

Punjab Remote Sensing Centre (PRSC)

Manpower Service Provider (MSP) for Supply of Manpower with different Domains At Different Positions

Date of Issue of Bid Documents	:	17 th April, 2023
Last Date of Issue of Bid	:	5 th May, 2023 upto 02:00pm
Last Date for submission of Bid	:	8 th May, 2023 upto 02:00pm
Date of opening of Technical Bid	:	9 th May, 2023 at 10:00 am
Date of opening of Commercial Bid	:	9 th May, 2023 at 01:00 pm



Punjab Remote Sensing Centre (PRSC)

PAU Campus, Ludhiana, Punjab (India) – 141004

Phone: 91-161-2303484

TeleFax: 91-161-2303483

**Email: prscoffice@rediffmail.com
contact@prsc.gov.in**

**PUNJAB REMOTE SENSING CENTRE
(A Govt. Of Punjab Enterprise)
PAU CAMPUS, LUDHIANA
Phone No: 0161-2303484, Fax No: 0161-2303483**

Tender Notice

Tender No: Tender/PRSC/2023-24/002

Sealed Tenders are invited on Two Bid system (technical and commercial bids) to engage the services of "Manpower Service Provider (MSP)" for providing manpower of different domains at different positions on outsourcing basis.

Detailed tender document containing terms & conditions may be down loaded from website www.prsc.gov.in. The last date for submission of bid document is 08-05-2023 upto 02:00 pm at the aforesaid address.

The Technical bid and commercial bid will be opened on 09-05-2023 at Punjab Remote Sensing Centre committee room.

DIRECTOR

**Tender Document for
Providing Manpower with Different Domains at Different Positions**

Tender No: Tender/PRSC/2023-24/002

CATEGORY

(Security Supervisor, Security Guards, Driver, Gardner, Sweeper, Mechanic for AC, Plumber, Electrician)

Tender No.	EMD	Bid Document Cost (Non-Refundable)	Last Date and Time for Bid Submission	Date & time of Technical Bid Opening	Date & time of Commercial Bid Opening
Tender/PRSC/2023-24/002	Rs.50,000/-	Rs.1,000/-	08-05-2023 upto 02:00 pm	09-05-2023 at 10:00 am	09-05-2023 at 01:00 pm

Director

TABLE OF CONTENTS

SECTION	SUBJECT	PAGES
I.	Eligibility conditions for bids	5
II.	General Terms & Conditions	6-11
III.	Instructions to Tenderers	12-13
IV	Technical Bid	14-15
V.	Requirement of Manpower	16
VI.	Commercial Bid	17
VII.	Proforma for Undertaking Regarding Near Relative	18
VIII	Proforma for No Deviation Certificate	19

