



F.NO/CBSE/RO/PTN/156/2017

Date : 22.11.2017

TENDER NOTICE

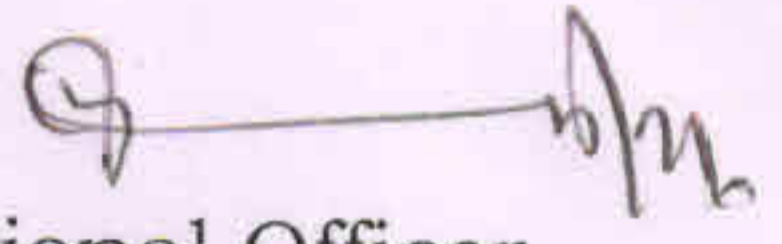
Sealed competitive Tenders under two-bid system (Technical & Financial) are invited from reputed, experienced and well established manpower agencies/Firms to provide manpower services for a period of one year commencing from the date of signing of agreement.

Bidders shall have to deposit bid security of Rs.25000/- (Twenty Five Thousand) in the form of Demand draft drawn from any scheduled bank at Patna in favor of "Secretary CBSE" along with bid.

Tender form along with Bid document may be obtained from the Regional office on Cash payment of Rs.250/- on all working days between 10.00 to 13.00 from 23.11.2017 to 13.12.2017. The bid document is also available on website www.cbse.nic.in and www.eprocure.gov.in Downloaded tender form can also be submitted without any cost of the tender document. Tender fee is non-refundable.

The Board reserves the right to amend or withdraw any of the terms and conditions contained in the Tender document or to reject any or all the tenders without giving any notice or assigning any reason. The Decision of the competent authority of the board in this regard shall be final and binding on all.

Bid submission start date	
Bid submission Last date & Time	
Date and Time of opening of Technical Bid	
Place of opening of Technical Bid	
Date of opening of Financial Bid	


Regional Officer



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

Tender FORM No.....

Regional Office, Central Board of Secondary Education,

Ambika Complex, Behind SBI Colony, Brahmsthan Gali, Sheikhpura, Raja Bazar, Bailey Road, Patna-800014.

Phone No: 0612-2295048, 2295080, 2295088. Email: ropatna.cbse@nic.in

Last Date for submission of sealed competitive tender is 13.12.2017 upto 1:00 p.m.

Tender form to provide **MANPOWER SERVICES** on contract commencing from the date of agreement.

M/s. _____ are hereby authorized to submit their Tender in response to the Tender Notice appeared in newspaper to provide Manpower Services on contract agreement and as per the terms and conditions enclosed.


REGIONAL OFFICER

I/WE _____ hereby submit tender to provide Manpower Services on contract agreement as per the terms and conditions given in the tender form on page 2,3 and 4.

Signature with stamp of
The Proprietor of the
Manpower Agency/Firm

अम्बिका कॉम्प्लेक्स शेखपुरा, राजाबाजार, बेलीरोड, पटना - 800014 (बिहार)
Ambika Complex, Sheikhpura, Rajabazar, Bailey Road Patna - 800014 (Bihar)

फोन/Telephone: 0612 - 2295048, 2295080 फ़ैक्स/FAX 0612-2295008 E-mail : ropatna.cbse@nic.in.



Central Board of Secondary Education, Regional Office,

Ambika Complex, Behind SBI Colony, Brahmsthan Gali, Sheikhpura, Raja Bazar, Bailey Road, Patna-800014. Phone No: 0612-2295048, 2295080, 2295088. Email: ropatna.cbse@nic.in

Sealed competitive Tenders under two-bid system (Technical & Financial) are invited from reputed and well established Manpower Agencies/Firms to provide manpower services for a period of one year commencing from the date of signing of agreement. Tender Form with T&C can be obtained from the CBSE, RO, Patna on any working day between 10.00 a.m. and 1.00 p.m. on or before 13.12.2017 against cash payment of Rs.250/- (non-refundable) or can be downloaded within the same period from Board's website www.cbse.nic.in / www.eprocure.gov.in in such cases, tender cost is not required. Interested Manpower Agencies/Firms may submit duly filled in tender form with **Earnest Money Deposit of Rs.25000/-** in the shape of Bank Draft on or before 13.12.2017 upto 1.00 p.m. and drop in the Tender Box kept at reception counter of CBSE, RO, Patna. Tender shall be opened on the **same day at 03.00 p.m.** In the presence of tenders who may wish to be present. The Board reserves right to accept or reject the tender without citing any reason.

