
TENDER

For supply of
Technical(Skilled),
Semi-Skilled and
Unskilled Manpower

**Maharashtra State Horticulture
and Medicinal plants Board**

Sakhar Sankul, Shivajinagar

Pune – 411004

Ph : 020 25513228 Fax : 020 25511302

Email : mshmpb_pune@rediffmail.com

URL : www.mahanhm.gov.in

Tender no. SHMPB/EST/1461/11

Dated : ... 2 May 2011

TENDER (For supply of Manpower)

Sealed tenders are hereby invited from eligible Manpower supplier (Labour contractor) registered/licensed with Labour Department for the supply of Technical (skilled), semi skilled & unskilled manpower for various services viz. Assistant Project Officer, Project Supervisor, Project Superintendent, Project Assistants, Public Relation Officer, Public Relation Assistants, Account Assistants, Steno typist, Computer programmers, Computer operators, Computer Assistants, Store keeper, Personal assistant, Supervisor attendant & Office attendant etc on contract basis for the period of one year i.e. from 1st June ,2011 to 31st May 2012. The tender should reach this office on or before - **18th May , 2011 up to 1:00 PM** and shall be **opened on the same day at 3,30 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 **13th May, 2011 up to 5:00 PM** at a cost of Rs.1000/- only.

Sd/-

Managing Director

MSHMPB Pune

Maharashtra State Horticulture and Medicinal plants Board

Sakhar Sankul, Shivajinagar Pune – 411004

SCOPE OF WORK:

- Supply of Technical (skilled), semi skilled & unskilled manpower at Maharashtra State Horticulture and Medicinal Plants Board, Pune for various services viz. Assistant Project Officer, Project Supervisor, Project Superintendent, Project Assistants, Public Relation Officer, Public Relation Assistants, Account Assistants, Steno typist, Computer programmers, Computer operators, Computer Assistants, Store keeper, Personal assistant, Supervisor attendant & Office attendant etc .
- The board requires manpower supplier firm to supply the manpower on Monthly wages basis for the financial year 2011 -12 i.e. from 1/6/2011 to 31/5/2012

ELIGIBILITY CRITERIA

1. The manpower supplier firm/agency must be registered with Labour Department of any State Govt. /Central Govt.
2. The manpower supplier firm/agency must qualify following minimum criteria:

Sr.No.	Particulars	Minimum criteria
1	No. of years of firm/agency existence	5 years
2	Average annual Turnover for last 3 years	Rs. 50 lakhs per annum
3	Experience – supply of technical manpower to Govt./Semi-Govt. Organization	5 work orders
4	Mandatory requirements viz. manpower supply license, Service tax registration, ESIC, PAN.	All requirements to be fulfilled

- a) Any firm/agency not qualifying these minimum criteria need not apply as their proposal shall be summarily rejected.
 - b) Supporting Documents for Eligibility Criteria: Following supporting documents must be submitted by the firm/agency along with the technical proposal.
 - i) For S.No.1 above, the firm/agency must submit attested copy of certificate of registration.
 - ii) For S.No.2, the firm must submit, a copy of the Audit Report for the last three years.
 - iii) For S.No.3, the firm must submit attested copies of work orders from the Govt./Semi-Govt. Organization for the similar job contracts with corresponding value of such contracts.
 - iv) For S.No.4, the firm/agency must submit attested copies of manpower supply license, Service tax registration, ESIC, PAN.
3. The firm/agency should not be black listed by any PSUs or Govt. or any other organization in respect of any assignment or behavior. (Affidavit has to be submitted in this regard)
 4. Additional Preferable Requirements: i) ISO 9001-2000 certification ii) Private Limited Firm registered under Company Act.

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TERMS AND CONDITIONS

1. Interested manpower supplier firm may quote rates for engaging manpower on monthly wages basis (Plus service charges, if any in percentage on manpower rate) to be employed by the firm/agency. 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.
2. The manpower supplier firm must fulfill all conditions required under Labour Contract Employment Act.
3. The manpower supplier firm shall be governed by the laws of India and interpretations in accordance with such laws.
4. 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.
5. The manpower supplier firm will submit a certificate regarding Income Tax paid for the last three years.
6. 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 thinks fit.
7. 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.
8. 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.
9. The monthly wages will be decided by the board, it will not be less than minimum wages prescribed by the state government.
10. 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)
11. The board can have liberty to give performance based special allowance to contracted manpower additional to monthly fixed wages, DA and HRA. The performance based special allowance may depend upon individual performance of contracted manpower

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12. The payment (s) to be made to the contractor are subject to deduction of tax (s) Cess levied 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.
13. The manpower supplier firm will be responsible for making the payment directly to the supplied manpower by depositing payment in their bank account 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.
14. 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.
15. 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.
16. The manpower supplier firm should make suitable arrangement for supervision of the manpower supplied and other related works.
17. No separate supervision charges will be paid. The manpower supplier firm has to shoulder this responsibility to one of the existing contracted manpower
18. 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.
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 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.

