



Government of India /Bharat Sarkar
Ministry of Labour and Employment /Shram Aur Rozgar
Mantralaya
Directorate General Factory Advice Services and Labour Institutes
CENTRAL LABOUR INSTITUTE
Sion, Mumbai-400022

No. CLI/Manpower/2016-17

Date: 07.02.2017

e-TENDER NOTICE

For providing office manpower on contract basis at CLI, Mumbai

CRITICAL DATE SHEET

Published Date	07/02/2017
Bid Document Download/Sale Start Date	07.02.2017
Bid Submission Start Date	07.02.2017
Bid Document Download/Sale End Date	01.03.2017
Bid Submission End Date	01.03.2017 up to 12.00 Hrs.
Bid Opening Date	02.03.2017 at 15.00 Hrs.

E-Tenders are invited by the Central Labour Institute, Mumbai under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound manpower Companies/Firms/Agencies for providing required number of office staff in Central Labour Institute, Mumbai for one year from the date of agreement.

1. Complete Tender Documents can be downloaded from the website <http://eprocure.gov.in/eprocure/app> from 07.02.2017 to 01.03.2017 (up to 12.00 hrs.)

2. Interested service providers may submit their duly completed documents online at <http://eprocure.gov.in/eprocure/app> in all respects along with Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand Only) refundable (without interest) in the form of Demand Draft/pay order drawn in favour of Central Labour Institute, Mumbai. Original EMD has to be submitted at Central Labour Institute, Mumbai on or before the closing date i.e. 01.03.2017 up to 12.00 hrs.
3. All the documents in support of eligibility criteria etc. are also to be scanned in PDF Format uploaded along with the tender documents. Tenders sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.
4. The technical bids will be opened on line on 01.03.2017 at 12.00 Hrs. by a procurement committee of this Institute. At the first instance the Technical Bids will be evaluated by the Tender Evaluation Committee (TEC) constituted for the purpose by the Department. At the second stage, the Financial Bids only those bidders, who qualify in the Technical Bid, will be opened on 01.03.2017 at 15.00 Hrs. by the Committee Members. The Tender Evaluation Committee (TEC) after evaluation of the Technical and Financial Bids, which will give its specific recommendation (s) regarding the lowest qualified bid, which is to be selected along with a comparative statement duly signed by the members of the TEC.

Note: The dates of opening of Technical and Financial Bids may change as necessitated.

5. The successful bidder will have to deposit a performance Security Deposit of Rs. 1,00,000/- (Rupees One Lakh only) in the form of Fixed Deposit Receipt (FDR) made in the name of company/Firm/Agency but hypothecated to Central Labour Institute, Mumbai or Demand Draft in favour of Central Labour Institute, Mumbai for the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful bidder.
6. Institute reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all bids without giving any notice or assigning any reason.

(Dr S K Haldar)
Director (Medical) and
Head of Office

TENDER NOTICE

SCOPE OF WORK AND GENERAL CONDITIONS

Head of Office, Central Labour Institute, Mumbai on behalf of the Director General, Factory Advice Services & Labour Institutes, Mumbai, invites E-tenders under Two Bid System from experienced and financially sound parties for providing manpower in the office of Central Labour Institute, N.S. Mankiker Marg Sion, Mumbai - 22 . Initially the contract will be for one year which is extendable further on mutual consent subject to approval.

General Conditions

1. The tender should be submitted on line on CPP Portal. The last date for submitting the tender including EMD/other relevant documents shall be **01.03.2017 at 12.00 Hrs.** Technical bid will be opened on **01.03.2017 at 15.00 Hrs.** in the presence of those tenderers or their representative who would like to be present. In case, there is a public Holiday on the above mentioned date, the next working day shall be treated as the date prescribed for receipt of tenders as well as for opening of tenders.
2. **Earnest Money Deposit:** A bank draft/pay order/FDR of Rs. 20,000/- (Rupees Twenty Thousand only) drawn on any scheduled bank in favour of the Central Labour Institute, payable at Mumbai, shall be submitted towards Earnest Money Deposit on or before the closing date of the tender. Tenders received without Earnest Money Deposit will be rejected as non-responsive.
3. The contractor whose tender is accepted will be furnish a **Security deposit** of Rs. 1,00,000/- (Rupees One Lakh only) of contract or an amount of 5% of the tendered cost of work whichever is higher as a “Security Deposit” within 15 days of awarding the contract for the duly fulfillment of the contract.
4. The Agency shall comply with all statutory provisions like Bonus, ESIC Provident Fund, Service Tax etc.
5. Income Tax will be deducted from the monthly claims of the contractor at the rates prescribed by the Government from time to time and remitted to Government. Form 16A will be provided against such deductions as per norms.
6. The Agreement shall be in force for a period of one year from the date of signing of the Agreement/Contract or the deployment of the manpower whichever is later.
7. The agreement may be extended for further period or periods by mutual consent subject to approval by the competent authority.

