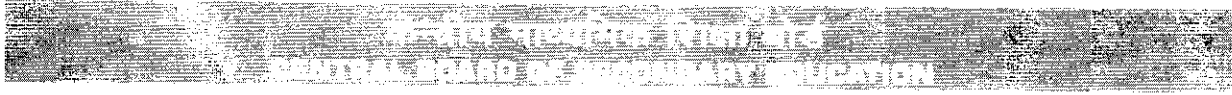
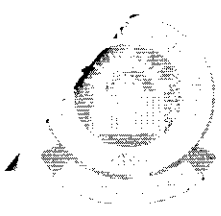


**Tender for outsourcing of Manpower Services**  
**for Central Board of Secondary Education,**  
**Trivandrum**



## **NOTICE INVITING TENDER**

Sealed Tenders are invited from reputed Manpower Agencies from Thiruvananthapuram with three years experience in the supply of Technical and Non Technical manpower. The tender form (Annexure I to V) including terms & conditions can be purchased at a price of Rs.200/- (non-refundable) on all working days during office hours from 28.08.2017 (10:00 am) to 18.09.2017 (3:00pm). Downloaded Tender Form can also be utilized and demand draft of Rs. 200/- towards the cost of Tender Form, can be submitted along with Tender Form.

The tender which is complete in all respects along with EMD of Rs.20,000/- (Rupees Twenty thousand only) in the form of DD drawn in favour of Secretary, CBSE payable at Trivandrum and documents in support of experience in the supply of manpower enclosed in a sealed envelope superscribing "Tender for the supply of Technical & Non –Technical Man Power" must be submitted on or before 20.09.2017 upto 02:30 p.m. The tender shall be opened on the same day at 3:00 p.m.

Tenders which are either late or incomplete or without EMD or without document in support of experience shall be summarily rejected. The Regional Officer, CBSE, Trivandrum reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Regional Officer (I/C)

क्षेत्रीय कार्यालय, एल०आई०सी० मंडल कार्यालय कैंपस, ब्लॉक-बी, दूसरा तल, पट्टम, तिरुवनंतपुरम, केरल – 695004

Regional Office, L.I.C. Divisional Office Campus, Block – B, 2<sup>nd</sup> Floor, Pattom, Thiruvananthapuram, Kerala 695004  
Phone: - 0471- 2534404, Fax:-0471- 2534406, Website: - [www.cbse.nic.in](http://www.cbse.nic.in), Email: - [rotrivandrum.cbse@nic.in](mailto:rotrivandrum.cbse@nic.in)

**DOCUMENT CONTROL SHEET**

S. No.	Name of Organization	Central Board of Secondary Education
1.	Scope of Work	Tender for outsourcing of Manpower services for CBSE, Regional Office, Pattom, Trivandrum.
2.	Tender Type	Open
3.	Tender category	Services
4.	Tender document download start date	26.08.2017
5.	Tender document download end date	20.09.2017
6.	Bid validity	180 days beyond the closing date of tender
7.	Location of work	CBSE, Regional Office, Pattom, Thiruvananthapuram
8.	Tender fee (non-refundable and non-adjustable)	Demand draft of Rs. 200/ in favour of "Secretary, CBSE"
9.	Earnest money deposit (EMD)	Rs. 20,000/- in favour of "Secretary, CBSE" Payable at Trivandrum in the form of account payee demand draft, banker's cheque from any Nationalised/scheduled bank.
10.	Date of Publication	26.08.2017
11.	Last date and time for submission of Bids	20.09.2017 at 2.30 p.m.
12.	Date and time of opening of technical bids	20.09.2017 at 03.00 p.m.
13.	Date and time of opening of financial bids	20.09.2017 at 04:00 pm
14.	Tender should be addressed to	Regional Officer, CBSE, Regional Office, LIC Divisional Office Campus, Block – B, 2 <sup>nd</sup> Floor, Pattom, Thiruvananthapuram – 695004.
15.	Address for communication	Regional Officer, CBSE, Regional Office, LIC Divisional Office Campus, Block – B, 2 <sup>nd</sup> Floor, Pattom, Thiruvananthapuram – 695004.
16.	Period of completion of work	As per terms & conditions of tender and Award letter
17.	Validity of contract/rates	1(one) year from date of award of work & can be extended up to a maximum period of 3 years on satisfactory performance on same terms & conditions.

