The MSME-DI, Kolkata invites sealed Tender in single envelope from the qualified firms as per the below mentioned schedule:-

**SCHEDULE TO TENDER**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Date/Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>A) Tender for supply of Man Power (Highly-Skilled, Skilled, Semi-Skilled, Un-Skilled) purely on contractual basis.</td>
<td></td>
</tr>
</tbody>
</table>

**The job description of the contractual personnel is as under:**

- a) Physical maintenance of records of the section with carrying of files & other papers, delivering of dak etc.
- b) Cleaning of bathroom, toilet, latrine with general cleanliness & upkeep of the section/Unit, dusting of furniture, cleaning or rooms, building, fixture etc, upkeep of parks, Lawns, potted plants etc.
- c) Photocopying, sending of FAX etc and other non-clerical work in the Section/Unit.
- d) Assisting in routine office work like diary, dispatch etc, including on computer with basic knowledge in software/hardware.
- e) Watch & ward duties with opening & closing of rooms.
- f) Work related to respective Workshops.
- g) Driving of vehicles, if in possession of valid driving license.
- h) Any other work assigned by the superior authority.

<table>
<thead>
<tr>
<th>02.</th>
<th>B) Time and last date of depositing Tender</th>
<th>15:00 Hrs. of 12.06.2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>03.</td>
<td>C) Time and Date of opening of Tender</td>
<td>16:30 Hrs. of 14.06.2019</td>
</tr>
</tbody>
</table>

Sealed tender may be addressed to the Director, MSME-DI, Kolkata, wherein “Tender for supply of Manpower” will be boldly superscribed on the top of the envelope.

(S.K.Dutta)
Assistant Director (GAD/DDO)
For Director
Form-1

TECHNICAL DETAILS

1. Name of the Tendering Company/Firm/Agency (Attach certificate of registration)
2. Name of the Proprietor/Firm/Agency (Attach certificate of registration)
3. Full address of the Registered Office

______________________________________________________________________________

Telephone Number: __________________ Fax No. __________________________
E-mail Address: __________________

4. Full address of Branch Offices

______________________________________________________________________________

Telephone Number: __________________ Fax No. __________________________
E-mail Address: __________________

5. PAN No. _______________________ (Attach attested copy)
6. GST Registration Number ___________________ (Attach attested copy)
7. E.P.F registration Number ___________________ (Attach attested copy)
8. E.S.I Registration Number ___________________ (Attach attested copy)
9. Financial turnover of the tendering Company/Firm/Agency for the last 3 financial years.
   (Attach separate sheet if space provided is insufficient)

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Amount (in Lakh)</th>
<th>Remarks if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018-19</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Give details of the major similar contracts handled by the tendering Company/Firm/Agency during
    the last three years in the following format:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details of client along with address, telephone numbers</th>
<th>Type of manpower supplied</th>
<th>Contract Value (in Lakh)</th>
<th>Duration of Contract From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(If the space provided is insufficient, a separate sheet may be attached)

11. Additional information, if any (Attach separate sheet, if required)

Signature of the authorized person

Name: ___________________________ Seal: ___________________________
Date: ___________________________ Place: ___________________________
Form – 2

FINANCIAL DETAILS

Name of Work: FOR SUPPLY OF MANPOWER (Highly Skilled, Skilled, Semi-skilled and Unskilled) at MSME-DI, Kolkata, Br MSME-DIs, Suri and Siliguri Premises

(All the Skilled/ Semi-skilled manpower deployed in this Office shall be paid their wages on monthly basis (By ECS in time) by the Company/Firm/Agency latest by 5th of every Month)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Manpower Description</th>
<th>Amount (Rs.) for Highly-Skilled Employee</th>
<th>Amount (Rs.) for Skilled Employee/Clerical</th>
<th>Amount (Rs.) for Semi-Skilled Employee</th>
<th>Amount (Rs.) for Un-Skilled Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>For ‘A’ area (MSME-DI,Kolkata)</td>
<td>772</td>
<td>710</td>
<td>645</td>
<td>584</td>
</tr>
<tr>
<td>02.</td>
<td>For ‘B’ area (Br. MSME-DI, Siliguri)</td>
<td>710</td>
<td>645</td>
<td>551</td>
<td>487</td>
</tr>
<tr>
<td>03.</td>
<td>For ‘C’ area (Br. MSME-DI, Suri)</td>
<td>645</td>
<td>551</td>
<td>457</td>
<td>390</td>
</tr>
<tr>
<td>04.</td>
<td>Contractor’s Service Charge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Daily Minimum Wages Rate (as per Central Govt. Minimum Wages Act) vide Govt. of India, Ministry of Labour & Employment, O/o the chief Labour Commissioner(c), File No.1/8(3)/2019-LS-II Dated: 27.03.2019

Employee’s provident fund, Employees State Insurance, GST will be paid by this office as per rule.

