
TENDER

For supply of Skilled/
Semi-Skilled and
Unskilled Manpower

**Maharashtra State Horticulture
and Medicinal plants Board**

Sakhur Sankul, Shivajinagar

Pune – 411004

Ph : 020 25513228 Fax : 020 25511302

Email : mshmpb_pune@rediffmail.com

URL : www.mahanhm.gov.in

Tender no. MSHMPB/EST/1961 /2010

Dated : 15th April, 2010

TENDER

No. MSHMPB/EST/1961 /2010 Dated : 15th April, 2010

Maharashtra State Horticulture and Medicinal plants Board

Sakhar Sankul, Shivajinagar Pune – 411004

TENDER (For supply of Manpower)

Sealed tenders are hereby invited from eligible registered/licensed Manpower supplier (Labour contractor) with Labour Department for the supply of skilled/semi skilled & unskilled manpower for various services viz. computer operator, steno, librarian, computer typist, technical assistant, public relation assistant, account and audit assistant, store keeper, computer programmers, supervisors(technical/non technical), office attendant, etc on contract basis for the period of one year i.e. May,2010-April,2011, so as to reach this office on or before 27th April, 2010 up to 1:00 PM and shall be opened on the same day at 3:00 PM in the presence of the tenderers or their authorized representatives who wish to be present. The award of the contract will be subject to the fulfillment of terms and conditions given in the detailed tender notice available on website **www.mahanhm.gov.in**. The tender documents may be collected from office of the board on any working day up to 26th April, 2010 up to 5:00 PM at a cost of Rs.500/- only.

Sd/-

Managing Director

TENDER

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Sakhar Sankul, Shivajinagar Pune – 411004

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SCOPE OF WORK:

Supply of skilled/semi skilled & unskilled manpower for various services viz. Computer operator, steno, librarian, computer typist, technical assistant, public relation assistant, account and audit assistant, store keeper, computer programmers, supervisors, office attendant etc

TERMS AND CONDITIONS

1. Sealed Tenders are invited from eligible registered/licensed manpower supplier firm (Labour Contractor) with Labour Department of any State Govt. /Central Govt.
2. The board requires manpower supplier firm to supply the manpower on Monthly wages basis for the financial year 2010 -11.
3. Interested manpower supplier firm may quote their rates for engaging manpower on monthly wages basis (Plus service charges, if any in percentage on manpower rate) to be employed by him. All the liabilities of supplied manpower directly or indirectly will be sole responsibility of the manpower supplier firm. The other statutory expenses like EPF, bonus etc should be mentioned separately in the quote.
4. Tender without earnest money will not be accepted.
5. Notwithstanding the above, the board reserves the right to accept or reject any tender or annul the tenders process and reject all tenders at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever to the affected quoter or quoters.
6. The manpower supplier firm must fulfill all conditions required under Labour Contract Employment Act.
7. The manpower supplier firm shall be governed by the laws of India and interpretations in accordance with such laws.
8. Board is not responsible for any dispute of manpower supplied, and the manpower so provided shall not be in any way is the employees of MSHMPB.
9. The manpower supplier firm will submit a certificate regarding Income Tax paid for the last three years.
10. Turn over for the last three years of the Contractor should be duly certified by the CA.