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22. 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.
23. 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.
24. The manpower supplier firm shall maintain a complaint book, which should be made available in his Camp Office.
25. The manpower supplier firm shall not appoint any sub company/agency to carry out any obligation under the contract.
26. 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.
27. 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 proper notices, the contract shall be liable to be terminated and security so deposited shall be forfeited.
28. The normal working hours shall be 10.00 AM to 07.00 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 manpower will be deployed beyond normal duty hours, which shall be compensated through compensatory leave.
29. The manpower supplier firm shall maintain all necessary registers and display notices as per mandatory requirement under the law of land.
30. 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.
31. 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.
32. 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

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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.

33. Tender without earnest money will not be accepted.
34. The Services Charges will be primary criteria for evaluation of financial bid.
35. 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.
36. The manpower supplier firm may have to make available the manpower as indicated below:-

S. No	Category	Approx Require-ment	Minimum Qualification	Minimum Experi-ence	Remark
Skilled					
1	Asstt. Project Officer	01	M. Sc.(Agri/Hort./ B.Tech-Agri)	5 years	Experience at managerial/supervisory level in Govt/ Semi-Govt / Co-op/ Pvt establishment in Agriculture/horticulture related field.
2	Project Supervisors (Tech. A)	01	M. Sc.(Agri/Hort.)/ B.Sc. (Agri/Hort.)/ B.Tech(Agri)	5 years	Experience at supervisory level in Agriculture/horticulture related field.
3	Project Supervisors (Tech. B)	01	M. Sc.(Agri/Hort.)/ B.Sc. (Agri/Hort.)/ B.Tech(Agri)	3 years	Experience at supervisory level in Agriculture/horticulture related field.
4	Project Supervisors (Tech. C)	01	M. Sc.(Agri/Hort.)/ B.Sc. (Agri/Hort.)/ B.Tech(Agri)	1 year	Experience at supervisory level in Agriculture/horticulture related field.
5	Project Superintendent (Non Tech. A)	01	Any Graduate/Or Experience of govt. establishment as office superintendent	15 years	Experience of govt. establishment matters like preparation of pay bills. handling inward outward section, service book related matter, General office supervision.
6	Project Superintendent (Non Tech. B)	01	Any Graduate/ Experience of govt. establishment as office superintendent	10 years	Experience of govt. establishment matters like preparation of pay bills. handling inward outward section, service book related matter, General office supervision.
7	Project Assistant (Tech A)	03	B.Sc (Agri /Horti)/ B.Tech(Agri)	3 years	Experience in preparation/ appraisal of projects in Agriculture/horticulture related field.
8	Project Assistant (Tech B)	03	B.Sc (Agri /Horti)/ B.Tech(Agri)	2 years	Experience in preparation/ appraisal of projects in Agriculture/horticulture related field.

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9	Project Assistant (Tech C)	05	B.Sc (Agri /Horti)/ B.Tech(Agri)	1 years	Experience in preparation/ appraisal of projects in Agriculture/horticulture related field.
10	Project Assistant (Tech D)	05	B.Sc (Agri /Horti)/ B.Tech(Agri)	-	-
11	Public Relation Asstt. (Tech)	01	Any Graduate	1 year	Experience in dealing with farmers/ agril-entrepreneurs/ horticulture growers' associations.
12	Public Relation Assistant (Tech)	01	Any Graduate	-	-
13	Account & Audit Assistant (A)	02	B.Com	2 year	Proficient in Talley software use as well as should have good Marathi and English typing speed.
14	Account & Audit Assistant (B)	02	B.Com	1 year	Proficient in Talley software use as well as should have good Marathi and English typing speed.
15	Steno Typist	04	Any Graduate	-	Candidate should be proficient in short hand, Microsoft office use as well as should have good Marathi and English typing speed.
16	Computer Operator (A.)	03	Any Graduate, MSCIT and any other relevant qualification in computer/IT	1 year	Candidate should be proficient in Microsoft office use as well as should have minimum knowledge of computer and data handling and good Marathi (ISM office) and English typing speed.
16	Computer Operator (B)	03	Any Graduate, MSCIT and any other relevant qualification in computer/IT	6 months	Candidate should be proficient in Microsoft office use as well as should have minimum knowledge of computer and data handling and good Marathi (ISM office) and English typing speed.
17	Computer Assistant	07	Any Graduate		Candidate should be proficient in Microsoft office use and good Marathi (ISM office) and English typing speed.
18	Computer Programmer - A	01	BE, MCS or any equivalent qualification	3 years	Candidate will be accepted in consultation with NIC
19	Computer Programmer - B	01	BE, MCS or any equivalent qualification	2 years	Candidate will be accepted in consultation with NIC
20	Store keeper	01	Any Graduate	3 years	Should have experience about purchase procedures and inventory management.
21	Personal Assistant	01	Any Graduate	2 years	
Semiskilled					
22	Supervisor (Attendant)	01	S.S.C.		Experience of supervision on office attendant for 2 Year& actual work in office
Unskilled					
23	Office Attendant	10	S.S.C.		
24	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.
- Preferably all candidates should be proficient in computer use and Marathi/ English typing

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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. Fulfillment of requirements by supplied manpower will be strictly verified and their fitness to the purpose will be decided by MSHMPB.

