

Jharkhand Silk, Textile & Handicraft Development Corporation Ltd.

E-Tender for Manpower supply on outsourcing basis

1. Separate bids (Technical & Financial) are invited for supply of manpower on outsourcing basis:
2. Non-transferable bid documents containing detailed descriptions of manpower e.g. professionals like:-
 - (i) Company Secretary, Chartered Accountants,
 - (ii) MBA Graduates,
 - (iii) Designers, Handloom, Handicraft & Sericulture Specialists,
 - (iv) Managers, Assistants & Data Entry Operators etc.

Other terms & conditions Tender document format may be collected from the General Manager (Administration), Jharcraft at the Head Office situated at Ratu Road, Ranchi – 834001 on the payment of Rs. 2500.00 (Rupees two thousand five hundred only) in cash or Demand Draft in favour of “Jharkhand Silk, Textile and Handicraft Development Corporation Ltd.” payable at Ranchi during office hours from 04.11.2022 to 28.11.2022 till 03:00 p.m. and the same may be downloaded from www.jharcraft.in. The tender money of Rs. 2500.00 (Rupees Two Thousand Five Hundred) only in the form of demand draft must be enclosed along with the bid/s in case the documents have been downloaded from the website.

3. Interested bidders are advised to go through e-tender document, list of requirement, eligibility criteria etc. available for download from the website: www.jharcraft.in and submit the bid electronically through the website: jharkhandtenders.gov.in and other relevant documents should be scanned and enclosed with the e-tender as per the guidelines given in the tender documents.

1	Date of Publication of Bid on website	04-11-2022
2	Bid document download start date	04-11-2022
3	Bid submission start date	04-11-2022, 02:00 pm onwards
4	Last date of submission of hard copy of Bid/EMD/Tender fee	28/11/2022 by 05:00 pm
5	Opening of Bid	30/11/2022 at 04:00 pm

Sd/-
Managing Director
JHARCRAFT

2. GENERAL CONDITIONS OF CONTRACT

2.1 Definitions

In these general condition of contract, the following terms shall have the meaning herein assigned to them except where the context otherwise requires

- a) **Company**
Company shall mean Jharkhand Silk, Textile and Handicraft Development Corporation Ltd. (A Govt. of Jharkhand Undertaking) and shall include its executors, successors, administrators, partners and permitted assigns.
- b) **Service Provider**
Service Provider shall mean the person, firm or body corporate who enters into the contract with the Company and shall include its executors, successors, administrators, partners and permitted assigns.
- c) **Contract**
Contract shall mean this work order with the Annexure, specifications, the accepted price or schedule of rates as the case may be, along with all the general and special conditions of Contract.

2.2 General

- a) The agency shall be incorporate under the companies Act 1956/Societies Registration Act 1860 /Partnership Act. /Proprietorship (Enclose copy)
- b) The service provider should have positive Net worth of the three financial year (2018-19, 2019-20 & 2020-21)
- c) The service providers have at least one large scale projects deploying more than 100 manpower in a particular contract during last 5 years.
- d) The agency should have provided manpower for at least one Government project in India with order value of more than Rs. 2 crores in any one of the last three financial years.
- e) The annual turnover of 3 financial years (2018-19, 2019-20 & 2020-21) shall be at least Rs. 3 crores in each year.
- f) The tendering service provider company/firm/agency should have at least five years experience in providing similar services in Govt. Dept./PSU/Autonomous bodies.
The tendering service provider/company/firm agency will ensure for compliance of minimum wages and the payment on account of escalation/enhancement charges of revision in minimum wages including VDA by appropriate Govt. From time to time shall be payable by Jharcraft against claim. Service charge will remain the same for the stipulated period of contract.
- g) Conditional rate shall not be considered.
- h) Performance Security, to be provided by the Service Provider in form of unconditional Bank Guarantee, shall be issued by any Nationalized/ Commercial/ Scheduled Bank @ 5% of the agreed average annual quantum of Work Order price. Such security shall be returned after expiry of the operational period
- i) The tender will be opened in the presence of the tender committee in the office of the Managing Director, Jharkhand Silk, Textile and Handicraft Development Corporation Ltd. at 4.00 p.m. on 30.11.2022. The tenderer or their representative may participate in the tender opening.

- j) No mobilization advance shall be paid against this work.
- k) Contractor must be registered with Employees Provident Fund Organization (EPFO) & Employees State Insurance Corporation (ESIC) for the last three years.
- l) The Agency/Company must have dedicated HR personnel for compliance of EPF, ESIC and other statutory benefits.
- m) The Agency/Company must have their own leave policy.
- n) The Agency/Company must have a minimum **500 live associates** in different client organization (Govt. organization) Contractor will be supposed to maintain the existing EPF enrolment of at least 500 personnel every month during last 06 months.
- o) The agency should be registered or have a licence under the Contract Labour (Regulation & Abolition) Act.
- p) The agency must be submitted the copy of the Udyam Registration verified certificate, issued through the District Industries Centre (DIC).
- q) A demand draft of Rs. 50,000=00 (Rupees thirty thousand) only of any bank in the name of '**Jharkhand Silk, Textile and Handicraft Development Corporation Ltd.**' payable at Ranchi must be submitted along with the tender/ bid as earnest money.
- r) The tender without earnest money, GSTIN Registration, PAN Card ESIC Registration etc. As mentioned in Annexure-I shall not be considered and shall be outrightly rejected.

