



झारखण्ड राज्य खादी एवं ग्रामोद्योग बोर्ड
JHARKHAND STATE KHADI AND VILLAGE INDUSTRIES BOARD
(झारखण्ड सरकार का उपक्रम)
(Government of Jharkhand Undertaking)

पत्रांक / Ref. No. : 18/मु. को. उद्य. बो. का.

दिनांक / Dated : 15.01.2021

VERY SHORT TENDER NOTICE

Sealed tenders are invited in prescribed manner from eligible firms/agencies for execution of following works:-

Details of Work:

Sl. no.	NIT No.	Name of work	Date and time of receipt of tender	Date and time of opening of tender
01	NIT No. – 02/JSKVIB/2020-21	Man power on outsourcing basis	27.01.2021 upto 4:00 pm	28.01.2021 at 10:30 am
02	NIT No. – 03/JSKVIB/2020-21	Engagement of Security Guard's Services	27.01.2021 upto 4:00 pm	28.01.2021 at 11:30 am
03	NIT No. – 04/JSKVIB/2020-21	Regarding Hiring of Vehicles.	27.01.2021 upto 4:00 pm	28.01.2021 at 12:30 pm

1. Name & Address of person inviting tender: Chief Executive Officer, JSKVIB, Ranchi
2. Place of sale of Tender Document- Office of CEO, JSKVIB Udyog Bhawan Ratu Road Ranchi.
3. Place of receipt and opening of Tender: Office of The CEO, JSKVIB, Udyog Bhawan Ratu Road Ranchi – 834001.
4. Detailed tender document can be downloaded from the website : www.jharkhandkhadi.net
5. The Board reserves the right to withdraw/amend the tender without any notice or assigning any reason.


Chief Executive Officer
Jharkhand State Khadi & Village Industries Board,
Udyog Bhawan, Ratu Road, Ranchi.

उद्योग भवन, द्वितीय तल, रातु रोड, राँची - 834001 (झारखण्ड) / Udyog Bhawan, 2nd Floor, Ratu Road, Ranchi - 834001 (Jharkhand)

दूरभाष / Phone : 0651-2280970, फैक्स/Fax : 0651-2280900

वेबसाईट / Website : www.jharkhandkhadi.net ईमेल / E-mail : headoffice@jharkhandkhadi.net

Jharkhand State Khadi & Village Industries Board (JSKVIB)

Notice Inviting Tender for Man Power on Outsourcing Basis

NIT NO. 02/JSKVIB/2020-21 Dated 15/01/2021

Sealed Tender is invited for procurement of Man Power technical & non technical in the field of Production, Accounts, Sales & marketing, Handicraft, Textile, & Sericulture Technocrats, Designers, Computer Operators, Data Entry Operators, Data Analyst & Data Processor, Office Assistants, Peons, Multitasking Staff, Car Drivers, Sweeper etc. on two bid System- Technical bid & Financial Bid.

The Agency must submit their bid in three sealed envelopes :-

Envelope No. 1 Super scribed as "Technical Bid for Man Power on Out Sourcing" should contain, all the documents mentioned in para 2.2

Envelope No. 2 Super scribed as "Financial Bid for Man Power on Out Sourcing" Should contain quotation of rates.

Envelope No. 3 Super scribed as "Tender/ for Man Power on Out Sourcing" Should contain the above Envelop no. 1 & 2.

Financial bids of only the technically qualified bidders will be opened by the Tender Committee for evaluation in the presence of qualified bidders with prior intimation.

2.1 Conditions of Tender :-

1. Technical Bid :-

- a) List of Directors, Members, Partners, and Proprietor etc. of the Agency with copy of Deed against the aforesaid constitution of the Agency.
- b) Agency must be registered with Employees Provident Fund Organization (EPFO) & Employees State Insurance Corporation (ESIC) for the last three years.
- c) Agency should have a minimum of 400 live associates in PSU, Government Organization multinational or reputed private firms.
- d) Agency should be registered or have a license under the contract labour (Regulation & Abolition) Act.
- e) Agency should have their office or should open their office in the State of Jharkhand within one month from the date of award of the contract failing which the Award may be terminated and the contract may be awarded to another suitable agency. A declaration to this effect shall be furnished by the agency.



- f) A Demand Draft of Rs. 50,000.00 (Rupees Fifty thousand) only of any scheduled bank in the name of Jharkhand State Khadi & Village Industries Board payable at Ranchi must be Submitted along with the tender/bid as earnest money. The tender without earnest money, GST registration under Contractor Labour (Regulation & Abolition) Act. EPFO, ESIC Registration certificates and last three years Income Tax Return shall not be considered and shall be outrightly rejected. The agency has to attach the following documents index wise with numbering has to submit following documents along with technical bid.
- i. A demand draft of Rs. 5000.00 in favour of JSKVIB payable at Ranchi if the Tender from is downloaded from the website.
 - ii. Earnest money Rs. 50,000.00 (Rupees Fifty thousand) in favour of CEO.Jharkhand State Khadi & Village Industries Board, payable at Ranchi.
 - iii. Agency should have their office or should open their office in the State of Jharkhand within one month from the date of award of the contract.
 - iv. Copy of PAN No.
 - v. Copy of license under the contract Labour (Regulation & Abolition) Act.
 - vi. copy of registration under EPFO.
 - vii. Copy of registration under ESIC for last three years.
 - viii. Copy of Income Tax Return of last three years.
 - ix. Copy of GST registration.
 - x. Proof of supply of Manpower to different organizations including Government's.
 - xi. copy of TAN number.
 - xii. Audited copy of Turnover of last three consecutive years should be minimum Rs. 3.00 Crores (Rs. Three Crores) .
 - Xiii. Experience in form of work order
 - xiv. proof for Man Power Supply in different Govt. office.
 - xv. An affidavit from Notary Public to the effect that the Agency/Tenderer is not blacklisted by any government or their public enterprises in India.
 - xvi. If any member of the said constituted Agency is found guilty or blacklisted or indulge in the aforesaid irregularity etc. in any contract shall be debarred in this tender.
 - xvii The Agency should submit the performance certificate from the office/ organization where they are currently engaged.