**TECHNICAL 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 : \_\_\_\_\_  
(Attach certificate of registration with statutory authorities)

2. Name of proprietor/Director(s)/partners 1. \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_  
of Company/Firm/agency

2. \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_

3. \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_

3. Full Address of Regd. Office \_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_

FAX No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

4. PAN / GIR No. \_\_\_\_\_

(Attach self attested copy)

5. Service Tax 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)

8. Financial turnover of the tendering Company / Firm / Agency for the last 2 Financial Years:

(Attach supporting documents)

Financial Year	Amount (Rs.)	Remarks, if any
2014-15		
2015-16		
2016-17		

9. 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)

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

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

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

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of authorized person  
Name: \_\_\_\_\_  
Seal: \_\_\_\_\_

**“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. \_\_\_\_\_ / P.O. No. &amp; Date : \_\_\_\_\_

Drawn on Bank : \_\_\_\_\_

3. The components of rates per employee shall comprise such statutory payments &amp; liabilities as applicable on date and revised from time-to-time as under-

S. No.	Components of Rates	
1		
2		
3		

**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 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	
--	--

Signature of Authorized Person

Date:

Full Name: \_\_\_\_\_

Place:

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.

**Annexure-IV**

List of Manpower required in the CBSE, RO, Thiruvananthapuram through outsource.

S. No.	Name of Post	Age Limit	Qualification	Experience and skill knowledge	Emoluments per month (Minimum wages as approved by Central Govt.
1.	Computer Assistant	18-40 years	Graduate and diploma in Computer Application .Proficiency in Typing MS- Office. Desirable good communication skills in Malayalam, English & Hindi. Desirable basic knowledge of computer	Good knowledge of Computer Operation/ Typing. A Minimum of 02 years of experience.	Minimum wages as approved by Central Govt.
2.	Junior Assistant	18-40 years	Graduate with good communication skills in Malayalam, English & Hindi. Desirable basic knowledge of computer		Minimum wages as approved by Central Govt.
3.	Multi Task Staff	18-40 years	10 <sup>th</sup>	--	Minimum wages as approved by Central Govt.
4.	House Keeping Personnel for sweeping and cleaning of Office Premises	18-40 years	NA	NA	Minimum wages as approved by Central Govt.

**Terms & Conditions**

1. The agency shall have to execute an agreement, on standard parameters.
2. The period of contract will be initially for one year which can be extended for another year on mutual consent of both parties subject to satisfactory service provided on the same rate and terms & conditions.
3. The manpower shall have to work on 6 days of the week. Sunday/ any other day could be weekly off.
4. The manpower shall be interviewed before deployment in the Office to ensure competency for the said work.
5. The general duty timings shall be 09:00 A.M. to 05:30 P.M. However duty timings can be scattered on the basis of functional needs.
6. Only Gazetted Holidays shall be allowed.
7. After selection, the agency shall have to give complete bio-data of its manpower.
8. The agency shall be bound to pay minimum wages(as per Central Govt latest notification) and other statutory benefits to its manpower as prescribed by Central Government. The rates quoted shall be automatically revised as per notification by the central government.
9. The agency shall be solely responsible for any theft, burglary, mischievous deeds committed by its manpower. The manpower deployed should be honest, courteous and well behaved.
10. No person shall be deemed to be in employment of the Board in any manner.
11. In case of unauthorized absence for more than 3 days the Board reserves the right to replace the incumbent.
12. 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.
13. In case of any accident/ untoward incident, the agency shall be solely responsible.
14. In case the Board is put to any financial loss directly or indirectly by any act of commission or omission by the manpower deployed by the agency, it shall be bound to compensate the loss.
15. Insurance and accident risks of the manpower shall be the responsibility of the agency.
16. The agency shall not further appoint sub-contractor/ agencies.
17. In case of any dispute between the agency and the Board, the Secretary, CBSE, Delhi shall appoint an arbitrator and his decision shall be binding on both the parties.

Accepted by me  
Sign. of Prop./Manager Seal of firm  
Add. \_\_\_\_\_  
Tel./Mob.No. \_\_\_\_\_