



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

TENDER FOR SUPPLY OF TECHNICAL/ NON-TECHNICAL MANPOWER

F-CBSE/RO/GHY/ADMIN-II/Tender- Manpower/2017

क्षेत्रीय कार्यालय: "शिक्षा भवन", शिल्पग्राम रोड, शंकरदेव कलाक्षेत्र के समीप, पंजाबाड़ी, गुवाहाटी-७८१०३७ (असम)
Regional office: "Siksha Bhawan", Shilpagram Road, Near Shankardev Kalakshetra, Panjabari, Guwahati-781037 (Assam)
Telephone : 0361-2333333, 2331995, 2338994, Fax: 0361-2330992 Email : roguwahati.cbse@nic.in, website : www.cbse@nic.in





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CENTRAL BOARD OF SECONDARY EDUCATION

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NOTICE INVITING TENDER

Sealed Tenders are invited under “two bid” system from reputed agencies from Guwahati and greater Guwahati only which are specialized to supply Technical Manpower who have working knowledge of computer related works like data entry, MS Office, printing jobs etc and having minimum experience of 3 years in the field and also having expertise in supply of Non – Technical Manpower (Semi skilled/Un skilled) having at least 02 (two) years working experience in any educational institutions.

The interested agencies are required to submit the Technical and Financial Bid separately. The bids in Sealed Cover-I containing “Technical Bid” and Sealed Cover-II containing “Financial Bid” should be placed in a third sealed cover super scribed “Tender for Supply of Technical & Non Technical Manpower.” Tenders must be submitted latest by **15/12/2017** upto **03:00 PM** and put in the tender box placed at Reception CBSE, Regional Office Guwahati, Shilpogram Road, Near Shankerdeve Kalakshetra, Panjabari, Guwahati- 781037. The technical bids shall be opened on the same day at 04:00 PM at CBSE, Regional Office Guwahati. Tenders which are either late or incomplete shall be summarily rejected.

The reputed firms/agencies may download the Tender Form from the CBSE website i.e. www.cbse.nic.in Or CPP Portal.

The bid security (EMD) of Rs. 60,000/- (Rupees Sixty Thousand Only) and tender cost Rs 500/ - (Rupees Five Hundred Only) [non-refundable] can be submitted in the shape of a Account Payee Demand Draft, Fixed Deposit Receipt, Banker’s Cheque or Bank Guarantee from any Commercial Bank favouring “The Regional officer CBSE, Guwahati, payable at Guwahati” or through Electronic Fund Transfer in CBSE, Guwahati A/c No **24322010000059, IFSC Code SYNB0002432, Syndicate Bank, CBSE (EC), Panjabari Guwahati** and enclosed copy of acknowledgement with the Tender Form before its submission.

The Regional Officer, CBSE, Guwahati reserves the right to accept or reject any or all the tenders without assigning any reason thereof. Incomplete tenders or those without EMD will be rejected.

Regional Officer



SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The Central Board of Secondary Education, Regional Office, Guwahati located at Shilpogram Road, Near Shankerdeve Kalakshetra, Panjabari, Guwahati- 781037 requires the services of reputed, well established and financially sound manpower Companies/Firms/Agency to provide manpower Technical and Non Technical.
2. The Contract is likely to commence from December' 2017/January' 2018 and likely to continue for one year. The period of the contract may be further extended for a period of another year after the completion of the contract provided the requirement for Contractual Staff persists at that time and on mutual consent of both the parties subject to satisfactory service provided on same Rate and Terms and Conditions. The period of tender may be curtailed/ terminated before the contract period owing to deficiency in service or substandard quality of manpower deployed by the Tenderer. The Competent Authority, however, reserves right to terminate this initial contract at any time after giving one month notice to the selected service providing Company/Firm/Agency.
3. The various crucial dates relating to "Tender for Providing Manpower Services to Central Board of Secondary Education" are cited as under:

01	Tender can be downloaded from	www.cbse.nic.in & CPP Portal
02	Date for view/downloading/ submission of Tender	From 24/11/2017 To 15/12/2017
03	Last date & time for offline submission of bid	15/12/2017 at 03:00 PM
04	Place of opening of the Tenders	CBSE, Regional Office, Guwahati located at Shilpogram Road, Near Shankerdeve Kalakshetra, Panjabari, Guwahati- 781037
05	Date & Time for opening of Technical Bids	15/12/2017 at 04:00 PM
06	Validity of Tenders	Sixty Days from the date of Opening of Tender
07	Likely date for deployment of Attendants	December' 2017 / January' 2018.



4. The tenderers are required to enclose self attested photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further.
 - a) Registration certificate and valid License under contract labour (Regulation & Abolition) Act;
 - b) GST Registration Documents;
 - c) Copy of PAN/GIR Card;
 - d) Copy of the IT return acknowledgements for the last two financial years;
 - e) Copies of EPF and ESI certificates;
 - f) Work experience of similar work with Govt.Ministries/PSUs/Autonomous Bodies during the past two years (Copies of work order).
 - g) Documents for minimum financial turnover of Rs.30/- Lac per annum during the last two years.
 - h) DD of Rs.60,000/- (refundable EMD)
 - i) DD of Rs.500/- as cost of tender. (Non-Refundable)
5. The Technical Bid shall be opened first on the scheduled date and time (At 04:00 PM hrs on **15/12/2017**), in CBSE Regional office, Guwahati in the presence of the representatives of the Companies, Firms/Agencies, if any, who wish to be present on the spot at that time. Technical Bids shall be evaluated by the Committee constituted for the purpose by the Competent Authority. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on **15/12/2017** at 04:00 PM in presence of short listed contractors or their authorized representatives.
6. The conditional bids shall not be considered and will be outrightly rejected at the very first instance. The successful bidders shall submit performance security deposit in the form of Demand draft / FDR of Nationalized/scheduled commercial bank in the favour of "Regional Officer, CBSE, Guwahati" of an amount equivalent to 10% of contract value valid for 60 days beyond the completion of all contractual obligations of supplier. The performance security be deposited within 15 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited.



7. The Competent Authority of the Board does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
8. Canvassing whether directly or indirectly in connection with tenders is strictly prohibited and the tenders submitted by the contractors, who resort to canvassing will be liable to rejection.
9. The Competent Authority of the Board reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
10. The contractor shall not be permitted to tender for works in CBSE, in which his near relative is posted in CBSE, in any capacity. He shall also intimate the names of persons who are working with him in any capacity. Any breach of this condition by the contractor would be liable to rejections.
11. No Engineer of Gazetted rank or other Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of two years after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.
12. The tender for the works shall remain open for acceptance for a period Ninety days from the date of opening of tenders. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, which-ever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the Board shall, without prejudice to any other right or remedy, be at liberty to forfeit of the said earnest money as aforesaid.



13. This Notice Inviting Tender shall form a part of the contract document. The successful tenderer/ contractor, on acceptance of his tender by the Accepting Authority, shall sign the agreement. The cost of agreement on non judicial stamp paper of Rs. 100/- shall be borne by the agency.
14. For the Bidding / Tender Document Purposes, 'Central Board of Secondary Education, Regional Office Guwahati shall be referred to as 'Client' and the Bidder / Successful Bidder shall be referred to as 'Contractor' and / or Bidder.
15. The Bidders are advised to inspect the site before filling in and submitting the bids to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
16. The sealed bidding documents should be dropped in the tender box placed near reception counter CBSE, Regional Office Guwahati, Shilpogram Road, Near Shankerdeve Kalakshetra, Panjabari, Guwahati- 781037 by the stipulated date and time. Tender Documents may be downloaded from Board's website i.e. <http://www.cbse.nic.in> or CPP Portal.
17. While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
18. Each page of the Tender documents must be stamped and signed by the person or persons submitting the Tender in token of his/their having acquainted himself/ themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the Client. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS BIDDING DOCUMENT.**
19. The bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder.
20. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are **liable to be rejected**.