GUIDELINES FOR SUBMITTING THE PROPOSALS**A. General Guidelines:**

Agencies are required to submit the proposal as per the guidelines and formats detailed out in the following paras:

- i. SUBMISSION OF PROPOSAL: The original copy of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**" similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "**FINANCIAL PROPOSAL**" followed by the name of the Work/Job assignment and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL."
- ii. The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Work/ Job Assignment and be clearly marked "DO NOT OPEN, EXCEPT IN PRESENCE OF OFFICIAL APPOINTED". The MSHMPB shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- iii. All interested agencies must comply with the Eligibility criteria, General Conditions and Format/Requirement for Technical and Financial proposal.
- iv. The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. All required copies of the documents in Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- v. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the firm/agency.
- vi. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- vii. MSHMPB reserves the right to accept or reject any application with giving any explanation and change the evaluation criteria as per its requirements in the interest of the organization.

B. 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

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- v. If the tender is submitted on downloaded form, Bank Draft for Rs.1000/- 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

C. 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.

D. 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.

E. Important Dates for Submission of Proposal:

- i. Last date for collection of Tender form from Office of MSHMPB up to **13th May 2011 up to 5.00 p.m.**
- ii. Last date for submission of Proposal to MSHMPB: ---**18th May 2011 up to 1.00 p.m.**
- iii. Date of opening of Tender: on **18.05.2011 at 3.30 p.m.**

Sd/-**Managing Director
MSHMPB Pune**

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(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	Approx. monthly gross wages range	EPF	Other Statutory Charges ESI, Gratuity, leave, LWF			Service Charges (in %)
					A	B	C	
1	2	3	4	5	6	7	8	9
1.	Various categories of skilled/semi skilled & unskilled workers for various services viz. Assistant Project Officer, Project Supervisor, Project Superintendent, Project Assistants, Public Relation Officer, Public Relation Assistants, Account Steno typist, Computer programmers, Computer operators, Computer Assistants, Store keeper, Personal assistant, Supervisor attendant & Office attendant etc .	Asstt. Project Officer	20000-25000	AS PER EXISTING RULES				
		Project Supervisors	18000-22000					
		Project Superintendent (Non Tech.)	17000-19000					
		Project Assistant	12000-15000					
		Public Relation Officer (Tech)	12000-15000					
		Account & Audit Assistant	12000-15000					
		Steno Typist	12000-15000					
		Computer Programmer	17000-19000					
		Computer Operator A/.B.	13000-15000					
		Computer Assistant	12000-14000					
		Store keeper	12000-14000					
		Personal assistant	12000-14000					
		Attendant	8000-10000					

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
3. The figures in col.4 are tentative and may vary on type of person depending on his/her performance.
4. Monthly gross wages includes basic wages + DA + HRA + Grade Allowance (Performance based)

Place:

Date:

For official use

Signatures of Tenderer with Stamp

Opened in our presence.

Tender Serial No. _____.

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

Accepted/Rejected

Maharashtra State Horticulture and Medicinal plants BoardSakhar Sankul, Shivajinagar Pune – 411004

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 Technical (Skilled)/ Semi-Skilled and Unskilled Manpower for one year (June 2011 to May 2012) 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)

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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.1000/- 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	
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

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Sakhar Sankul, Shivajinagar Pune – 411004

MAHARASHTRA STATE HORTICULTURE AND MEDICINAL PLANTS BOARD

SAKHAR SANKUL, SHIVAJINAGAR, PUNE – 411005

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. Asstt . Project Officer, Project Supervisor, Project Superintendent, Project Assistants, Public Relation Officer, Public Relation Assistants, Account Assistants, Steno typist, Computer programmers, Computer operators, Computer Assistants, Store keeper, Personal assistant, Supervisor attendant & Office attendant etc on contract basis for the period of one year i.e. 1st June, 2011- 31st May, 2012, so as to reach this office on or before 18th May, 2011 up to 1:00 PM and shall be opened on the same day at 3:30 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. Tender documents may be collected from office of the board on any working day up to 13th May, 2011 up to 5:00 PM at a cost of Rs.1000/- only.

Sd/-**Managing Director**

TENDER

No. MSHMPB/EST/ 1461 /2011 Dated : 02/05/2001

Maharashtra State Horticulture and Medicinal plants Board

Sakhar Sankul, Shivajinagar Pune – 411004
