

TOR FOR EMPANELMENT OF AGENCIES FOR HIRING OF HUMAN RESOURCE SERVICES (DISPATCH RIDER/OFFICE BOY) BY APEDA, REGIONAL OFFICE, GUWAHATI, ASSAM STATE FOR A PERIOD OF TWO YEARS

CPP Portal Tender ID: 2018_APEDA_371804_1

Dated: 22/10/2018

Agricultural and Processed Food Products Export Development Authority (APEDA), Regional Office, Guwahati, Assam 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 taxies for official use. APEDA, Regional Office, Guwahati, Assam state is also registered at Government eGeM portal for hiring of different services. Vendors those who are registered with Government eGeM 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 Guwahati, Assam State region for hiring of Human Resource Service (Dispatch Rider/Office boy) for APEDA's Regional office at Guwahati, Assam state.

1	Closing date & time for receipt of Bid	12.11. 2018
2	Date and time for opening of Technical Bids	15.11.2018
3	Date and time for opening of Financial bids	19.11.2018

1.1 Requirement of APEDA, Regional Office, Guwahati, Assam state

S. No.	Description of requirement	Number of persons	Category of Service
1	Hiring of Human Resource Service (Dispatch Rider/Office boy	One number	Multi Tasking Service (MTS)

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 in Guwahati for providing office boy / Dispatch Rider- Quantity - 01 No. at the APEDA Regional Office, Guwahati. The time schedule is as under:-

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 Office Boy/Dispatch Rider” for the year 2018-2019 and 2019-2020. 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 Office Boy/ Dispatch Rider”.

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 Office Boy/Dispatch Rider”. The cover containing both the bids should be addressed and submitted to:

The Regional Incharge, APEDA,4th Floor, Housefed Complex, Beltola-Basistha Road, Guwahati-06, Assam

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. 10,000/- (Rupees ten thousand only) in the form of Demand Draft/Pay Order from any commercial Bank payable to the “APEDA”, Guwahati 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 (s) 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. 25,000/- (Rupees Twenty Five thousand Only) in the form of Fixed Deposit Receipt/Bank Guarantee from a Commercial Bank in an acceptable form in favour of "APEDA", Guwahati 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 2015 to March 2017) 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 also be downloaded from CPP portal at www.eprocure.gov.in and APEDA website: 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.

Sunita Rai,
Regional In-charge
Assistant General Manager

**APPLICATION FORM FOR EMPANELMENT OF AGENCY FOR
PROVIDING OFFICE BOY/DISPATCH RIDER FOR APEDA
REGIONAL OFFICE GUWAHATI**

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 expericne) 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 . 2016-17 , 2017-187. 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.10,000/- is mandatory	Bank Draft No. Rs. Date
16	List of Enclosures	

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

Date --/--/----

Designation
With Company Seal

LAST DATE OF SUBMISSION OF TENDER is 12.11.18 AT 4:00 P.M.

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