Sd/-
Managing Director
JHARCRAFT

The Service Provider must submit their bid in three (3) envelops

Envelop No.1: Super scribed as “**Technical Bid for Man Power out sourcing**” should contain:-

- a) Demand Draft of Rs. 2,500/- as the tender fee. (Non Refundable)
- b) Demand Draft of Rs. 50,000/- as earnest money. (Refundable on non selection)
- c) Supporting documents for various registration and declaration as per **Annexure I.**

Envelop No. 2: Super scribed as “**Financial Bid for Man Power out sourcing**” should contain:

Sl. No.	Service Type	Amount (in Rs.)	Applicable GST
1.	One time absorption fee (if any)		
2.	Monthly management fee per associate		

Envelop No. 3: Super scribed as “**Bid for Manpower out sourcing**” referring the NIT no. _____ should contain the above **Envelop no.1 & no. 2.**

NOTE:

- Technical bids shall be opened first and the financial bids of tenders, qualifying in Technical bids only, shall be opened for further evaluation.
- Conditional tenders shall not be accepted.
- The Managing Director, Jharcraft reserves the right to cancel any or all tenders without assigning any reason or cause.

Sd/-
Managing Director

Annexure-I
(For Manpower)

Sl. No.	Particulars	Details of documents enclosed	Pg No.
1.	Registration under the companies Act 1956/Societies Registration Act 1860/proprietary/Partnership Act. (Enclose copy)		
2.	Minimum turnover of at least Rs. Three crore in last three financial years (each year separately)		
3.	Should have at least one Government project in India with order value of more than Rs. 2 crores in any one of the last three financial years.		
4.	AN ISO Certification		
5.	Tender Money of Rs. 2,500=00		
6.	Earnest Money of Rs. 50,000=00		
7.	GSTIN Registration		
8.	PAN No.		
9.	ESIC Registration		
10.	EPFO Registration		
11.	Registration in the Contract Labour (Regulation & Abolition) Act		
12.	Annual Turnover Certificate from Auditor	(As per given format at Appendix A)	
13.	IT Returns of previous three financial years (Self Certified)		
14.	Audited Balance Sheets (last 3 Financial years)	FY 2018-19	
		FY 2019-20	
		FY 2020-21	
15.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies. If yes, details thereof.	(Self declaration as per given format at Appendix B)	
16.	Work Experience of minimum 5 years	500 live associates experience of Govt. Organisation/ PSUs'/Boards'/Corporations/ PSU/ Autonomous	
17.	The applicant must have an office in Ranchi or anywhere in Jharkhand	Proof of address	
18.	Details to Contact Person with telephone no. & e-mail ID		
19.	Any other relevant information		

Declaration: All details provided by me are true as per my knowledge. Any dispute found in the same shall make the bid application void.

Yours Faithfully,

Signature of the authorised person with date

Name/ Designation of the authorised person

Name of the firm/ Agency along with the seal.

2.3 Taxes & Duties

Income tax at sources, other statutory deductions and all payment due under this contract shall be deducted in accordance with the prevailing Income Tax Act.

2.4 Arbitration

Any disputes arising out of this Contract shall be referred to the sole arbitrator i.e. Managing Director, Jharkhand Silk Textile and Handicraft Development Corporation Ltd., who may further appoint any officer and there shall be no objection, if arbitrator so appointed, is an employee of Jharkhand Silk Textile and Handicraft Development Corporation Ltd.

2.5 Jurisdiction

This work order is governed by the Indian Labour Law for time being in force. The court of Ranchi alone shall have exclusive jurisdiction in all matters arising out of this work order.

2.6 Termination

The Company reserves the right to terminate this work order by giving 30 days clear notice. However, in case of gross negligence by the Service Provider, work order can be terminated without any notice and Service Provider shall not be entitled to any compensation on this account.

2.7 Quality of Work Conduct

The Service Provider is expected to supply efficient, qualified and experienced professional personnel as per the requirement of the company. Their services (Manpower), on unsatisfactory performance, may be returned herewith with immediate effect without any compensation.

2.8 Contract Period

Commencement of work will be 3 years from the date of approval and extendable for a maximum period of 1 Year subject to satisfactory performance & mutual consent with as per terms & conditions.

2.9 Wages Revision

The tendering service provider/company/firm agency will ensure for compliance of minimum wages and the payment on account of escalation/enhancement charges of revision in minimum wages including VDA by appropriate Govt. From time to time shall be payable by Jharcraft against claim.

2.10 Rejection

The Managing Director, Jharcraft reserves the right to cancel any or all tenders without assigning any reason or cause.

Appendix 'A'

Financial Strength of the Firm/Organization				
Sl. No.	Financial Year	Whether profitable Yes/No	Annual Net Profit (in lakh)	Annual Turnover (in lakh)
1	2018-19			
2	2019-20			
3	2020-21			

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant

Full name of applicant

Stamp & Date

Appendix 'B'

Declaration

We hereby confirm that we are interested in competing for the Manpower Services to undertake the task related to supply of Manpower for Jharkhand Silk, Textile and Handicraft Development Corporation Limited (JHARCRAFT).

We have not been Blacklisted by any Central Govt. / State Govt. / PSU / Govt. Bodies / Autonomous. All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.