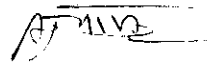


TENDER DOCUMENT
FOR
SECURITY, HOUSEKEEPING, OTHER OFFICE STAFF AND SCHOOL STAFF

Tender No. MPBOCWVB:04/2018

(All pages of this document except the Financial Bid should be signed and sealed in the Envelope for EMD and Pre-Qualification Bid; the Financial Bid should be signed and sealed in a separate envelope. Both should be kept in one envelope. The Tender No. should be mentioned in covering envelope & should be clearly written tender document for security, housekeeping, other office staff and school staff)



MP BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE BOARD,
R – 23, Near Hindustan Times office,
Zone – I, MP Nagar, Bhopal

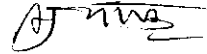
Notice Inviting Tender

MP Building and Other Construction workers Welfare Board. (MPBOCWWB) invites offers for providing Security, Housekeeping Services, other office staff / school staff Services from reputed/professional Agencies for its **PANDIT DEENDAYAL UPADHYAY SHRAMODAYA RESIDENCIAL** Schools In Bhopal, Indore, Gwalior and Jabalpur in Madhya Pradesh(separately for each school). The Schedule of the Tender is as follows:

| | | |
|-------------------------|---|--------------------------------|
| Cost of Tender Document | : | Rs. 1500 |
| Sale of Tender Document | : | 12-07-2018 |
| Submission of Tender | : | 01-08-2018 up to 12.00 O'clock |
| Earnest Money Deposit | : | 5.00 Lacs |

The Tender Document can also be downloaded from our website **www.shramodayavidyalay.mp.gov.in**. In case the bidder submits the downloaded tender document, the cost of Tender Document should also be enclosed in the form of DD for Rs 1500 in favour of **Secretary MPBOCWWB, Bhopal**.

The Secretary,
MP Building and Other Construction workers Welfare Board,
R – 23, Near Hindustan Times,
Zone – I, MP Nagar, Bhopal



INSTRUCTIONS TO BIDDERS

The sealed offers should be addressed to Secretary, MP Building and Other Construction workers Welfare Board R-23 Zone-1, M.P. Nagar, Bhopal and to be submitted on or before date 01.08.2018

1. The offer received after **date 01.08.2018 at 12.00 O'clock** shall not be accepted.
2. The offer shall be accompanied with EMD of Rs. 5.00 Lacs in the form of Demand Draft drawn on any Scheduled bank in favour of Secretary, MP Building and Other Construction Workers Welfare Board, Bhopal payable at Bhopal.
3. If bidder is bidding for more than one school separate EMD has to be submitted with each bid for each school.
4. The offer should be submitted in two separate sealed envelopes super-scribing as:
 - (a) EMD and Pre-qualification offer
 - (b) Financial Offer

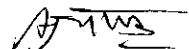
Pre-qualification offer shall be opened only of those bidders who have submitted the EMD as specified.

Financial offer shall be opened only of those who have submitted proper EMD and are selected in Pre-qualification Evaluation.

Each page of the tender document is required to be signed by the authorized signatory and deposited along with the pre-qualification offer.

NOTE:

- a. Letter of submission of offer should accompany the envelope containing EMD and Pre-Qualification Bid.
 - b. Agencies are required to quote service charges on the Basic wages – wages will be paid as per as per the Minimum Wages declared by Labour Commissioner Madhya Pradesh for unskilled/semi skilled/skilled/ highly skilled rates.
5. All erasures, cuttings and alterations made while filling the offer document should be initiated by the authorized signatory. Overwriting of figures is not permitted.