21. For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Office of the Central Board of Secondary Education. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
22. No additional condition has been stipulated by the tenderer.
23. Tenders with any condition including that of conditional rebate shall be liable for rejection.
24. The intending tenderers are advised not to tamper the tender document downloaded from website. In case the tender document is found tampered, the offer shall not be considered.
25. The agency shall be bound to enclose analysis of rates in supporting its quoted rates. Tender received without analysis of rates shall not be accepted.
26. The Earnest Money is liable for forfeiture in the event of :
 - (a) Withdrawal of offer during the validity period of the offer,
 - (b) Non-acceptance of orders when placed, or
 - (c) Non-confirmation of acceptance of orders within the stipulated time after placement of offer.
 - (d) Any unilateral revision made by the bidder during the validity period of the offer.
27. Replacement of personnel as required by the CBSE will be effected promptly by the Contractor; if the contractor wishes to replace any of the personnel, the same shall be done after prior consultation with the CBSE. The full particulars of the personnel to be deployed by the contractor including the names and address shall be furnished to the CBSE along with testimonials before they are actually deployed for the job.
28. In case of any loss that might be caused to the CBSE due to lapse on the part of the personnel deployed by the manpower agency discharging their responsibilities, the such loss shall be compensated by the contracting Agency and in this connection, the CBSE shall have the right to deduct appropriate amount from the bill etc to make good of such loss to the CBSE besides imposition of penalty. In case of any deficiencies/lapses on the part of the personnel deployed by the contractor, the CBSE shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.

Accepted by me (Prop/ Manager)



TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY/FIRM/AGENCY

1. The tendering manpower Company/Firm/Agency should fulfil the following Criteria:-
 - (a) The Registered or Branch Offices of tenderer should be located either in Guwahati or Greater Guwahati.
 - (b) The tenderer should be registered with the appropriate registration authority.
 - (c) The firm/agency must have GST Registration no.
 - (d) The tenderer should have at least two years experience in providing manpower to Public Sector Companies/Banks and Government Departments etc
 - (e) The tenderer should be registered with Income Tax, Service Tax (Provide documents like PAN, Service Tax, Registration No. etc).
 - (f) The tenderer should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
 - (g) The tenderer should have a minimum financial turnover of Rs.30,00,000/- (Rs. Thirty Lakhs only) per annum during the last two financial years.



TERMS AND CONDITIONS

General

1. The contract is likely to commence from December' 2017/January' 2018 and shall continue for a period of one year, unless it is curtailed or terminated by the competent authority owing to deficiency of service, sub-standard quality of staff deployed, breach of contract, reduction or cessation of the requirements of work. The rates shall remain constant & will not be subject to any variation during the currency of the contract except statutory increase in minimum wages.
2. The contract shall expire after one year from commencement of the contract unless extended further by the mutual consent of contracting agency and the Board on same rate and terms & conditions.
3. The contract may be extended, on the same terms and conditions, for a further period not exceeding one years. 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 as per Central Govt. latest Notification.
4. The contracting Company/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.
5. The requirement of the Board may increase or decrease during the period of contract. The tenderer would have to provide additional attendants, if required, on the same terms and conditions.
6. The tenderer will be bound by the details furnished by him/her to the Board, while submitting the tender or at subsequent stage. In case, any of 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.
7. Financial bids of only those tenderers who are technically responsive shall be evaluated.

8. Termination of contract:-

- 8.1 The Competent Authority may at any time terminate the Contract by giving one month written notice to the Contractor, without compensation to the contractor.



