

भारत सरकार
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
शाखा एमएसएमई-विकास संस्थान
उद्योग विहार, चोरहटा,
रीवा-486006(म.प्र.)
Phone & Fax :- 07662-220948



Government of India
Ministry of Micro, Small & Medium
Enterprises
Branch MSME-Development Institute
Udyog Vihar, Chorahata,
Rewa-486006 [M.P]
E-mail :- dcdirewa.msme@gov.in

File No. 2(36)/Admn./Security Service/2019

Date :

To,


Sealed tenders are invited from experienced and reputed Manpower Agencies for outsourcing of the services of Personals for work in the Br. MSME-DI, Rewa as detailed below:

SL. NO	NO. OF PERSONAL	WORK	REMARK
01	02	Watch & ward and multi tasking activities	

Eligibility Criteria

1. The personal should be physically fit and sound health.
2. The initial period of contract would be for three months, extendable by another three months on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the competent authority. **Service charges/rates quoted by the agency would be fixed for a period of six months and any statutory increase in wages/DA etc. is to be absorbed by the agency.**
3. The manpower will have to be supplied by the agency within 7 days of award of contract.
4. **Terms and Conditions:** As at **Annexure I.**
5. Only those who fulfill the following minimum criteria need submit their bids:
 - (a) The manpower agencies should have been in existence for not less than three years.
 - (b) It should have PAN number, Service Tax registration and GST Registration.
Proof in this regard may be attached with the bid.
 - (c) It should not have been blacklisted by any Government organization.
 - (d) It should be willing to take up the contract on the terms and conditions at **Annexure-I.**
6. The closed envelope super scribed 'Price Bid for outsourcing of services' should contain only rates which is to be quoted on monthly basis for normal duty of 8 hours per day per person for seven day week
7. The closed covers should be addressed to the Assistant Director I/c, Br. Micro, Small & Medium Enterprises-DI Rewa and sent by post or hand delivered latest by 11.00 A.M. of 26-06-2019

Yours faithfully


(R.K. Barnwal)
Inv.(Mech.)
for Asst. Director I/c

ANNEXURE-I

TERMS AND CONDITIONS

- (1) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
- (2) The persons supplied by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are that deployed.
- (3) The service provider shall engage necessary persons as required by the Br. MSME-DI Rewa from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master & Servant relationship between the employees of the service provider and this Br. MSME-DI Rewa and further that the said person of the service provider shall not claim any absorption.
- (4) The service provider's person shall not claim any benefit/compensation/ absorption/regularization of services from/in this Ministry under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by the service provider to the Br. MSME-DI Rewa
- (5) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative/organizational matters as all are of confidential/secret nature.
- (6) The service provider shall ensures that personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good-will and enhance the image of Br. MSME-DI Rewa. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- (7) That the persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Br. MSME-DI Rewa.

(8) The Br.MSME-DI Rewa may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its personnel, if they are unacceptable to the Br.MSME-DI Rewa because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office..

9) The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

(10) The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.

(11) Working hours would be normally 8 hours per day from 6.00 P.M. to 2.00 A.M and 2.00 A.M. to 10.00 A.M. However, in exigencies of work, they may be required to sit late, if required.

(12) That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc. and the Br. MSME-DI Rewa shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation.

(13) The service provider will submit the bill in triplicate in respect of a particular month in the first week of the next month. The payment will be released by the third week of the following month after deduction of taxes deductible at source under the laws in force.

(14) Payments to the service provider would be strictly on certification by the officer that his services were satisfactory and attendance as per the bill preferred by the service provider.

(15) No wage/remuneration will be paid to any staff for the days of absence from duty.

(16) The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of this Br.MSME-DI Rewa.

(17) The service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from BR.MSME-DI Rewa to the service provider shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Br.MSME-DI Rewa in fulfillment of the contract from time to time.

(18) This Br.MSME-DI Rewa shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.

(19) That the agency on its part and through its own resources shall ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If the Br.MSME-DI Rewa suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to the Br.MSME-DI Rewa for the same. The agency shall keep the Br.MSME-DI Rewa fully indemnified against any such loss or damage.

(20) **The service charges/rates quoted by the agency shall be fixed for a period of six months and no request for any change/modification shall be entertained before expiry of the period of three months. Any statutory increase in wages/DA etc. is to be absorbed by the service provider.** The contract/agreement is extendable by another three months subject to satisfactory performance of the agency and such amendments as mutually agreed to.

(21) The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.

(22) However, the services can be terminated by Br. MSME-DI, Rewa without giving any reason to the Agency.

Yours faithfully



(R.K.Barnwal)
Inv.(Mech.)
for Asst.Director I/c

ANNEXURE-II

S.N.	Particulars	To be filled in by the tenderer								
1		Name of the Agency								
2		<table border="1"><tr><td data-bbox="976 170 1052 210"></td><td data-bbox="1052 170 1263 210"></td></tr><tr><td data-bbox="976 210 1052 249"></td><td data-bbox="1052 210 1263 249"></td></tr><tr><td data-bbox="976 249 1052 289"></td><td data-bbox="1052 249 1263 289"></td></tr><tr><td data-bbox="976 289 1052 329"></td><td data-bbox="1052 289 1263 329"></td></tr></table>								
3		Date of establishment of the agency								
4		Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person								
5										
6		PAN/TAN Number/GST Registration (copy to be enclosed)								