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11. The payment (s) to be made to the contractor are subject to deduction of tax (s) Cess leviable by any Government as per rules from time to time and will be made after the completion of every month on doing the assigned work.
12. The manpower supplier firm will be responsible for making the payment directly to the supplied manpower by 5th of each month from his own sources and subsequently raise the bill for reimbursement which will be verified on the basis of actual amount disbursed and attendance etc.
13. The manpower supplier firm shall make the payment to the supplied manpower by depositing payment in their bank account.
14. If necessary board can decide , the home take wages/ remuneration amount for particular type of manpower (which will be equal or more than minimum prescribed wages laid down for type of manpower as per existing law/ regulations)
15. The manpower supplier firm should make suitable arrangement for supervision of the manpower supplied and other related works.
16. The manpower supplier firm should have experience of at least 3 years to supply the manpower to the Government / Semi government Institutions or big organizations for the various jobs.
17. Cost of tender form is Rs. 500/- (Rupees five hundred only). If the tender form is downloaded from the institute web-site then bank draft for Rs. 500/- in favour of the Managing Director, Maharashtra State Horticultural and Medicinal Plants Board, Sakhar Sankul, Shivajinagar, Pune 411005 invariably be attached with the tender.
18. The contract will be for one year in the first instance. However, the contract can be extended on the same terms & conditions subject to satisfactory work of the contractor till the execution of new contract whichever is earlier.
19. The manpower supplier firm shall be responsible for all injuries and accidents to persons employed by him. The workmen shall be insured against personal accidents arising out of and during the course of their duties.
20. In the event of injury, illness or mis-happening to any worker, the Institute will not be liable to pay any compensation. The insurance cover shall include the liability under the workmen's Compensation Act.
21. If required, the supplied manpower will wear proper uniform as approved by the board with name plate to be provided by the manpower supplier firm, failing which wages of that day will be deducted.

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22. The manpower supplier firm shall have to furnish a performance bank guarantee of Rs.50,000 (Rupees fifty thousand only) before awarding of contract refundable after successful execution/completion of the contract. The earnest money deposited by successful bidder shall only be refunded after he has furnished performance guarantee. The said bank should be in favour of Managing Director, Maharashtra State Horticultural and Medicinal Plants Board, Sakhar Sankul, Shivajinagar, Pune.
23. The Services Charges will be primary criteria for evaluation of financial bid.
24. The manpower supplier firm shall have to engage the required number of manpower and in case required number is not available on any day, without proper and acceptable reason board can impose penalty on manpower supplier firm as it think fit.
25. The manpower supplier firm shall in no case pay its employees less than the minimum mandatory rates per month in accordance with the Minimum Wages fixed by Government of Maharashtra or as approved by the board and a record of that should be kept in a register, which may be made available for examination to the board as and when demanded.
26. The manpower supplier firm shall not appoint any sub company/agency to carry out any obligation under the contract.
27. The manpower supplier firm shall maintain a daily attendance register including the number and names of the workers engaged in the office for works as per scope of the contract.
28. The manpower supplier firm shall maintain a complaint book, which should be made available in his Camp Office.
29. The contractor shall abide by all the law of land including Labour Laws (PF, Income Tax, Service Tax or any other extra taxes levied by the Government) Companies Act, TAX deduction liabilities, welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the contractor and it shall not involve the Institute in any way whatsoever. Compliance of these provisions shall be ensured at the time of making monthly payments.
30. If the contractor wants to rescind the contract voluntarily or otherwise, he is required to give a notice of at least 60 days failing which the amount of security deposit including any other dues will be recovered from him for making alternate arrangement till the new contract is assigned to the other party.
31. If the contractor repeatedly violates the terms and conditions of the contract or fails to supply required number of skilled/semi skilled/unskilled manpower despite the board having served him

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- proper notices, the contract shall be liable to be terminated and security so deposited shall be forfeited.
32. The manpower supplier firm shall have certificate from Income Tax Officer of tax exemption otherwise income tax at the rate as applicable as per Income Tax Rules shall be deducted at source.
 33. The manpower supplier firm shall submit a copy labour license obtained from the Labour Commissioner along with tender.
 34. If case of any damage or loss caused to the board property by the manpower supplied, the same shall be charged from the manpower supplier firm. It must be ensured by the manpower supplier firm by submitting an affidavit on non-judicial paper of Rs. 100/- (Rs. hundred) stating therein that he will bear the loss out of his own pocket.
 35. The loss caused to the Institute on account of negligence/dereliction of duties by the employees of the manpower supplier firm, shall be established after a joint inquiry comprising the representatives of the board then manpower supplier firm, and the board shall be within its right to make it good from the manpower supplier firm.
 36. The normal working hours shall be 09.30 AM to 06.30 PM with one hour lunch break from 1.30 PM to 2.30 PM. However the timing may be changed at the discretion of the board from time to time. In case of urgency/ emergency, the labour can be deployed beyond normal duty hours, which shall be compensated through compensatory leave.
 37. The required strength of manpower under various categories is indicative only. However the deployment shall be as per actual requirement to be decided in consultation with the manpower supplier firm and any increase/decrease in the actual deployed strength shall increase/reduce the payment to be made proportionately.
 38. The manpower supplier firm shall maintain all necessary registers and display notices as per mandatory requirement under the law of land.
 39. The skilled/semi-skilled /unskilled manpower presently working in the Institute on contract basis may be engaged by the manpower supplier firm as per his own terms and conditions and with the existing individual EPF account number.
 40. In case of disputes for nonpayment of wages to the supplied manpower or any other disputes, the payment due to the manpower supplier firm can be withheld till settlement of the disputes by the board or on the orders of the court of law.
 41. The manpower supplier firm may have to make available the manpower as indicated below:-