TERMS AND CONDITIONS

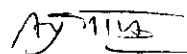
1. EMD of unsuccessful bidders shall be returned after the award of the contract. EMD of successful bidder shall be converted into Performance Security and refunded on expiry of the contract. No interest shall be paid on the EMD/Performance Security.
2. Following procedures shall be adopted in case of difference in quoted rates in figures and words and extensions.
 - a. Where there is difference between rates in figures and in words, the rates quoted in words shall be considered as correct.
 - b. Where the amount of an item is not worked out or it does not correspond to the rate either in figure or in words, the rates quoted in words shall be considered, as correct and necessary calculation shall be made.
 - c. Where the rates quoted by the Bidder in figures and in words tally, but the amount is not worked out correctly, the rates quoted by the Bidder shall be considered as correct and amount shall be corrected accordingly.
3. The contract shall generally be awarded to the successful bidder as per the Bid Evaluation Criteria complying with statutory norms. However MPBOCWWB reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
4. Wages as per the Minimum Wages Act would be payable. Since, the wages are variable in nature, and would be made applicable as per the circular issued by the competent authority to this effect from time to time and the Agency should submit a copy of the circular while claiming the increased wages as per the circular.
5. If the awarded bidder fails to accept the contract, the EMD amount will be forfeited and the second lowest in the list of selected agencies shall be given the opportunity for the contract.



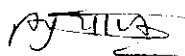
6. The successful bidder has to establish and provide man power as described in annexures, a system of strict discipline for smooth functioning for a period of two years within 10 days of receipt of the order.
7. The successful bidder shall undertake overall security office, Housekeeping arrangements of sharmodaya vidhyalayas of MPBOCWVB at Bhopal/ Indore/ Jabalpur /Gwalior and any other offices as directed by MPBOCWVB.
8. The successful bidder shall make arrangement for deploying initially security guards, Housekeeping staff, school and other official staff at Indore/Bhopal/Jabalpur/ Gwalior. The Agency may be required to increase/decrease the numbers as per the requirement from time to time. They shall undertake all reasonable steps within their physical capabilities to perform their duties as per the direction /instruction /orders laid down by secretary MPBOCWVB, Bhopal.

The Staff shall be deployed at different locations and perform their duties as per instructions by secretary from time to time. The agency shall get an approval from MPBOCWVB before deploying any staff. The Agency shall be entitled to the quoted service charge on all such manpower provided.

9. The Agency shall be fully responsible for discipline and turnout of their staff during duty hours consisting of 8 hours per shift or given at specified time and notified places as and when required.
10. The Agency as per the instructions /directions received from the MPBOCWVB from time to time will undertake duties related to their work.
11. The Security personnel shall ensure that no inward/outward material movements takes place from school premises without proper documents and, papers found completed in every respect and signed by authorized signatory of school which shall be communicated to the Agency, from time to time.
12. Biometric attendance system will be there in school for all the staff members.



13. MPBOCWWB shall undertake verifications /surprise checks of all the Personnel deployed by Agency for ensuring the presence of Personnel on duty, their performance, maintenance of records etc. without any prior notice. The observations of these surprise /verification /checks will be communicated to the Agency verbally or in writing for remedial measures, if required. The Agency will ensure that adequate measures on the observation of surprise checks have been taken accordingly and immediately.
14. The Personnel provided by Agency shall be the employees of Agency and shall not have any right whatsoever to claim the employment in MPBOCWW B in any form either during or after the currency of this agreement.
15. In the event of any loss and damage caused to the properties of the school due to the negligence of the personnel, the Agency shall be solely responsible to repay the loss/damage accordingly.
16. The MPBOCWWB will not be responsible for any injury sustained to the staff of the Agency during the performance of their duties and also for any damages or compensation due to any dispute between the Agency and their personnel.
17. To comply with all liabilities arising out of any provision of Labour Law/ enactment hitherto in force or enacted from time to time during the execution of this contract, shall be the entire responsibility of the Agency.
18. The Agency shall be responsible for compliance of all statutory obligations under Contract Labour (Regulations & Abolitions) Act, Minimum Wages Act, Service Tax Act and Payments of Wages Act. etc. and also be responsible for payment of employee's contribution under E.P.F. and ESI Act. etc. in respect of staff deployed for MPBOCWWB duties.
19. All bills concerning payments shall be put up by the Agency to Secretary MPBOCWWB /Principal of sharmodaya school for its verification and then only it shall be further processed and forwarded to Accounts Department for the payment of these bills.