Terms and Conditions

1. The contract is likely to commence from January, 2018 and would continue till December 2018. Period of contract may be further extended for a period of another one year with some modification. The modification of the rates shall be subject to the variation in the incidence of the statutory levies & contributions and revision of daily minimum wages at the time of obtaining the extension. The Competent Authority of the Board, however, reserves right to terminate this initial contract at any time after giving one month notice to the selected service providing Company/Firm/Agency.
2. The Earnest Money Deposit (EMD) of Rs.25000/- (Rupees twenty five thousand), refundable (without interest), should be necessarily accompanied with the Technical Bid of the Agency in the form of Bank Draft drawn on any nationalized bank in favour of **Secretary, CBSE payable at Patna**. Tender not accompanied by earnest money and tender fee will be summarily rejected.
3. The Successful tenderer will have to deposit a performance security / performance deposit @10% yearly value of contract within 15 days of the receipt of the formal order. The performance security will be furnished in the form of Account payee Demand draft or Bank guarantee drawn in favor of the Secretary CBSE or Fixed deposit Receipt (FDR) from a commercial bank made in the name of the company/firm/agency. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligation of the suppliers.



4. The tenderer are required to enclose self-attested photocopies of the following documents along with the Technical Bid, **failing with their bids shall be summarily/out rightly rejected and will not be considered any further:**
- Registration Certificate and valid Licence under contract labour Act.
 - Copy of PAN card.
 - Copy of the IT return acknowledgements for the last two financial years.
 - Copies of EPF and ESI certificates.
 - Copy of the GST registration certificate.
 - Work experience of similar work with Govt. Ministries /PSUs/Autonomous Bodies during the past two years.
 - Documents for minimum financial turnover of Rs.____/- per annum during the last three years.
 - Bank Draft of Rs._____-/- (refundable EMD).
 - Bank Draft of Rs._____-/- as cost of tender in case of downloaded form.
5. **The conditional bids shall not be considered and will be out rightly rejected.**
6. The Technical Bid shall be opened first on the scheduled date and time, in the CBSE, Regional Office, Patna in presence of the Representatives of the Firms/Agencies, if any who wish to be present at that time. Performance on Technical Bids shall be evaluated by the Competent Authority. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date & place to be notified later in presence of short listed contractors or their authorized representatives.
7. The Board reserves the right to cancel any or all bids without assigning any reason.
8. The bidder shall quote the technical & financial bids as per the format enclosed at **Annexure –I &II.**



9. The Contracting Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of the Board.
10. The requirement of the Board may increase or decrease during the period of contract. The tenderer would have to provide additional Manpower, if required, on the same terms and conditions.
11. The tenderer will be bound by the details furnished by him/her to the Board, while submitting the tender or at subsequent state. In case, any or such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
12. The manpower employed by the agency shall be required to work normally as per the Board's working days, i.e. from Monday to Friday from 0900 hrs. to 1730 hrs. with a lunch break of ½ hour from 1300 hrs. to 1330 hrs. The manpower may also be called upon to perform duties on Saturday and Sunday and other gazette holidays, if required. Extra wages will be paid for attending the office on such holidays.
13. The tenderer shall furnish the following documents in respect of the individual Attendants deployed by it in the Regional Office before the commencement of work:-
 - i) List of attendants shortlisted by the agency for deployment containing full details i.e. Date of Birth, Marital Status, Address, Photographs, Identification Mark etc.
 - ii) Bio-data of the persons.
 - iii) Certificate of verification of antecedents of persons by local police authority.
14. In case, the person employed by tenderer commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence and security risks, the successful Company / Firm/Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the Competent Authority. The tendering company/firm/agency shall replace within two days any of its personnel who is found unacceptable to the Board. Any loss caused to Board by acts or omissions of deployed manpower shall be indemnified by the Agency.





15. The tendering company shall provide identity cards to the personnel deployed in the Board carrying the photograph of the personnel and personal information as to name, DOB, age and Identification mark etc.
16. The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in the Board.
17. The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, tobacco, chewing, smoking, loitering without work, chewingum or any other material which may cause unnecessary spitting.
18. The person deployed shall be required to report for work at 0900 hrs. to Administration Branch and would leave at 1730 hrs. In case, person deployed is absent on a particular day or comes late/leaves early on three occasions, one day wage shall be deducted.
19. The agency shall depute a co-ordinator, out of the deployed personnel, who would be responsible for immediate interaction with the Board so that optimal services of the persons deployed by the Agency/Firm could be availed without any disruption.
20. It will be the responsibility of the service providing agencies to meet transportation, food medical and any other requirements in respect of the persons deployed by it (Agency) in the Board and the Board will have no liabilities in this regard.
21. For all intents and purposes, the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of Attendants so employed and deployed in the Board. **The persons deployed by the agency in the Board shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against Central Board of Secondary Education.**
22. The service providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. The Board shall, in no way, be responsible for settlement of such issues whatsoever.
23. The Board shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.