Full Name: ____________________________

Date: ______________  Place: ______________

Note:

1. The rates quoted vide sl. No. 04 above by the tendering agency shall be inclusive of all statutory/taxation liabilities at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of Working days for which duty has been actually performed by the staff deployed.
3. Bill of a month should be duly supported with proof of deposit of PF/ESI/GST etc. of the previous month.
SERVICE PROVIDER's ELIGIBILITY CRITERIA:

1. The Service Provider should be approved/recognized/registered by Govt. of India for providing Manpower Services. Copy of relevant certificate should be attached.

2. Service Provider should have a valid license from competent license authority under the provision of contract Labour Act, 1970 and Contract Labour Central Rules, 1971 and submit proofs thereof.

3. The service Provider must comply with the statutory requirement, such as registration with ESI, EPF, PAN/TIN/TAN & GST etc. and submit proofs thereof.

4. The bidder must have been in existence for the last five year. (Attach copy of relevant certificates, Registration details etc.)

5. The service provider must have implemented/implementing at least three contracts of deployment of Technical Staff, Office Staff and labours etc. to IITs/NITs/ISC/ISSERs/IIMs/AllMs/IITs/Central University/Central Govt. Institutes/Central Govt. Autonomous Institute/Central Govt. Departments during the last 5 years, Copy of agreement /WO must be attached along with good performance certificate of the concerned and clearly mentioning number of manpower deployed and annual value of agreement / WO.

6. The agency/contractor should not have been blacklisted at any time by any Govt., Semi-Govt Deptt, or any other organization. A self declaration to this effect shall be given by the firm.

7. Each Agency/Contractor shall submit only one Tender for the entire scope of each work. Agency/Contractor who submits more than one tender or part tender will be treated as non-responsive & summarily rejected.
Terms & Condition:

1. MSME-DI, Kolkata reserves the right to accept/reject any or all the offers received without assigning any reason whatever. The offer, in which any of the particulars and prescribed information is missing or is incomplete in any respect and/or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be summarily rejected.

2. In the event of the Agency/Contractor’s failure to execute the work entrusted to it under this agreement satisfactorily, MSME-DI, Kolkata shall alternative arrangement to do it and the difference of cost incurred by MSME-DI, Kolkata thereby shall be recovered from the Agency/Contractor’s unpaid bills and contractor’s Security deposit, besides, Penalty as decided by MSME-DI, Kolkata shall also be levied and recovered.

3. All taxes, duties, levies etc. imposed by the State, Central Government and local Bodies in connection with this contract in force at the time of submission of offer shall be borne by the Agency/Contractor.

4. Revision of Minimum Wages as per govt. notification will be considered with its retrospective effect subject to submission of application along with notification by the Agency/Contractor.

5. If and whenever any of the Agency/Contractor’s employee shall be found guilty of any misconduct or be incompetent or insufficient qualified or negligent in the performance of their duties or theft and is rendered undesirable for administrative or any other reason for such person/persons to be employed in the works, the Agency/Contractor if so directed by the competent authority, shall remove person/persons from employment. Any person/persons so removed from the works shall not again be employed in connection with the works without the written permission of the competent authority of MSME-DI, Kolkata.

6. The selected Agency/Contractor (Contractor) will have to pay taxes/income tax (TDS) on contract amount as applicable. If any additional rates/taxes/income tax has to be paid, that shall be borne by the Agency/Contractor, otherwise it shall be deductible from his payments.

7. The contractor shall be responsible for fulfilling all his obligations towards the person(s) deployed under the labour laws and fulfilling the requirements of all statutory provisions of relevant enactments namely Minimum Wages Act, Workmen Compensation Act, the Contract Labour (Regulation and Abolition) Act, EPF Act, Payment of Wages Act, ESI Act, Bonus Act, Maternity Benefits Act, or other labour rule, regulation applicable and amended from time to time. The Contractor shall be responsible for the deposit of employee’s and employer’s share of statutory contributions to the ESI/EPF, EDLI, if applicable at his own level and maintenance of such records as per rule. The copy of deposit receipt for every month may be provided for this office record. The contractor will be responsible for opening individual PF account of the employee. The contractor shall be responsible for linking of UAN’S for all the person deployed and complete all the necessary formalities as required under EPF/ESI act.

8. Office timing on Monday to Friday will be as per MSME-DI, Kolkata norms and Govt holidays applicable.