20. Pattern of uniform for Personnel shall be decided in consultation with MPBOCWVB and the Agency has to arrange the uniform on its own expenses.
21. The Agency shall not at any time during the currency of this agreement sub-contract the job entrusted to them for performance to any other party.
22. No food and transport and any other amenity in the nature of perks will be provided by the MPBOCWVB/school for the personnel.
23. The Agency shall affect Insurance at their own cost for their personal and properties belonging to them, MPBOCWVB shall not be responsible for any damage/loss of any nature whatsoever.
24. All the Personnel will have to submit a Bio-data and recent passport size photograph, at the expenses of the Agency to the principal/administrative officer of respective sharmodaya schools for office records.
25. The Agency shall produce all the records to principal /administrative officer of respective sharmodaya schools as and when required or called for, for verification and inspection purpose.
26. In the event of dispute arising out of this agreement, the Principal secretary, Labour department shall be the sole Arbitrator and his decision shall be final and binding on both the parties.
27. The rates to be quoted are for service charges on wages. Employees Provident Fund Act, Employees State Insurance Act, Service Tax etc, along with statutory administrative charges etc. shall be paid as per the prevailing rules.
28. The wages need to be paid by the agencies to the staff at par with the amount claimed from the school (MPBOCWVB) by 7th of the following month positively irrespective of actual payment of the bills by MPBOCWVB and to this effect an unconditional undertaking to be given by the agency to MPBOCWVB on award of the contract.
29. **The agency is required to OPEN SEPERATE PF Account for its employees deployed in school exclusively. The Agency shall be responsible for depositing Provident Fund, ESI Contribution and other statutory charges**



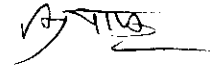
payable and shall attach documentary proof of having deposited the same alongwith the bill of next month. The amount deposited against these liabilities should be deposited on a separate challan only for manpower deployed in sharmodaya school. The amount deposited should exactly match the amount deducted from the Salary of employee and amount paid by school(MPBOCWWB) towards such liabilities, non- compliance of this condition will be a sufficient ground for cancellation of Contract and forfeiture of Performance Security.

30. The agency is required to arrange copies of PF Slips of its employees by September of the following year to enable its employees deployed in school to tally their PF accumulations.
31. The agency is required to submit true copies of the returns of PF, ESI every year within expiry of one month of the Statutory for filing the returns.
32. Arrangement can be terminated giving two months notice in case of non compliance of any clause of the Tender and Security deposit will be forfeited.
33. The minimum service charge to be quoted by an Agency shall be 7.5% of basic wages. In case any Agency quotes less than 7.5% as Service Charges in the Financial Bid will be summarily rejected.
34. No Bidder shall contact on its own, the Competent Authority on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded.

Any effort on part of a Bidder to influence the Competent Authority or members or Technical/Monitoring committee, in the decision making of bid evaluation; bid comparison or award of contract may result in rejection of the bidder's bid.
35. This agreement can be terminated by either side by giving two month notice without assigning any reason whatsoever.
36. The Agency needs to submit photocopies of the full set of each document, Annual returns of PF, ESI and Service Tax filed with the concerned depts. along with documentary proof during its term of service.



37. All the points of terms & conditions will be agreed upon by the bidder automatically as soon as he accepts the order.

A handwritten signature in black ink, appearing to be 'A. T. S.', with a horizontal line underneath.

A. ESSENTIAL ELIGIBILITY CRITERIA -

1. The Agency should have been operational for at least three years.
2. The Agency should have a Registration with Provident Fund and ESIC and GST.
3. The Agency should have minimum turnover of Rs.65 Lacs p.a. (average of last two years will be considered)
4. Should be registered with Police department.

B. PRE-QUALIFICATION CRITERIA

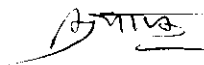
| Sl. No. | Details | Max. Marks | Marks Obtained |
|---------|---|------------|----------------|
| 1. | Number of years of experience in the field of man power providing services (0.5 marks for each year of experience) | 10 | |
| 2. | No. of Govt organization/Public under takings where man power deployed in the last two years. 2016-17 2017-18 (0.5 mark for each institution where manpower deployed in last 2 years, subject to a maximum of 5marks) | 5 | |
| 3. | Turnover in the last two years 2016-17 2017-18 (Less than 65 lacs 0 marks,65 to 99Lacs 2 marks, 100-249 lacs 5 marks, 250 lacs or more than that 10 marks.) | 10 | |
| 4. | Amount of Provident Fund deposited for the month of March, 2018 (Maximum 5 marks for Rs. 2.5 lacs and proportionate for lower amount) | 5 | |
| 5. | Amount of ESI Contribution amount deposited for the month of March, 2018 (Maximum 5 marks for Rs. 50, 000/- and proportionate for lower amount) | 5 | |
| 6. | Amount of Service Tax/GST deposited for the month of March, 2018 (Maximum 5 marks for Rs. 1.5 Lacs and proportionate for lower amount) | 5 | |