Eligibility Conditions

1. The tenderer should be in existence in manpower outsourcing business for at- least last 3 years. Certified Copy of Certificate of Incorporation and Memorandum and Articles of Association of the party/ firm should be attached.
2. The tenderer should have been incorporated as a Company registered under the Indian companies act,2013/1956 or a Registered Firm or Society or Trust and should have relevant qualification and experience in providing such services.
3. The tenderer should have an average annual turnover of Rs.50 Lakh per annum or above in the last three years as on 31.03.2022 (Attach Certificate).
4. The tenderer should have an experience of providing minimum 50 persons in similar categories in Government/Semi-Government/ Public Sector Undertaking and successfully completed similar works during last 3 years ending 31.03.2022.
Please attach allotment letters, relevant certification & satisfactory completion certificates.
5. The tenderer should have offices in Chandigarh/Mohali/Punchkula or any city of Punjab. The tenderer should clearly indicate the complete addresses of Corporate Office, Branch Offices and name of Directors.
6. The tenderer should attach certified copies of Registration Number of PSU/ DGS & D/State Govt., EPF, ESI, Service Tax, License issued under Contract Labour (R&A) Act, 1970, Income Tax Permanent Account Number and Registration Number under Punjab Private Security Act and Commercial Establishment Act 1958 etc., as may be applicable.
7. Tenderer should not be blacklisted and must give undertaking that “We have not been blacklisted or barred by any Centre Govt./ State Govt./Centre/State Govt. Agency for any reason”.
8. The tenderer must pay an Earnest Money Deposit (EMD) of Rs.50,000/-(Fifty thousand) along with the technical bid.
9. The tender fee & EMD must be submitted in the form of D.D. only in favour of the Director, Punjab Remote Sensing Centre payable at Ludhiana. Tenders without Tender fee and EMD shall be summarily rejected and no further communication will be entertained in whatsoever the case. Other conditions can also be added for rejection.
10. Consortium shall not be allowed for tender participation.
11. The bidder should Submit the undertaking on affidavit duly attested by notary/Executive magistrate on Rs.100 Stamp paper as following:
 - a. Has not been ever under a declaration of ineligibility for corrupt or fraudulent practices and should not have been blacklisted by any State Govt. / Central Govt. / Board, Corporations and Government Societies / PSU for any reason
 - b. Has not been ever insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by court or judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons
 - c. And their directors, partners and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications within a period of three years as on date of submission of bid or not have been otherwise disqualified pursuant to debarment proceedings.
12. The signatory signing the bid/documents on behalf of the bidder should be duly authorized by the board of directors/partners of the bidder to sign the bid on their behalf.

General Terms & conditions

1. The Earnest Money of tenderers whose tender are not accepted, will be refunded after finalization of the bid process.
2. The Earnest Money of the successful tenders will be deemed as security money for the performance of the services.
3. No correspondence/ discussion/ visits whatsoever will be entertained on the subject unless specifically asked for by this office after opening the tenders for technical discussion/ negotiations. Any violation of this will render the quotations invalid and firm is liable to the blacklisted.
4. Tender shall be valid for a period of 90 days from the opening of tender.
5. PRSC reserves the right to call for technical clarifications/ commercial negotiations. The company should depute competent representative for such matters.
6. No Zero rate or negative tender will be considered.
7. PRSC reserves the right to place order as per requirement of the Centre.
8. In case of future extension(s) the Agency shall pay a Performance Security to the tune of 10% of the total E.M.D. already deposited in the form of DD in favour of the Director, P.R.S.C payable at Ludhiana. The said performance security shall be refunded after 90 days of the completion/termination of the Contract.
9. The successful tenderer will have to sign, the contract agreement with PRSC, Ludhiana on a Non-Judicial stamp paper of Rs. 100/-
10. All other terms and conditions will be as per the agreement entered by the MSP with PRSC, Ludhiana.
11. The MSP shall be answerable to the Director, PRSC and /or to an Officer authorized by PRSC for coordinating the day-to-day work.
12. The bidder should be ISO 9001 certified which should be valid on date of submission.

Terms and conditions of Contract

Job conditions

13. Punjab Remote Sensing Centre (PRSC) reserves the rights to fix the qualifications and remunerations as per instructions issued by Punjab Government as well as PRSC from time to time.
14. The work involves providing Manpower for all categories of services listed at Ludhiana and anywhere in Punjab, or even outside of Punjab as per requirement of PRSC.
15. The provided manpower will not become an employee of the PRSC Ludhiana or any Govt. entity what so ever irrespective of term and duration of the services.
16. The strength or number of manpower can be decreased or increased, depending upon the requirement of PRSC from time to time.
17. The Manpower Service Provider (MSP) will be responsible for and or in relation to the complete discipline of Manpower, so deployed, and shall ensure compliance of all applicable provisions contained in all enactments, laws, rules and instructions in force, as made applicable, from time to time in connection with or in relation to labour laws.
18. The decision of Director of PRSC or his authorized representative/ committee as the case may be, applicable pertaining to the quality and quantity of work/services performed by the manpower provided by the MSP will be final and acceptable to the MSP besides being binding. It shall be the responsibility of the contractor to rectify the deficiencies so pointed out without any extra payment. In the event of default by contractor, the Punjab Remote Sensing Centre reserve the right to get the work / services, so dropped, done at its own level at the cost, risk and responsibility of the contractor after giving a notice in regard thereto in writing and the expenditure so incurred by the PRSC will be recovered from the bills of the contractor or from any other outstanding dues, as it may deem fit.
19. The MSP will be solely responsible to fulfill all its obligations towards the manpower deployed under the various relevant and applicable Acts amended from time to time and for the deposit of employee's and employer's share of statutory contributions to the ESI/EPF/EDLI or any other statutory due with the concerned department/authorities in the account of concern person at its own level besides maintaining such record in relation thereto as per rules.
20. The MSP shall take all necessary precautions and measures to prevent any unlawful act or disorderly conduct of any person so deployed and for the preservation of peace and protection of persons and property of Punjab Remote Sensing Centre, where they are employed.