24. The persons deployed by the Service providing agency shall not claim nor shall be entitled to pay perks and other facilities admissible to casual, ad-hoc, regular /confirmed employees of the Board **during the occupancy or after expiry of the Contract.**
25. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular /otherwise capacity in the Board.

LEGAL

26. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages as per the rates of Chief Labour Commissioner (Central), Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in the Board.
27. The tendering agency shall be liable to submit to this Department every month the list of employees deployed by them in the Board and their contribution towards Provident Fund, ESI and salary details. Proof of remittance of remittance be also submitted.
28. Tendering agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Board to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
29. The tendering agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of the Board or any other authority under Law.
30. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income-Tax Department and GST Act, as amended from time to time and a certificate to this effect shall be provided to the agency by the Board.
31. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Board is put to any loss / obligation, monetary or otherwise, the Board will be entitled to get itself reimbursed out of the outstanding bills or the Performance' Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
32. The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting agency and the board.
33. The Technical Bid & the Financial Bid should be sealed by the bidder in separate covers duly superscribed as "Technical Bid for Tender For Man Power Agency" and "Financial Bid for Tender for Man power agency" respectively & both these sealed



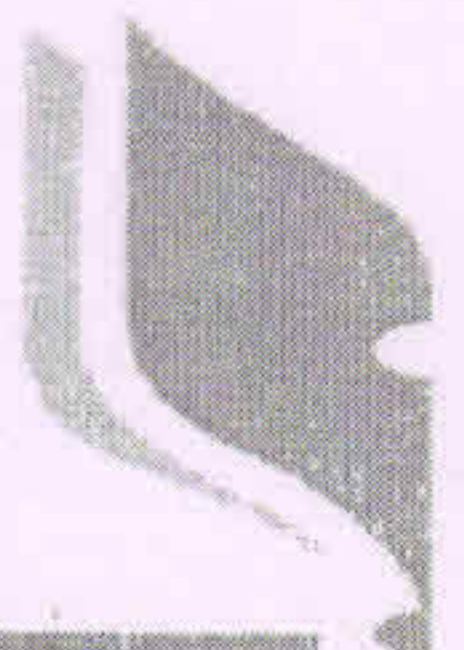
covers are to be put in a bigger cover which should also be sealed and bear the name & address of the tenderer and superscribed with "Comprehensive Bid for Tender for Man Power Agency".

34. Financial bids of only those tenderers who are technically responsive shall be evaluated.
35. The contracting agency shall ensure that the manpower deployed in the Board conforms to the technical specifications of the age and skills prescribed in tender document.
36. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons. The delay by the Agency in providing a substitute beyond two working days shall attract penalty @Rs. _____/- per day (per such case) on the service providing agency, besides deduction in payment of pro rata basis.
37. Bid validity period will be 90 days from the last date of tender.
38. In case any misconduct by the deputed man power of agency Board reserve right to discontinue the service at any time.
39. Agency must keep at least sufficient number of personnel on stand-by and can be provided to office as and when required.
40. No person shall be deemed to be in employment of the Board in any manner
41. In case of unauthorized absence for more than 3 days the Board reserves the right to replace the incumbent
42. Concerning any dispute of wages/ arrears pertaining to the workers, the Board shall not be connected in any manner and the agency shall be directly accountable
43. In case of any accident/ untoward incident, the agency shall be solely responsible
44. Insurance and accident risks of the manpower shall be the responsibility of the agency

FINANCIAL

32. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable (without interest) of Rs.25000/- in the form of Demand Draft drawn in favour of Secretary, CBSE payable at Patna.
33. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second competitive stage) shall be returned to them without any interest. However, the EMD in respect of the successful tenderer shall be adjusted towards security money deposit.

Further, if the agency fails to deploy manpower against the intial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice.