A. J. S.

| | | | |
|-------|---|----|--|
| 7. | Service provided to Government Organizations/Public Undertakings(Maximum 5 marks for 2500 no. of average manpower deployed in last 3 years, proportionate marks for lower manpower) | 5 | |
| 8. | Number of offices in Madhya Pradesh(1 mark for 1 office in Madhya Pradesh) | 5 | |
| TOTAL | | 50 | |

Note:

1. DOCUMENTARY PROOF TO BE ATTACHED FOR ALL THE PARAMETERS OF EVALUATION.
2. Experience in the field of providing manpower will be considered on the basis of ESI registration date.
3. Turnover will be considered only on submission of full set of audited Accounts or certificate from CA for the years.
4. Certified photocopy of the Certificate from the employer is to be submitted as proof for counting number of Institutions where agency has deployed its manpower.
5. Certified photocopy of the challans of PF, ESI, and Service Tax/GST to be submitted for the month of March 2018 as evidence.
6. Certified photocopy of the work orders and certificate from employers are to be enclosed as proof to count no. of Govt. organizations /Public undertakings.
7. Office address of the Head office and Branches are to be given to count number of branches.



BID EVALUATION CRITERIA

1. On opening the bids shall be examined whether the EMD is in order and the bidder meets the minimum essential eligibility criteria as specified above.
2. Subsequently, the Bids will be evaluated on the basis of the pre-qualification criteria given above and marks awarded against each parameter.
3. Those bidders whose EMD is in order and meet the essential eligibility criteria shall be considered for opening of Financial Bid.
4. The Financial Bids will be examined and any bidder quoting lower than minimum specified service charge (7.5% of basic wages) shall be disqualified.

The tender will be evaluated on QCBS (Quality cum Cost basis Selection) system.

There will be a weightage of 50% on the pre-qualification bid and 50% on the Financial Bid.

The marks obtained against the Pre-qualification criteria shall be considered as the marks for pre-qualification Bid.

The weightage for Financial Bid will be calculated as follows:


The lowest bidder will be awarded 50 marks. The other bidders will be awarded weightage as per the following formula:

Financial Bid weightage = $(\text{Rate quoted by the lowest bidder} / \text{Rate quoted by the bidder under consideration}) \times 50$

for example if the lowest bidder has quoted a rate of 4% and bidder X has quoted 5% then the Financial Bid weightage of the bidder X will be $(4/5 \times 50) = 40$

The final score of the bid will be sum of technical bid weightage and financial bid weightage.

The Bidder getting the highest score will be considered as the successful bidder for award of contract.



INFORMATION ABOUT THE BIDDER

1. Name of the bidder :

2. Present Address :

3. Permanent Address :

4. Contact Telephone Nos. :
Office
Residence
Mobile

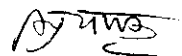
5. Details of the EMD:

6. DD
No:
Date: Amount: Rs. 05
Lacs/- (Rs five Lacs
only)

Bank:

The information furnished is true to the best of my knowledge.

(Name & Designation of the person signing the offer with seal)



LETTER OF SUBMISSION OF OFFER

To,

Dated

M/s M.P. Building and Other Construction
Workers Welfare Board
R-23 Zone I - M.P. Nagar, Bhopal.

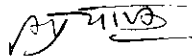
Sub: Submission of Offer for Security , Housekeeping ,Office staff and school Staff Contract

Dear Sir,

Having examined the offer document of MPBOCWFB relating to the **Security, Housekeeping, Office staff and school Staff Contract** and having understood the provisions and requirements given in the offer document, accept and here by submit my offer for **Security, Housekeeping, Office staff and school Staff Contract** in accordance with the terms and conditions specified in the offer document, at the rates quoted by me in the Financial Bid of the Tender Document.