8. The wages will be revised in accordance of the revision of rates of minimum wages as notified or prescribed by the Government from time to time.
9. Increase/Decrease in minimum Wages and consequential change in statutory benefits such as PF & ESIC etc. will be paid to/recovered from the contractor accordingly and contractor will be required to deposit the PF and ESIC contributions based on the new minimum wages through CLI.

CONDITIONS OF ELIGIBILITY:

Technical Bid:

The tenderer should fulfill the following eligibility conditions:-

- (i) I.T. Returns for the last three years shall have to be furnished alongwith the tender.
- (ii) The tenderer should be registered with the Regional PF Commissioner (RPFC) and ESIC office. A copy of the valid registration certificate is required to be submitted alongwith the tender.
- (iii) The agency should be registered under the Shops and Commercial Establishments Act, 1958. An attested copy of the Registration certificate should be enclosed with the tender.
- (iv) Credentials or certificates in support of agency's experience in the last five years in similar nature of work should be enclosed. A list of their Clients with full address and phone numbers of the Head of Office/Division Head may also be submitted.
- (v) The annual turnover of the agency should be minimum Rs. Fifty Lakhs or above and the agency should submit documents to show satisfactory execution of work of similar amount during the last three years.

Annexure – I

DETAILS OF MANPOWER

S. No.	Name of the post/job	No. of personnel	Category	Job Description	Minimum
1.	Data Entry Operator	09	Skilled	Typing ,clerical, administrative work as per govt. instructions	12th pass with Typing speed of 40- words per minute in English conversant with the computer knowledge-MS Office, Excel, E mail etc.
2.	Driver	01	Skilled	Driving and upkeep of the staff car	10th pass with valid driving license and 2 yrs driving experience of LMV having basic knowledge of vehicle maintenance
3	Supervisor For Safety Museum	01	Skilled	To supervise the cleaning & maintenance activities in the Safety Museum and any other duties related with the Safety Museum as & when assigned/required	Diploma or Degree in any branch of Engineering with 2-3 years of experience preferably in the field of maintenance.
4	Helpers for Safety Museum	03	Unskilled	Cleaning & maintaining the Safety Museum (Occ. Safety & Health Exhibition Centre) and the equipments/items in the centre and any other duties related with the safety Museum as & when required/assigned	Eighth std. pass and preferably able to read Hindi & English

CENTRAL LABOUR INSTITUTE,SION, MUMBAI – 400 022

FORM OF TENDER
(To be submitted in Envelope 'B')

TENDER FOR PROVIDING MANPOWER SERVICES AT
CENTRAL LABOUR INSTITUTE,SION, MUMBAI – 22

FINANCIAL BID(Rate per month (Rs.)

S. No.	Description	Data Entry Operator (Skilled) 09	Driver (Skilled) One	Supervisor for Safety Museum (Skilled) 01	Helpers for Safety Museum (Unskilled) 03
1.	Monthly wages for Providing office staff as per annexure (along with post/job-wise breakup) (Monthly wages rate should not be less than the minimum wages prescribed by the Govt. under Minimum Wages Act, 1948)				
2.	Employees Provident Fund (% of 1)				
3.	Employees State Insurance (% of 1)				
4.	Service Tax (% of 1)				
5.	Any other liability (Please Indicate)				
6.	Contractors Charges/ Service Charge				
	Total				

Signature of the tenderer/owner/authorized signatory-----

Name _____

Address & Stamp _____