- 8.2 Optional termination by the competent authority (Other than due default of the contractor): The Board may, at any time, at its option cancel and terminate this contract by one month written notice to the contractor short close the tender without any compensation to the contractor. Contractor shall be paid for the work, which has been actually completed upto the date of such action.
- 8.3 The REGIONAL OFFICE/Competent Authority shall issue show cause notice giving details of lapses, violation of terms and conditions of the contract etc. to the contractor directing the contractor to take corrective action.
- 8.4 “Any notice order or other communication sought to be served on the Contractor with reference to the contract shall deemed to be served if delivered by hand or sent by registered post to the office of Contractor at site or to the Contractor’s head-office. While any notice or communications by contractor with reference to the contracts shall be valid if same is served/delivered by hand or through registered post to the office of REGIONAL OFFICER at his head quarters.”
9. The manpower employed by the agency shall be required to work normally from Monday to Saturday from **09:00** am to **05:30** PM. with a lunch break of ½ hour from **01:00** PM to **01:30** PM. The manpower may also be called upon to perform duties on Sunday/Extra Hours on working days, if required. LSA of daily wage Sunday/Late sitting for normal days will be paid based on biometric attendance record as per the admissibility of the Board. The attendant, if deputed for any official work outside the office within the jurisdiction of this Regional Office, shall not be entitled any other emoluments except only the actual bus/train fare for the purpose.
10. The tenderer shall furnish the following documents in respect of the individual Contractual Staff deployed by it in the Board before the commencement of work:
- List of attendants shortlisted by the agency for deployment in CBSE containing full details i.e. date of birth, marital status, address, photographs, identification mark etc;
 - Bio-data of the persons.
 - Certificate of verification of antecedents of persons by local police authority.



11. 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 tenderer.
12. 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.
13. 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.
14. 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, chewing gum or any other material which may cause unnecessary spitting.
15. The person deployed shall be required to report for work at 09:00 AM to the Section officer/Branch Incharge of concern section(s) and would leave at 05:30 PM. In case, person deployed in absent on a particular day or comes late/leaves early on three occasions, one day wage shall be deducted. In case of repetition of such instances, **clause 17** will be applicable.
16. 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 could be availed without any disruption.
17. 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 liquidated damages @Rs.200/- per day (per such case) on the service-providing agency, besides deduction in payment on pro-rata basis.**



18. It will be the responsibilities 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.
19. 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.**
20. The service providing agency shall be solely responsible for the redressal of grievances/resolution of disputes of wage/arrear etc. relating to person(s) deployed. The Board shall, in no way, be responsible for settlement of such issues whatsoever and the Firm/Agency shall be directly accountable.
21. 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.
22. 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 currency or after expiry of the contract.
23. 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

25. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund and Employees State Insurance etc in respect of the persons deployed by it in the Board.
26. The tendering agency shall be liable to submit to this Department every month the list of employees deployed by them in the Board and proof of deposit of their contribution towards Provident Fund, ESI and salary details.



27. Tendering agency shall also be liable for depositing all taxes applicable, 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.
28. 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.
29. In case, the tendering agency fails to comply with any statutory/taxation liability under appropriate law, and 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.
30. Concerned agency shall be liable for proper break in service of the deputed staff/ mazdoors.

FINANCIAL

31. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable (without interest) of Rs.60,000/-(Rs.Sixty thousand only) either in the form of Demand Draft/Pay Order drawn in favour of Regional Officer Guwahati, CBSE or Bank Guarantee from a commercial bank made in the name of the Company/Firm/Agency but Hypothecated to the Secretary, CBSE from any of the commercial banks. A bid not secured in as per the above format & prescribed amount shall be liable to be rejected by the Board as non-responsive. The validity of bid security shall extend up to a period of 60 days after the expiry of the period of bid validity prescribed by the Board.
32. 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 E.M.D. in respect of the successful tenderer shall be adjusted towards the Performance Security Deposit. Further, if the agency fails to deploy manpower against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice.**