**(Name & Signature of the bidder with Seal)
Complete Address**

List of Enclosures:



ANNEXURE-I


APPLICATION: FINANCIAL BID

BREAK - UP FOR MANPOWER SERVICES

| SR.NO. | PARTICULARS | PERC. | HIGHLY SKILLED | SKILLED | UNSKILLED |
|--------|--|--------|----------------|---------|-----------|
| 1. | Monthly Wages (Declare by Labour Commissioner, Govt of M.P.) | | | | |
| 2. | ESIC | 4.75% | | | |
| 3. | EPF | 13.36% | | | |
| 4. | Bonus on Basic wages | 8.33% | | | |
| 5. | TOTAL | | | | |
| 6. | Service Charge not less then | 7.50% | | | |
| 7. | Grand Total | | | | |

| | | |
|-------|----|---|
| NOTE: | 1. | Service Tax extra as applicable |
| | 2. | The above rates are subject to revision as per the order of the competent authority from time to time |
| | 3. | 21 days paid leave as per statutory provisions has to be given |

(Name & Signature of the bidder with Seal)



ANNEXURE-II

REQUIRMENT OF MANPOWER: HOUSE KEEPING

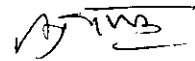
| MANPOWER | REQUIRED NO. OF MANPOWER FOR ONE SCHOOL | REMARK |
|--------------|--|----------------------------|
| Housekeeping | 7 for school campus, 6-6 for each hostel and 1-1 supervisors for each hostel TOTAL-21 | There will be three shifts |

[Handwritten signature]

ANNEXURE-III

REQUIRMENT OF MANPOWER: SECURITY SATFF

| MANPOWER | REQUIRED NO. OF MANPOWER FOR ONE SCHOOL | REMARK |
|----------------|---|----------------------------|
| Security Guard | 05 for Girls hostels per shift, 05 for Boys hostels and 01 for Residential campus per shift TOTAL-33 | There will be three shifts |



ANNEXURE-IV

REQUIRMENT OF MANPOWER: OTHER OFFICE STAFF / SCHOOL STAFF
(for one school)

| S.No | Type of Manpower | Qualification | Age Limit (In Years) | Nos |
|------|------------------------------|--|----------------------|-----|
| 1 | clerk (Computer operator) | Graduate and diploma (PGDCA/DCA) | 18 to 30 | 04 |
| | | Ability to type in Hindi & English | | |
| | | Typing Speed 50 to 70 words per minutes | | |
| | | Exposure to Unicode | | |
| 2 | Receptionist | Exposure to MS Office products | 18 to 27 | 01 |
| | | Minimum 12th Pass | | |
| | | Ability to type in Hindi & English | | |
| | | Typing Speed 50 to 70 words per minutes | | |
| 3 | Accountant | <p align="center">Essential: B Com From a recognized university</p> <p align="center">Desirable : 3 Years Experience of Accounts work in a govt. / semi govt / autonomous organization</p> <p>Note - Direct Recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the MPBOCWWB require.</p> | 18 to 30 | 01 |
| 4 | Peon (male) | 10 th pass | 18 to 45 | 02 |
| 5 | Peon(female) | 10 th pass | 18 to 45 | 02 |
| 6 | Driver | 12 th pass with driving license of all kind of two and four wheelers(LMV & HMV Driving License holder) and minimum three year experience as a driver in any educational institute | 18 to 40 | 02 |
| 7 | Pump Operator | 12 th pass and ITI Diploma in pump operation and minimum three year experience in required work | 18 to 45 | 01 |
| 8 | Electrician | 12 th pass and ITI Diploma in electronics and minimum three year experience in required work | 18 to 45 | 01 |
| 9 | Plumber | 12 th pass and ITI Diploma in plumbing and minimum three year experience in required work | 18 to 45 | 01 |
| 10 | Gardener | 8 th pass and should have worked in any educational institute minimum for one years | 18 to 45 | 04 |

[Handwritten Signature]