21. For support services i.e. all categories specified by Punjab Remote Sensing Centre may prescribe uniform, which shall be the responsibility of the MSP for supplying to its staff, wherever applicable.
22. The manpower deployed by the MSP for the work shall be the employees of the MSP for all intents and purposes and in no case, there shall be any relationship of employer and employee between the said manpower and PRSC, Ludhiana and they shall not have any claim on regularization of their services.
23. The MSP shall be solely responsible for fulfilling all of his obligations towards the persons deployed under any law e.g. Maternity Act Benefits, Shops and Establishment Act and any other statutory obligations as applicable and amended from time to time.

Payment terms

24. Mode of payment for providing manpower will be through Cheque/NEFT/RTGS on receipt of bill and attendance duly verified from concerned agency/ persons.
25. The payment of the contract shall be made on monthly basis. The payment will be released every successive month for which contractor will have to submit the bill in duplicate duly pre-recipient to the Punjab Remote Sensing Centre by 7th of the month for payment.
26. All statutory liabilities shall be met by MSP.
27. Punjab Remote Sensing Centre will deduct T.D.S and any other applicable statutory deduction from monthly payment made to the contractor as per applicable rules.
28. The MSP shall provide manpower as per the agreement made with the Punjab Remote Sensing Centre and if the quality and strength is found less, the proportionate recovery will be made.
29. The Punjab Remote Sensing Centre shall not be responsible for the payment of the wages/ compensation/ allowances or any other payment to the manpower engaged by the MSP e.g. ESI, EPF etc. The MSP will have to produce an NOC with regards to the above statutory requirements mentioning the no outstanding payments.
30. The manpower so deployed shall be under the overall control and supervision of the MSP and the MSP shall be liable for payment of their wages etc. and all other dues, which the MSP is liable to pay under the various labour Laws Regulations and other statutory provisions.
31. The MSP shall ensure that all the employees get minimum wages and other benefits as are admissible under various labour laws & any other applicable statutory obligations. The bidder shall provide full information, in respect of the wages or any other payment paid to the employee so deployed in conformity with the provisions of the MSP Labour (Regulations and Abolition) Act 1970 and Rules 1971, to the PRSC.

32. The MSP should have his/ her own EPF No. allotted by the respective authorities. The MSP will take necessary action at his level as per the statutory requirements of EPF authorities.
33. MSP will furnish the EPF No. and proof of deposit of the EPF contributions in respect of all the employees directly or indirectly engaged by him relating to services to be provided, to the PRSC on monthly basis or as per requirement of PRSC. Further, in case of any default or liability, which may arise to the PRSC on this account, PRSC will be at liberty to deduct such amounts from the MSP payments or from Performance Guarantee or any dues.
34. In case of delayed supply of manpower a penalty shall be levied equal to the daily wage rate of the respective delayed manpower (i.e. Man-month rate of the person / No. of working days of the month x No. of days absent/ delayed). This penalty shall be over & above the non-payment for absence of any such manpower (more than allowed leaves).
35. Manpower Service Provider (MSP) will submit to the PRSC the required documents of statutory taxes

Contract period

36. The contract is applicable initially for a period of 12 months, if the services of the MSP found satisfactory contract may be extended for another period as deemed fit by Punjab Remote Sensing Centre. The decision of the PRSC in this regard shall be final in all matters related to this agreement.
37. In case, PRSC feels dissatisfied with the services, the contract is liable to be terminated at any time without any notice.