33. Bids, offering rates, which are lower than the minimum wages and contribution towards EPF and ESI (as applicable for Guwahati) for the pertinent category, would be rejected.
34. The successful tenderer will have to deposit a Performance Security Deposit equivalent to 10% of the estimated value of the contract subject to revision at the time of placing the work order within 15 days of the receipt of the formal order. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of the Secretary, CBSE or Bank Guarantee from a Scheduled Bank at Guwahati made in the name of the Company/Firm/Agency **but hypothecated to the Regional Officer, CBSE**. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.
35. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by the Board besides annulment of the contract.
36. The agency shall raise the bill, in Duplicate, along with attendance sheet duly verified by Section Officer (Admn) in respect of the persons deployed and submit the same to the Regional Officer in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month, if the Board satisfy that the tendering agency has abide by all the terms & conditions of the contract. However, it shall be the liability of tenderer to pay wages to manpower deployed by it before 7th of succeeding month as per provisions of payment of Wages Act, 1948.
37. The claims in bills regarding Employees State Insurance, Provident Fund and GST 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.



38. The bidder should give a certificate that none of his/her near relative is working in the Board. The Bidder or its authorized signatory should furnish certificate saying that none of the near relative of proprietor OR all partners of partnership OR all the Directors of the company excluding Government of India/Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state is working in the unit where the tender is being applied. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage.

The near relatives for this purpose are defined as:-

Members of a Hindu undivided family (HUF).

Husband and Wife.

If one is related to the other in the manner as Father, Mother, Son(s) & Son's wife (daughter-in-law), Daughter(s) and Daughter's husband (son-in-law), Brother(s) and Brother's Wife, Sister(s) and Sister's Husband (Brother-in-law).

The format of the certificate to be given is as follows:-

"I.....s/o.....r/o.....hereby certify that none of relative(s) as defined in the tender document is/are employed in the Board as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, Board shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

39. The Chairman, CBSE, reserves right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

REGIONAL OFFICER





TECHNICAL BID

(To be enclosed in a separate sealed envelope)
**For providing services of manpower to Central Board of Secondary Education
Regional Office Guwahati**

Name of Tendering Company/Firm/Agency :
(Attach certificate of registration with statutory authorities)

1. Name of proprietor/Director(s) partners

1. _____ S/o/D/o/W/o _____

2. _____ S/o/D/o/W/o _____

3. _____ S/o/D/o/W/o _____

2. Full Address of Regd. Office:

Telephone No. :

Fax No. :

E-mail Address.:

3. PAN/GIR No. : _____

(Attach self attested copy)

4. E.P.F. Registration No. : _____

(Attach self attested copy)

5. GST Registration No. _____

(Attach self attested copy)





6. E.S.I. Registration No. : _____
(Attach self attested copy)
7. Financial turnover of the tendering Company/Firm/Agency for the last 2 financial years: (Attach supporting documents).

Financial Year	Amount (Rs.lacs)	Remarks, if any
2015-16		
2016-17		

8. 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. No. of person & Type of Person deployed should also be included (Attach attested copies of work orders).

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

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

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

Signature of authorized person
Name.....
Seal.....

Date:

Place:





ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Application – Technical Bid;
2. Demand Draft of Rs.60,000/-
3. Demand Draft of Rs.500/- (Non Refundable)
4. Attested copy of registration of agency;
5. Certified copy of the statement of bank account of agency for last two years;
6. Attested copy of PAN/GST Registration;
7. Attested copy of the latest IT return filed by agency for last two financial years;
8. Attested copy of Service Tax registration certificate;
9. Attested copy of the P.F. registration letter/certificate;
10. Attested copy of the E.S.I. registration letter/certificate;
11. Certified document in support of financial turnover of the agency.
12. No near relative certificate [as per Clause 38 of Terms & Conditions.
13. Certified documents in support of entries in column 8 of Technical Bid application;





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. Details of Earnest Money Deposit : Rs. _____ D.D./ _____
No. & Date : _____ Drawn on Bank _____
3. **A)** The components of rates per employee shall comprise such statutory payments & liabilities as applicable on date and revised from time-to-time as under-

S.No.	Component of Rates	Amount (Rs.)	
		Skilled/Clerical	Unskilled
1	Wages per day#		
2	Employees Provident Fund @ _____ % of 1 above		
3	Employees State Insurance @ _____ % of 1 above		
4	GST* Liability @ _____ % of		
	Total		

*Matter of GST will be dealt with in accordance with existing rules applicable to the Board.