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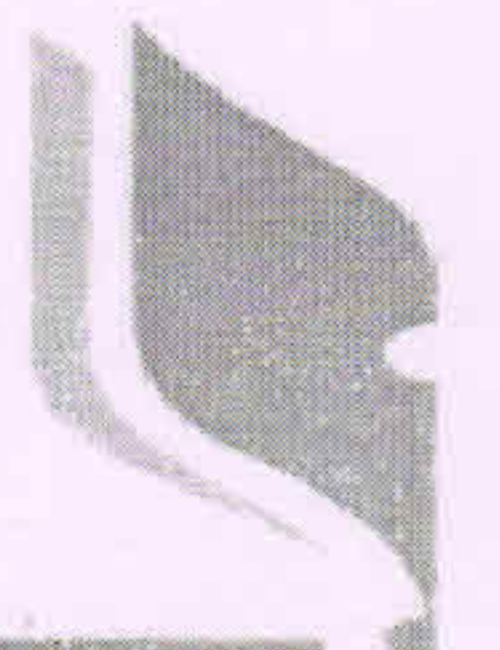
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34. In case of breach of any terms and conditions attached to this contract, the Security Money Deposit of the agency will be liable to be forfeited by the Board besides termination of the contract.
35. The agency shall raise the bill, in duplicate, along with attendance sheet and submit to the CBSE, RO, Patna in the first week of succeeding month. As far as possible the payment shall be released by the second week of the succeeding month, if the Regional Office satisfy that the tendering agency has abide by all terms and conditions of the contract. However, it shall be the liability of tenderer to pay wages to manpower deployed by it before 30th of succeeding month as per provisions of payment of Wages Act, 1936.
36. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the Bill/whole of the Bill amount shall be held up till such proof is furnished, at the discretion of the Competent Authority.
37. The Board reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
38. Bids offerings rates, which are lower than the minimum wages and contribution towards EPF and ESI (as applicable) for the pertinent category would be rejected.
39. The claims in bills regarding the ESI and EPF should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished. As the discretion of the competent authority.
40. The payment to contract staff will be made by the tenderer by way of ECS or E-payment only.
41. An undertaking will be have to submit by agency for not to deduction any charges other than statutory provision from the wages specified for the post, in case any complaint received to board, the contract shall be terminated after due verification of fact and allegation.
42. The claim of Bonus shall be borne by the agency as per respective act.
43. The tenderer shall be required to quote only administrative charges per contract employee.
44. Agency are requested to quote the value of realistic basis, the tender of zero service charge shall be disqualified.
45. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each deployed during the month

REGIONAL OFFICER

अम्बिका कॉम्प्लेक्स शेखपुरा, राजाबाजार, बेलीरोड, पटना - 800014 (बिहार)
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Annexure -I

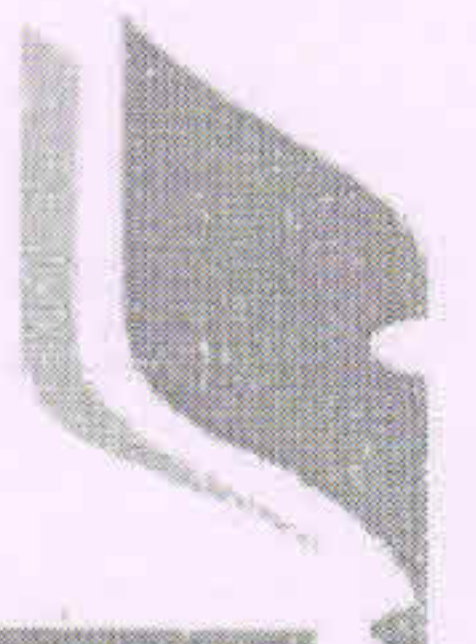
TECHNICAL BID

(To be enclosed in a separate sealed envelope)

To Provide Services of Manpower to Regional Office, Central Board of Secondary Education, Ambika Complex, Behind SBI Colony, Brahmsthan Gali, Sheikhpura, Raja Bazar, Bailey Road, Patna-800014. Phone No: 0612-2295048, 2295080, 2295088. Email: ropatna.cbse@nic.in

1. Name of Tendering Firm / Agency : _____
(Attached certificate of registration with statutory authorities)
2. Name of proprietor /Director(s)/partners of Firm /Agency
 1. _____ S/o, D/o, W/o _____
 2. _____ S/o, D/o, W/o _____
 3. _____ S/o, D/o, W/o _____
2. Details of Earnest Money Deposit: Rs. _____
D.D. /P.O. No. & Date: _____
Drawn on Bank: _____
3. Full Address of Firm/Agency _____

Telephone No.: _____
Fax No.: _____
E-Mail Address: _____
4. PAN / TAN / GIR No:
(Attach self attested copy) _____
5. GST Registration No.:
(Attach self attested copy) _____
6. E.P.F. Registration No.:
(Attach self attested copy) _____
7. E.S.I. Registration No.:
(Attach self attested copy) _____