Code & conduct

38. MSP shall be responsible for the conduct and behavior of its employee.
39. Manpower services are required as per the PRSC requirements.
40. MSP deployed manpower will keep to the normal working hours of PRSC /State Government where they are placed. For any calculation purpose, half day shall be calculated in proportion to the normal working. In case of watch and ward duty same will be 24 hours and 7 days working with 1 day (i.e weekly rest) as per replacement person.
41. The daily attendance of manpower resources will be marked in the register / digitally in attendance machine maintained by PRSC or as per PRSC directions.
42. No security guard will use smart phone. He can use cell phone during duty hours only for official call by authorized officials.
43. All security guards should be in proper uniform of the MSP and wear/carry ID card issued by MSP.
44. No Security guard should leave the duty till his reliever comes.

45. In the event of any theft/ loss occurred to the Punjab Remote Sensing Centre on an account of negligence of agency/ MSP's employees. The MSP shall make good the loss sustained by the PRSC either by the replacement, or by paying, or on payment adequate compensation as decided by PRSC.
46. The MSP will issue identity cards to their staff in consultation with officer authorized by the Punjab Remote Sensing Centre clearly indicating the place of deployment, i.e. PRSC, failing which no entry will be allowed inside the premises. This will be provided by the MSP at its own cost.
47. Any accident/ damage/ theft will be the entire responsibility of the MSP on account of personnel being provided.
48. The manpower employed by the MSP must have good character and sound health cleanliness without history of drug abuse/ alcohol etc. and without any past criminal record. The tenderer assigned the final contract will produce the police verification record as well as the medical fitness certificate of all the employees hired by it.
49. It shall be the duty of the MSP to ensure that no manpower shall create any disruption/ hindrance/ problem in the objectives & operation of PRSC.
50. The instructions/ orders issued by the PRSC from time to time shall also be followed by the MSP and its persons.
51. In case, any of the persons so deployed by the MSP, does not work satisfactorily or perform his duties negligently or indulges in any unlawful activity and riots, the MSP shall take suitable action against such employees on the report of PRSC.
52. In case of any complaint/ defect pointed out by the competent authorities the MSP shall immediately replace the particular person so deployed without further arguments.
53. The guidelines issued by Government from time to time with regards to implementation of any mandatory provision or other statutory requirements must be complied by the MSP.

Other conditions

1. All plans, drawings, specifications, designs and other documents prepared by the bidder in the execution of the contract shall become and remain the property of the PRSC, and before termination or expiration of this contract, the bidder shall deliver all such documents to the PRSC under the contract along with the detailed inventory thereof.
2. The bidder and their personnel shall not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or the client's business or operations without the prior written consent of the PRSC.

3. For purposes of this clause, "Force Majeure" means an event beyond the control of the bidder and not involving the bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the PRSC either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
4. The PRSC reserves the right to offer the lowest total price (L1) to the other technically qualified bidders and split the order. However, it is clarified that splitting of the order would be done in very exceptional case when the lowest bidder is not in a position to provide the support.
5. Risk purchase at the cost of bidder will be made on the failure of the bidder to make supply as per Terms and Conditions. The difference of excess in cost thus incurred will be recovered from the bidder in a suitable manner and even from his pending bills, earnest money or security whichever is available.
6. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator(s) as per the provisions of the Arbitration Act. Such arbitration shall be held at Ludhiana only.
7. In all matters and disputes arising there under, the appropriate courts at Ludhiana alone shall have jurisdiction to entertain and try them.