2.2 Financial Bid :-

Agency should quote their rates with declaration as under:

Si. No.	Particulars	Rate in Rs. Per person (Excluding GST)
1.	Monthly service charge	



3. General Condition of Tender

- a. The Rates will remain firm during the operational period and no escalation shall be Permissible & payable.
- b. Conditional rate shall not be considered.
- c. Performance security to be provided by the Agency in form of NSC or postal savings bank pass Book duly pledged in favour of CEO, JSKVIB, Ranchi. Unconditional Bank Guarantee which shall be issued by any Scheduled Bank @ 1% of the agreed average annual quantum of Work Order price or Rs. 5.00 lakh which ever be minimum such security shall be returned after expiry of the operational Period.
- d. The tender will be opened in presence of the bidders or their representative, if any in the office of the Chief Executive Officer, Jharkhand State Khadi & Village Industries Board, Ranchi
- e. No advance shall be paid against this work.
- f. Agency will be supposed to maintain the existing P.F. Account of the employees
- g. The tender must be submitted only in the prescribed form, duly signed by the competent authority. No forms shall be considered valid in absence of details and signature & seal.
- h. Tender would remain void in case of non-payment of EMD and Tender fee
- i. The EMD shall stand forfeited in the following cases :-
 - a. if the successful tenderer fails to enter into the agreement within one month of opening of the tender or the time prescribed by the JSKVIB, Ranchi.
 - b. if the successful tenderer withdraws his/their tender during the period of validity of this tender. The validity of tender shall be 60 days from the opening of the tender
 - c. If the tenderer is found involved in any sort of discrepancies/fraudulent/ false practices.
- j. JSKVIB reserves the right to cancel the tender without any prior notice and further Explanation.
- k. No employment for the relative(s) of the Agency Owner/ Proprietor/ Partner will be allowed.
- l. The Agency Owner/Proprietor/Partner will not create or involve in any type of altercation with the Board or employee within or outside the premises and within or beyond duty hours failing which the Board shall be at liberty to terminate the agreement.

l. Taxes & Duties

Income tax and GST at sources from all payments due under this contract shall be deducted in accordance with the prevailing Income Tax Act & GST Act respectively.

m. Arbitration

Any disputes arising out of this contract shall be referred to the sole arbitrator i.e. CEO, JSKVIB who may further appoint any officer and there shall be no objection, if arbitrator so appointed, is an employee of JSKVIB.

n. Jurisdiction

This work order is governed by the Indian laws so long it is in force. The court of Ranchi alone shall have exclusive jurisdiction in all matters arising out of this work order.

o. Termination

The Board reserves the right to terminate this work order by giving 15 days clear notice. However, in case of gross negligence by the Agency, work order can be terminated without any notice and Agency shall not be entitled to any compensation on this account.

p. Quality of work

The Agency is expected to supply efficient, qualified and experienced professional personnel as per the requirement of the Board as per state Govt. norms. In case of any post not available with Jharkhand Govt./ Jharkhand PSU educational qualification for those posts shall be as per requirement of Jharkhand State Khadi & Village Industries Borad.

q. Special Conditions :

The Man Power employed by the Agency shall be required to work as per norms and requirements of the Board Office. The Man Power may be called upon to perform duties on Sunday and other gazetted holidays if required. No extra wages will be paid for attending the duly on such holidays.


r. Contract period

The contract period will be for one year from the date of agreement and may be extended for next one year, subject to satisfactory performance & mutual consent with same terms & conditions.

s. The Validity of rate

The rate quoted should remain valid till the contract period.

- t. (I)** An affidavit from notary public to the effect that the firm/company/proprietor is not blacklisted by any government or their public enterprises in India.


Chief Executive Officer
JSKVIB

JSKVIB, RANCHI

Tender document

Name of Tender : _____

A) Name of the Organization (with registration number) _____

B) Brief Description: _____

C) Address : _____

D) Telephone : _____ Fax _____

E) Email Id : _____

F) Documents Attached :- As per point of general conditions of contract.

G) Details of EMD (Earned Money Deposit) :

a) Amount : Rs. 50,000.00/- (Rupees Fifty Thousand Only)

b) DD number :

c) Date :

d) Name of the bank :

H) PAN Number : _____

Signature

Name and designation of the Authorised

Place :

Date :

↑

Declaration and price bid

I/We _____ (on behalf of _____)

(Letter of Authority to be enclosed) hereby declare that – I/We have read understood the instructions, terms and conditions appended to this tender.

I/We submit our rate per person per month excluding GST.

Signature

Name and designation of the Authorised person
with seal

Place:
Date :

7