#Rates to be quoted as per minimum wages applicable for this area on the basis of Latest Circular of Central Labour Commissioner.

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/A/c payee cheque 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.





B) Administrative/service Charges:- The tenderer shall be required to quote only administrative charges per contract employee which shall be the deciding parameters for the award of the contract.

Administrative/Service Charges	
--------------------------------	--

Signature of authorized person

Name.....

Seal.....

Date:

Place:

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.





ANNEXURE-III'

The criterion of selection as well as rejection

1. CBSE reserves the right to accept or reject any or all bids without assigning any reasons
2. CBSE also reserves the right to reject any bid (including the lowest one) which in its opinion is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices; without bearing any liability or any loss whatsoever it may cause to the bidder in the process.
3. The contractor will demonstrate to the CBSE the following to be able to qualify for consideration at the stage of technical evaluation :
 1. At least two years standing in the field.
 2. Experience of providing such or similar services to the Central/State Govt. Departments/Autonomous bodies/PSUs/Industries etc. during last two years.
 3. At least three currently valid contracts for similar works to offices of Central/State Govt. Department/PSUs/Autonomous bodies/industries/or other similar organizations.
 4. Submission of EMD, Tender Cost and all documents mentioned in check-list.

Note : Without affecting the sanctity of the above criterion, CBSE has power to relax any condition of eligibility criteria qualifying the bid(s) based on merit of each case and the situation so warrants in the interest of work of CBSE.

4. Incomplete tenders would be rejected. **Further, the rejection criterion is mentioned in check-list.**
5. Preference may be given to the contractor(s) having valid Quality System Certificate as per ISO 9001:2000, in case of same rates.
6. Selection of the bidder would be made after taking all the relevant factors like past performance, credentials, responsible business practices, competency to execute such contracts, credentials of fulfilment of provisions of labour laws with past contracts and above conditions into account together. Mere Lowest rates is not the sole criteria of selection CBSE is not bound to accept the lowest rates.





CHECK LIST and the order in which the documents are to be submitted for the Technical Bid

Please check whether all the below mentioned documents have been supplied for participating in the tender for supply of Technical & Non- Technical Manpower. The documents are to be submitted in descending order.

Sl. No.	Documents Check list.	Remarks	Page No.
1.	DD- of Rs. 60,000/- as EMD and Rs. 500/- as Tender Fee (non-refundable)	Yes/No	
2.	Copy of PAN Card	Yes/No	
3.	Copy of the IT Return filed acknowledgements for the last two years	Yes/No	
4.	Income Tax Return Filed Acknowledgements for last two years	Yes/No	
5.	Copies of the GST Registration Certificate	Yes/No	
6.	Work experience of similar work with Govt.Ministries/PSUs/ Autonomous Bodies during the past two years	Yes/No	
7.	Documents for minimum financial turnover of Rs.30 Lacs per annum during the last two years.	Yes/No	
8.	Technical Bid Form (Annexure-I)	Yes/No	
9.	Financial Bid Form (Annexure-II)	Yes/No	
10.	The creation of selection as well as rejection (Annexure-IV)	Yes/No	
11.	No near relative certificate (Clause 42 of General Terms and Conditions)	Yes/No	

Bidders to ensure

- That all pages have been stamped and signed by the authorized person(s).
- That all the pages have been numbered.
- That all the documents are legible (Clearly readable).

Signature of authorized person

Name.....

Seal.....