Name of authorized signatory:

Signature:

Name of tenderers:

Seal of Firm:

Address:

Instructions to Tenderers in addition to Terms & Conditions of Contract

1. Punjab Remote Sensing Centre intends to engage a competent agency for providing Manpower Services at Ludhiana/anywhere in Punjab.
2. Tenderer responding the tender notice shall be deemed to be agreeable to the terms & conditions herein contained.
3. All the terms and conditions laid down in the tender shall be binding on the tenderer.
4. Tender form should be filled in neatly, legible and carefully.
5. Punjab Remote Sensing Centre would not be under any obligation to give any clarification to the agencies whose bids are rejected.
6. Tenders must be submitted by hand/ by post at the Punjab Remote Sensing Centre, Ludhiana. Tender Document must be sealed and distinctly marked "Tender for Manpower Service" with proper specification of Categories. Tender enquiry reference and due date of opening must be marked boldly on the envelope.
7. While submitting tender, tenderer must submit EMD, Technical Bid and Financial Bid in separate sealed envelope.
8. Authorised Signatory should put signature and seal of firm on all pages. Bids without signature and seals of authorized signatory of firm will be rejected.
9. All the columns of the tender document shall be duly, properly and exhaustively filled in. The rates and units shall be mentioned clearly. Quotations shall always be both in the figures and words. The word "No Quotations" shall be written across any or all of the items in the scheduled for which a tenderer does not wish to a tender.
10. Punjab Remote Sensing Centre reserves the right to reject/cancel any or all or part of the tender of the tenderer without assigning any reason and shall also not bind to accept lowest tender. The decision of Punjab Remote Sensing Centre shall be final and binding.
11. No Zero rates quoted or negative bids will be considered.
12. Tenderer failing to comply with all the terms & conditions mentioned in tender document would result in the tender being summarily rejected.
13. All disputes will be settled within the jurisdiction of Punjab Remote Sensing Centre, Ludhiana.
14. The instructions to tenderer shall also form part of the contract.

Note:- Punjab Remote Sensing Centre reserves the right to award the contract on merit base instead of the lowest bid.

Acceptance

I/We hereby declare that all the terms and conditions of tender document has/have been read by me/us and I/We accept all the terms and conditions mentioned in the tender and shall comply with them strictly.

Name of authorized signatory:

Signature:

Name of tenderers:

Seal of Firm:

Address:

Date:

TECHNICAL BID

1. Tender Form No: Tender/PRSC /2023-24/002 Date.....
2. Name of the Business Entity:
3. Registration Address:
Telephone No.:
4. Name & Address of Branch(es), if any:
5. Type of Organization: (Sole Proprietorship/Partnership/
Private Limited/Cooperative body/ Company etc. attach proof)
6. Name of Proprietor/Partners/Directors
of the Organisation/Firm:
7. Registration No.
8. PAN No.
9. GST No.
10. E.S.I No.
11. E.P.F No.
12. Experience: Total No. of years
(List of reference whenever supplied Manpower)
13. List of Present Client(s) alongwith their full addresses,
telephone Nos., e- mail addresses etc.:
14. Total No. of Manpower deployed in a month:
15. Earnest money:

Note:- *(Attach Proof and Evidence)

Name of authorized signatory: Signature:

Name of tenderers: Seal of Firm:

Address: Date:

Check List for Technical-Bid		
	Particulars	Prof attached at Page No....to.....
1. Registration No:	No.	
2. PAN No:	No.	
3. Goods & Service Tax (GST) No.	No.	
4. ESI No.	No.	
5. EPF No.	No.	
6. > 3 years experience in related field	(Years)	
7. Number of Clients for last 3 Years	(Clients)	
8. Manpower Employed (Present)	(Employs)	
9. Earnest Money	DD No. Dated. Rs.	
10. Tender Money	DD No. Dated. Rs.	
11. Certificate of Incorporation	No.	
12. Memorandum & Articles of Association	No.	
13. Average annual turnover > 50 lakhs in last 3 years	Rs.....(2019-20) Rs.....(2020-21) Rs.....(2021-22)	
14. Offices in Punjab or Chandigarh or Panchkula	Address:	
15. Undertaking for Black List	Not Black Listed	
16. Splitting of wages mentioned in Commercial Bid	Yes/No	Attached/ Not Attached
17. Undertaking regarding near relative	Yes/No	Attached/ Not Attached
18. No Deviation Certificate	Yes/No	Attached/ Not Attached

Note: No item/column in the check list should be left blank.

Signature

Requirement of Manpower for PRSC

Sr. No.	Item Description	Qty	Qualifications
CATEGORY- A			
1	<u>Security Personnels</u>	As per requirement	Supervisor Matric with Punjabi upto matric level with 6 years experience in the similar line. Age should be between 25 to 60 years.
	a) Supervisor b) Security Guard	Four	Security Guard As per standard of similar Government agencies. Age should be between 18 to 60 years.
2	Driver	As per requirement	Should be Matric pass and have five years of experience in car/jeep driving and maintainance. Should have valid driving licence and have knowledge of Punjabi upto matric level. Age should be between 23 to 60 years.
3	Gardner	As per requirement	As per standard of similar Government agencies. Age should be between 18 to 60 years.
4	Sweeper/Cleaning Personnel	As per requirement	As per standard of similar Government agencies. Age should be between 18 to 60 years.

CATEGORY – B (Workmanship on hourly basis for skilled/semi skilled and unskilled manpower)			
1	Electrician	As per requirement	Good Manual work with working knowledge of electricity. Preference will be given to literate man having practical working knowledge in Government/Private Sector. Age should be between 18 to 60 years.
2	Plumber	As per requirement	As per standard of similar Government agencies. Age should be between 18 to 60 years.
3	Mechanic for AC, Computer and other office instrument/ equipment repair and maintenance services	As per requirement	Having I.T.I/Diploma Certificate or equivalent with one year experience in the line. Should be professionally trained and experienced from recognized institution/ organization.

- Note:-
- i) The number of persons to be hired may increase or decrease as per requirement of Punjab Remote Sensing Centre.
 - ii) The existing persons will be taken over by the MSP.

COMMERCIAL BID

Sr. No.	Item Description	Cost (per person per month)*
CATEGORY- A		
1	<u>Security Personnels</u> a) Supervisor b) Security Guard	
2	Driver	
3	Gardner	
4	Sweeper/Cleaning Personnel	
CATEGORY- B		(As per need of the centre, contract rate per month/per day/per person (as the case may be quoted))*
1	Electrician	
2	Plumber	
3	Mechanic for AC, Computer and other office instrument/equipment repair and maintenance services	

*Attach details on a separate sheet in sealed envelope.

Name of authorized signatory:

Signature:

Name of tenderer:

Seal of Firm:

Address:

Date:

PROFORMA FOR UNDERTAKING REGARDING NEAR RELATIVE

To

The Director
Punjab Remote Sensing Centre
Ludhiana 141004.

Subject: Undertaking regarding near relative.

Dear Sir,

With reference to above, this is to inform you that no near relative is posted in Punjab Remote Sensing Centre (PRSC), Ludhiaina.

Thanking you,

Yours faithfully

Firm Name:

Prop. Name & Signature:

Attest this document & submit it on Company Letter Head

PROFORMA FOR NO DEVIATION CERTIFICATE

To

The Director
Punjab Remote Sensing Centre
Ludhiana 141004.

Subject: No Deviation Certificate.

Dear Sir,

With reference to above, this is to inform you that we have not taken any deviation from tender clause. We hereby convey our qualified acceptance to the terms and conditions as stipulated in the tender.

Thanking you,

Yours faithfully

Firm Name:

Prop. Name & Signature:

Attest this document & submit it on Company Letter Head