

**ToR FOR AGENCIES FOR HIRING OF HUMAN RESOURCE SERVICES BY  
APEDA, REGIONAL OFFICE, MUMBAI, MAHARASHTRA  
FOR A PERIOD OF THREE YEARS**

**CPP Portal Tender ID: 2019\_APEDA\_475179\_1**

**Dated: 12/09/2019**

Agricultural and Processed Food Products Export Development Authority (APEDA), Regional Office, MUMBAI, MAHARASHTRA state is an autonomous organization under the Ministry of Commerce & Industry, Govt. of India and is in process for empanelment of agencies for hiring of man power for the official use.

APEDA, Regional Office, MUMBAI, MAHARASHTRA state is also registered at Government GeM portal for hiring of different services. Vendors those who are registered with Government GeM portal are also eligible for empanelment and may apply accordingly according to terms and conditions of tender document.

**1. Invitation of Sealed Tenders under Two Bid System (Technical Bids and Financial Bids):** Sealed Bids are invited from the registered agencies / service providers from MAHARASHTRA State region for hiring of Human Resource Service for APEDA's Regional office at MUMBAI, MAHARASHTRA.

- |   |  |              |
|---|--|--------------|
| 1 | Closing date & time for receipt of Bid         | : 03/10/2019 |
| 2 | Date and time for opening of<br>Technical Bids | : 09/10/2019 |

1.1 Requirement of APEDA, Regional Office, MUMBAI, MAHARASHTRA

**Hiring of Human Resource Service**

S.No.	Description of requirement	Number of persons	Category of Service	Qualification	Primary Responsibility
1.	Personal Executive (Stenographer)	1 (one)	8.5 hrs office hours (duty)	Bachelor Degree or equivalent from recognised university  Shorthand speed - 80 wpm Typing speed (English) – 40 wpm Basic knowledge of computers	Stenography & Filing work
2.	Junior Assistant Executive (LDC)	1 (one)	8.5 hrs office hours (duty)	Bachelor Degree or equivalent from recognised university  Typing speed (English) – 35 wpm Basic knowledge of computers	Filing work & Taking note of incoming calls

				Basic knowledge of computers	
3.	MTS / Office Boy	2 (two)	8.5 hrs office hours (duty)	Metric Pass	Cleaning of the office furniture  Serving Water / Tea to the visitors  Attending incoming calls and keeping note of them
4.	Sweeper	1 (one)	8.5 hrs office hours (duty)	8 <sup>th</sup> standard pass	Cleaning and mopping Entire office area, Washrooms, Front office, conference room and Staircase
5.	Security Guard	3 (three)	8.5 hrs office hours (duty)	Intermediate under 10+2 pattern  Preferably:  5 years or above experience as Security Staff in Govt. organisation	Unbiased Security of the location specified

In case the date specifies for submission of bid falls on or is subsequently declared a holiday or closed day for this office, the bids will be received upto the appointed time i.e. 4:00 PM on the next working day of this office.

Sealed Tenders are invited in two bid system (Technical Bid and Financial Bid separately) from reputed Agencies/Firms located preferably in MUMBAI for providing man power at the APEDA Regional Office, MUMBAI.

**2.0 TWO BID SYSTEM:** The bid should be submitted in a sealed cover in two parts as under;

- a. Technical Bid: Envelope should be super scribed "Technical Bid for Empanelment of Man Power" for the year of three years from the date of empanelment. It should contain all technical details as per clause 5 as per the requirement of the bid enquiry.
- b. Financial Bid: The second cover should contain the rates etc. as per Annexure I, and it should be super scribed "Financial Bid for empanelment of Man Power".

2.1 The technical bid and the financial bid should be sealed by the bidder in separate covers, duly super scribed and both these sealed covers are to be put in a bigger cover, duly super scribed as "Bid for Empanelment of Man Power". The cover containing both the bids should be addressed and submitted to:

**The Regional Incharge, APEDA,**  
4th Floor, Unit No. 3 & 4 ,  
Banking Complex Bldg. No.II,  
Sector 19/A, Vashi,  
New Mumbai-400 705  
**MUMBAI, MAHARASHTRA.**

2.2 The technical Bids shall be opened on the date as indicated above in the presence of such of the bidders or their representatives, who may wish to be present.

2.3 Financial Bids(s) of only those bidder(s) will be opened on a later date whose bids are considered technically acceptable after evaluation by a Technical Evaluation Committee.

2.4 Hypothetical/Conditional/Incomplete bid will not be entertained.

1. **LATE BIDS:** Bids received after the specified date and time, as indicated in para-I above, for receipt of bids will not be considered.

2. **EARNEST MONEY DEPOSIT (EMD)**

3.1 EMD of Rs. 50000/- (Rupees fifty thousands only) in the form of Demand Draft/Pay Order from any commercial Bank payable to the "APEDA MUMBAI" must accompany the bid. Bids EMD and in any other form than prescribed will not be considered.

3.2 The EMD should remain valid for a period of 45 days beyond the final tender validity period.

3.3 EMD of bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogated from the bid in any respect within the period of validity of its bid. Further, if the successful bidder fails to furnish the required Performance Security within the specified period, their EMD will be forfeited.

3.4 EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder will be returned after receipt of the Performance Security from him.

#### **4.PERFORMANCE SECURITY:**

4.1 The successful bidder, irrespective of its registration status etc. will have to furnish Performance Security of Rs. 50000/- (Rupees fifty thousands only) in the form of Fixed Deposit Receipt/Bank Guarantee from a Commercial Bank in an acceptable form in favour of "APEDA" MUMBAI within 10 days of award of contract.

