIS**

Service charges per person per month for providing unskilled/skilled/semi-skilled manpower required etc, in VSEZ, Visakhapatnam.

Documents having Corrections and alterations shall not be accepted.

Category	Wage Rs.	Mandatory charges etc., (mention clearly and separately)				Service Charges in Rupees	Total
		ESI	EPF	Service Tax	Others, if any		
Peon/Attender	11648						
Peon-cum-Xerox Machine Operator	13156						
Secretarial Assistants	15418						
Accountant	15418						
Driver	15418						

(** L₁ will be arrived based on the total amount quoted per person.)

I / we accept all the terms and conditions of the tender notice.

Name and signature of Tenderer with seal

Date :

Place :