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S. No	Category	Approx Require -ment	Minimum Qualification	Minimum Experi-ence	Remark
1.	Technical Assistant	10	B.Sc (Agri /Horti)	2 years	Preferably with project appraisal knowledge
2.	Computer/ Asst Computer Programmer	03	BE, MCS or any equivalent qualification	2 year	Candidate will be accepted in consultation with NIC
3.	Computer Operator	10	Any Graduate, MSCIT and any other relevant qualification in computer/IT	3 years	Candidate should be proficient in Microsoft office use as well as should have minimum knowledge of computer and data handling and good Marathi and English typing speed.
4.	Account & Audit Assistant	02	B.Com	3 years	Candidate should be proficient in Talley software use as well as should have good Marathi and English typing speed.
5.	Computer typist	10	Any Graduate/ MSCIT	3 years	Candidate should be proficient in Microsoft office use and good Marathi and English typing speed.
6.	Steno	02	Any Graduate	3 years	Candidate should be proficient in short hand, Microsoft office use as well as should have good Marathi and English typing speed.
7.	Public relation assistant	01	Any Graduate	2 years	Public relation, talkative skills, event like meetings, seminar, exhibition, tour management skills.
8.	Store keeper	01	Any Graduate	3 years	Should have experience about purchase procedures and inventory management.
9.	Librarian	01	Any Graduate	2 years	Part time job. Handling of books
10.	Supervisor (Technical)	02	B.Sc (Agri /Horti)	8-10 years	Experience related to handling of beneficiary related schemes, project appraisal, MIS etc. supervisory works work
11.	Supervisor (Non Technical)	01	Any Graduate	8-10 years	Experience of govt. establishment matters like preparation of pay bills. handling inward outward section, service book related matter, General office supervision.
12.	Office attendant	10	S.S.C	1 year	-
13.	Any other type of manpower arising time to time.	Will be defined time to time			

Note: These numbers are tentative and may increase or decrease depend on timely requirement. The minimum qualification and experience can be relaxed for suitable candidate. All candidates should be proficient in computer use and Marathi English typing

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A. Technical Proposal:

- i. Earnest Money Deposit of Rs. 10,000/
- ii. Letter of transmittal
- iii. Experience Certificate at least three year
- iv. Terms & conditions duly signed by contractor on each page
- v. If the tender is submitted on downloaded form, Bank Draft for Rs.500/- in favour of Managing Director, Maharashtra State Horticulture and Medicinal Plants Board should be attached
- vi. Attested copy of PAN for deduction of Income-tax at source
- vii. Attested copy of Service Tax Registration
- viii. Attested copy of ESIC and other statutory registrations
- ix. Attested copy of Labour/ manpower supply license obtained from competent authority

B. Financial Proposal:

- i. The financial bid shall be submitted separately in sealed envelope in prescribed format (**FORM F-1**) the monthly wages, epf, esi, service charges, service tax etc should be mentioned separately.
- ii. Unsealed financial bids will be rejected summarily, the firm should bear in mind that service charges in terms of percentage over monthly wages will be predominant criteria for allotment of work.

C. Submission of Tenders

The technical and financial bids should be sealed in two different envelopes and details about type of bid i.e. technical / financial bid, name of firm should be super scribed over it.

D. Important Dates for Submission of Proposal:

- i. Last date for collection of Tender form from Office of MSHMPB: 26.04.2010 up to 5.00 p.m.
- ii. Date for pre-bid meeting: 23.04.2010 at 11.00 a.m.
- iii. Last date for submission of Proposal to MSHMPB: 27.04.2010 up to 1.00 p.m.
- iv. Date of opening of Tender: 27.04.2010 at 3.00 p.m.