4.2 Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.

4.3 Performance Security will be returned to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects.

4.4 Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides it may also be black listed.

4.5 The bidder should quote their unconditional rates strictly as per the Annexure-I cutting/overwriting, if any, will not be accepted. Each page of the tender should be duly stamped and signed by the authorized signatory.

4.6 In case any bidder is already providing such services to any other Department/Ministry/department of Central Government details thereof should also be furnished along with the bids.

## **5. THE TECHNICAL BID SHOULD CONTAIN FOLLOWING DETAILS:**

5.1 Bidder must have enclosed registration certificate issued by Govt. authorities towards incorporation of the firm, labour license, EPF, ESIC license, GST No. Etc. The bidder shall be in possession of PAN/TIN connected to Income Tax.

5.2 The contractor should have at least three (3) years experience of providing manpower services to Govt/Semi Govt./PSUs (April 2016 to March 2019) Satisfactory service certificate from the concerned organisation/ Department need to be furnished along with technical bid otherwise tender document will be not acceptable.

5.3 The agency should not have been debarred / blacklisted by any Central/state Govt. agencies

5.4 PAN number and copy of /GST registration Certificate.

5.5 A certificate from the bidder that all the terms and conditions are acceptable to him.

5.6 The bidders are advised to read the instructions above and the terms and conditions herein below carefully and submit confirmation of unconditional acceptance of the terms & conditions without deviations. In case there are any deviations from the terms & conditions of the tender they may be clearly indicated in the technical bid for consideration.

## **6. OTHER TERMS AND CONDITIONS**

6.1 If the contractor after submission of bid and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of these tender documents, or fails to complete his contract period or at any time repudiates the Contract, the APEDA will have the right to forfeit the EMD or the performance security, deposited by the bidder.

6.6 The APEDA reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.

6.7 PENALTY CLAUSE: In the event of Contractor failing to execute the work the Competent Authority reserves the right to cancel the contract or withhold the payment due to contractor in part or full and to forfeit the Performance Security deposited. Further, firm/service provider shall have to comply with the relevant laws and rules issuing from time to time relating to the business and pay due taxes to the concerned government agencies.

6.8 The contract will be valid for one year from the date of award the contract and extendable for one year by mutual consent of the parties.

This tender document can be downloaded from APEDA website: [www.apeda.gov.in](http://www.apeda.gov.in) under icon "Tender".

6.9 Decision of Competent Authority of the APEDA regarding acceptance or rejection of a tender will be final and binding

6.10 In case any bidder does not agree with the bidding conditions, bidding process, he may give in writing the reasons for the same. The bidders(s) will also have the right to seek reasons for rejection of their bids if is rejected.

6.11 Self Declaration over the letter head (signed and stamped) to inform that the bidder has never been black listed by any Govt. agency.

Date:-

**R Ravindra  
Dy. General Manager  
& Regional Head  
APEDA  
MUMBAI, MAHARASHTRA**

**APPLICATION FORM FOR EMPANELMENT OF AGENCY FOR  
PROVIDING MAN POWER FOR APEDA REGIONAL OFFICE, MUMBAI, MAHARASHTRA**

1	Name of Organization	
2	Correspondence Address	
3	Contract Person	
4	Contract Details Telephone No. Fax No. Cell No. Email:	
5	Profile of the agency	
6	Experience ( 03 Years Minimum experience) as per clause 5.1	
7	Minimum Turn over Rs. 10.00 lakh per annum.  CA certificate certifying the turnover of the applicant bidder for the last 2 Financial years including i . e . 2017-18 , 2018-19. The turnover should be In the name of applicant organisation only	
8	Self attested photocopies of latest Income Tax Returns for the last 3 years.	
9	Permanent Account No. (Self certified copy)	
10	GST No.(Self certified copy)	
11	Tin No. (Self certified copy)	
12	Tan No. (Self certified copy)	
13	List of Clients	
14	A self certified undertaking has to be submitted mentioning that they have not been blacklisted by any government organization and the same is not applicable	
15	Earnest Money of Rs. 50000/- is mandatory	Bank Draft No  Rs. Date
16	List of Enclosures	

**On Company letterhead**

I/We hereby certify that the information given above is true and nothing has been corrected therein. It is further certified that neither the organization nor any of the officials of the organization have resorted to unethical practices and no investigation/vigilance agencies/courts.

Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Designation

\_\_\_\_\_

With Company Seal

Date --/--/----

**LAST DATE OF SUBMISSION OF TENDER is \_\_\_\_\_.**

## Financial Bid

Sl. No	Particulars	Cost on Manpower deployment (in Rs. Per month, inclusive of taxes if any)	Total Amount (in Rupees Per month, inclusive of taxes if any)
1	Basic Rate/ Wages as per Minimum Wages Act, Govt. of India/ State Govt.		
2	ESI		
3	EPF		
4	Dearness allowance (D.A.)		
5	Administrative charges		
6	Any other charges, if any. Please specify clearly  1.  2.		
7	GST/Other taxes etc.		
8	Total amount		

Note:

1. The company should provide breakup of cost components relating to manpower deployment
2. Rates to be quoted will be inclusive of all supervision charges and GST
3. The above quantities wherever indicated are only for the purpose of evaluation. The requirement may increase or decrease. APEDA in this regard shall be final and binding on the contractor

**Date:**

**Contractor's Signature & Seal**