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CENTRAL BOARD OF SECONDARY EDUCATION

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8. Bank Account No.(Attach Cancel Cheque) _____
9. Beneficiary _____
10. Bank Name & Address _____
11. IFSC Code _____
12. Financial turnover of the tendering Firm / Agency for the last 3 Financial Years:
(Attach supporting documents)

Financial Year	Amount (Rs. lacs)	Remarks, if any
2013-14		
2014-15		
2015-16		

13. Give details of the major similar contracts handled by the tenderer in PSUs and Government Departments during the last two years in the following format. (Attach attested copies of work orders)

Sl. No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. lacs)	Duration of Contract		Nature of Contract
			From	To	
1					
2					
3					

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

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

I/WE declare that all the terms & conditions in the tender document are read and understand by me/us and binding upon.

Signature of Authorized Person

Date:
Place:

Name:
Seal:

अम्बिका कॉम्प्लेक्स शेखपुरा, राजाबाजार, बेलीरोड, पटना - 800014 (बिहार)
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केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

Annexure-II

"FINANCIAL BID"

(To be enclosed in a separate sealed envelope)

For Providing Services of Manpower to Central Board of Secondary Education

1. Name of Tendering Company/ Firm / Agency : _____
2. The components of rates per employee shall comprise such statutory payments & liabilities as applicable on date and revised from time-to-time as under-

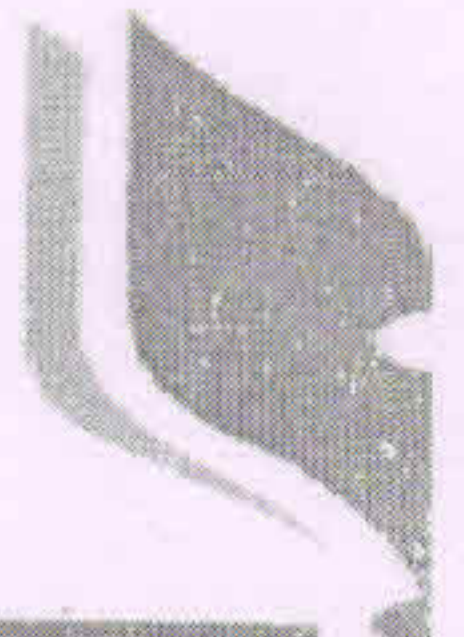
Sl No	Components of Rate	
1.		
2.		
3.		
4.		

No deduction except EPF & ESI contribution is to be made from the wages specified for each post. The payment to the contract staff will be made by the tenderer by way of ECS/E-payment only.

It shall be presumed that the tenderer shall be liable to make payments to the contract employee as per the above statutory liabilities and claim the same from the Board. The incidence of the above statutory payments shall be worked out by the Board & the tenderers need not quote against the same.

Administrative Charges:- The tenderer shall be required to quote only administrative charges for contract employees which shall be the deciding parameters for the award of the contract.

Administrative Charges in % of the wages of the contract staff	
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केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

13/13

Annexure-II-B

The competitive rates for the following categories of post may be quoted based upon the qualification and experience against the column meant for Emoluments per Month inclusive of all taxes and charges.

Sl.No	Name of Post	Age Limit	Qualification	Experience and skill knowledge	Emoluments / Month (to be quoted by Firm /Agency Accordingly)
1	Computer Assistant	Between 18 to 40 years	Graduate with Diploma in Computer Application, proficiency in Typing, MS-Office Desirable – Good Communication Skill	Typing Speed English-35 wpm Minimum 2 Years Exp.	
2	Junior Assistant	Between 18 to 40 years	Graduate with Diploma in Computer Application, proficiency in Typing, MS-Office Desirable – Good Communication Skill	Typing Speed English-35 wpm Minimum 2 Years Exp.	
3	Receptionist	Between 18 to 40 years	Graduate with Communication in English and Hindi, Desirable- Basic knowledge of Computer	Minimum of 2Years Experience in Receptionist	
4	Junior Accountant	Between 18 to 40 years	B.com with Diploma in Computer Application, proficiency in Tally ERP9	Minimum of 2 Years Experience in Accounts work	
5	Multi Tasking Staff	Between 18 to 40 years	Matriculation		

Signature of authorized person

Date:
Place:

Full Name:

Firm / Agency Seal:

Notes: The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each deployed person during the month.

अम्बिका कॉम्प्लेक्स शेखपुरा, राजाबाजार, बेलीरोड, पटना - 800014 (बिहार)
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