E. Venue For Pre-Bid Meeting:

Pre-Bid meeting would be held in the chamber of Managing Director, Maharashtra State Horticulture and Medicinal Plants Board, Sakhar Sankul, Shivajinagar, Pune -411005. (Any change in this regard will be displayed on notice board)

Managing Director

Maharashtra State Horticulture and Medicinal plants Board

Sakhar Sankul, Shivajinagar Pune – 411004

(Form – F1)

The Managing Director,Maharashtra State Horticulture and Medicinal Plants Board,
Sakhar Sankul, Shivajinagar, Pune : 411005**Sub : Regarding Submission of Quotation for Supply of Manpower**

Respected Sir,

We here by submit the quotation for various categories of manpower required by the board.

S. No.	Component of work	Type of manpower	Monthly wages	EPF	Other Statutory Charges			Service Charges (in %)	Remark
					ESI				
1	2	3	4	5	6	7	8	9	10
1.	Various categories of skilled/semi skilled & unskilled workers for various services viz. computer operator, steno, librarian, computer typist, technical assistant, public relation assistant, account and audit assistant, store keeper, computer programmers, supervisors, office attendant, etc	Computer operator							
		Steno							
		Librarian							
		Computer typist							
		Technical assistant							
		Public relation assistant							
		Account and audit assistant							
		Store keeper							
		Computer programmers							
		Office Supervisors (Technical)							
		Office Supervisors (Non-Technical)							
Attendant									

Note: -

1. Service Tax and Education Cess to be paid extra as applicable.
2. The tenderer should only quote service charges as percentage of Column No. 4

Place:

Date:

Signatures of Tenderer with Stamp

For official use

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Opened in our presence.

Tender Serial No. _____.

(i) Cuttings _____.(ii) Overwriting _____.

Accepted/Rejected

TENDER

No. MSHMPB/EST/1961 /2010 Dated : 15th April, 2010

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Annexure - I
Letter of Transmittal

To,
Managing Director,
Maharashtra State Horticultural and Medicinal Plants Board,
Sakhar Sankul, Shivajinagar, Pune-411005.

Dear Sir,

We, the undersigned, offer to provide the Skilled/ Semi-Skilled and Unskilled Manpower for one year (May 2010 to April 2011) in accordance with your Tender dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us in the Financial Proposal (Form F-1) are valid till six months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement of understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that Maharashtra State Horticulture and Medicinal Plants Board (MSHMPB) is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

Yours faithfully



(Signature/Name of Authorised signatory/Stamp of firm)

TENDER

No. MSHMPB/EST/1961 /2010 Dated : 15th April, 2010

Maharashtra State Horticulture and Medicinal plants Board

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Annexure - II

DOCUMENTS TO BE ATTACHED WITH THE TENDER FORM

S No	Particulars	Attached
1.	Earnest Money Deposit of Rs. 10,000/	YES / NO
2	Letter of transmittal	YES / NO
3.	Experience Certificate at least three year	YES / NO
4.	Terms & conditions duly signed by contractor on each page	YES / NO
5.	If the tender is submitted on downloaded form, Bank Draft for Rs.500/- in favour of Managing Director, Maharashtra State Horticulture and Medicinal Plants Board should be attached	YES / NO
6.	Attested copy of PAN for deduction of Income-tax at source	YES / NO
7.	Attested copy of Service Tax Registration	YES / NO
8.	Attested copy of ESIC and other statutory registrations	YES / NO
9.	Labour/ manpower supply license obtained from competent authority	YES / NO

Note: In absence of above document(s), tender shall be rejected.

Place :**Date :****Signature of Tenderer with Stamp**

Maharashtra State Horticulture and Medicinal plants Board

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MAHARASHTRA STATE HORTICULTURE AND MEDICINAL PLANTS BOARD

SAKHAR SANKUL, SHIVAJINAGAR, PUNE – 411005

TENDER (For supply of Manpower)

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*Sd/-***Managing Director**