

**MATHURA-VRINDAVAN DEVELOPMENT
AUTHORITY, MATHURA**

BID DOCUMENT

**TENDER FOR OUTSOURCING OF MANPOWER TO
PERFORM JOBS ASSIGNED**

(Tender document containing 08 pages in all)

**SECRETARY,
MATHURA-VRINDAVAN DEVELOPMENT
AUTHORITY, MATHURA**

Price Rs. 1000/-

dk;kZy;% eFkqjk&o`Unkou fodkl izkf/kdj.k]

32] flfoy ykbUI] eFkqjk A

vYidkyhu fufonk lwpuk

eFkqjk&o`Unkou fodkl izkf/kdj.k] eFkqjk ds dk;kZy; esa deZpkfj;ksa dh Isok iznku djus gsrq Isok iznk;h laLFkkvksa ds ek;/e Is fufonk vkeaf=r dh tkrh gS A Isok iznk;h laLFkk Je vk;qDr dk;kZy; ds vUrxZr iathd`r gksA laLFkk dks viuk jftLVs^a'ku ua0] isu ua0 ,oa Isok dj jftLVs^a'ku ua0 izek.ki= miyC/k djuk gksxk rFkk laLFkkvkas dks izHkkoh U;wure ikfjJfed vf/kfu;e ds }kjk fu/kkZfjr njkas dk vuqiky fd;k tkuk vfuok;Z gksxkA

2- bPNqd laLFkkvksa Is izkf/kdj.k dh 'krksZa ij eqgjcUn fufonk;sa fnukad 06-06-2015 dks nksigj 12-00 Is 3-00 cts rd lfpo d{k@izkf/kdj.k IHkkxkj esa j[ks ckWDI esa izklr dh tk;saxh rFkk mlh fnu vijkUg 3-30 cts mifLFkr fufonknkrkvkas vFkok muds izfrfuf/k;kas dh mifLFkr esa ¼;fn mifLFkr gksuk pkgsa½ [kksyh tk;sxh A fufonk izi= fufonk izklr djus dh frfFk Is ,d fnu iwoZ fnukad 05-06-2015 rd vijkUg 4-00 cts rd :0 1000-00 tek dj dz; fd;s tk ldrs gaS A

3- ^Ldksi vkWQ odZ** ,oa fufonk dh 'krsZa fdlh Hkh dk;Zfnol esa izkf/kdj.k ds izHkkjh utkjr Is IEidZ dj vFkok izkf/kdj.k dh csolkbV www.mvdamathura.com ij ns[ks tk ldrs gaS A

4- VsaMj dh fdlh Hkh 'krZ dks la'kksf/kr djus@okil ysus rFkk fdlh Hkh fufonk dks fcuk dksbZ dkj.k crk;s fujLr djus] Lohdkj djus ,oa dk;Z dks dbZ Bsdsnkjksa esa foHkkftr djus dk vf/kdkj mik/;{k] e0o`0fo0izk0 esa fufgr gksxk rFkk fdlh Hkh fookn dh fLFkr esa mik/;{k] e0o`0fo0izk0 dk fu.kZ; vafre gksxk A

lfpo]

e0o`0fo0izk0]
eFkqjkA

(1)

**eFkqjk&o`Unkou fodkl izkf/kdj.k dk;kZy; esa
vkmVlksfIZax ds ek;/e ls deZpkfj;ksa dh Isok,sa fy,
tkus gsrq fufonk**

Ldksi vkWQ odZ @ fu;e o 'krsZa

I

1-1- Isok iznk;h laLFkkvksa dks eFkqjk&o`Unkou fodkl izkf/kdj.k] eFkqjk dk;kZy; esa Isok iznku djus gsrq vko';drk ds vuqlkj deZpkjh miyC/k djkus gksxsa A

1-2 lafonk dh vof/k vuqca/k ds fnukad ls 1 o"kZ ds fy;s gksxh A fodkl izkf/kdj.k }kjk fdlh Hkh 'kklukns'k@mPpkns'k vkfn ds vuqikyua esa Isok lafonk lekIr fd;k tk ldsxk rFkk bl IEcU/k esa laLFkk dks dksbZ vkifRr ugha gksxh A laLFkk dh Isok ls larq"V gksus ij lafonk dh vof/k vkilh lgefr ls mUgha fu;e ,oa 'krksZa ij ,d lky ds fy;s c<k;h tk ldrh gS A

1-3 Isok lafonk ij esV dk dk;Z fy;s tkus gsrq dehZ;ksa dh IEHkkfor la;k 29 gS A

II

2-1 bPNqd Isok iznk;h laLFkk@QeZ ls eqgjan fufonk;sa izkf/kdj.k ds 'krksZa ij fnukad 06-06-2015 dks nksigj 12-00 ls 3-00 cts rd lfpo] e0o`0fo0izk0 ds d{k@IHkkxkj esaa j[ks ckDI esa izklr dh tk;sxh A

2-2 rduhdh fufonk mlh fnu vijka 3-30 cts fufonknkrkvksa@vf/kd`r izfrfuf/k;ksa dh mifLFkfr esa ¼;fn mifLFkr gksuk pkgsa½ [kksyh tk;sxh A dsoy mUgha fufonk nkrkvksa dh foRrh; fufonk;sa [kksyh tk;sxh tks rduhdh fufonk esa vgZ ik;s x;s gksa A foRrh; fufonk [kksys tkus dh frfFk ,oa le; dh tkudkjhg vgZ ik;s x;s fufonknkrksa dks vyx ls lwfpr dh tk;sxhA

III Isok iznk;h laLFkkvksa gsrq rduhdh vkqZrk

3-1 Isok iznk;h laLFkk Je foHkkx m0iz0 ds varxZr iathd`r gks A

3-2 Isok iznk;h laLFkk deZpkjh Hkfo"; fuf/k ¼bZ0ih0,Q0½ rFkk deZpkjh jkT; chek ,DV ¼bZ0,I0vkbZ0½ ds varxZr l{ke izkf/kdkjh ds ;gkWa iathd`r gks A

3-3 Isok iznk;h laLFkk vk;dj ,oa Isokdj foHkkx esa iathd`r gks A

3-4 Isok iznk;h laLFkk@QeZ ljdkjh@v)Zldkjhg@cSad ds dk;kZy;ksa esa orZeku esa mijksDr ekua lalk/ku miyC/k djkus dk dk;Z dj jgh gks rFkk xr rhu foRrh; o"kkZsa ¼2012&13] 2013&14 ,oa 2014&15½ esa mijksDr ekua lalk/ku miyC/k djkus dk vuqHko gksuk pkgf,A

3-5 Isok iznk;h laLFkk@QeZ }kjk foxr rhu foRrh; o"kkZsa esa ekua lalk/ku miyC/k djkus dk de ls de ,d vuqcU/k iwjk fd;k x;k gks ftldh ykxr #0 10-00 yk[k ls de u gks vFkok nks vuqcU/k ftldh ykxr #0 6-00 yk[k izR;sd ls de u gks A

3-6 QeZ dk leku izdkj ds dk;ksZa dk fiNys rhu foRrh; o"kksZ ¼2012&13] 2013&14 ,oa 2014&15½ dk D;wesysfVo VuZ vksoj #0 30-00 yk[k ls de u gksA

3-7 QeZ dks dsUnz ljdkj] jkT; ljdkj vFkok fdlh ih0,I0;w0 esa dkyh lwph esa ntZ ugha fd;k x;k gks A

(2)

IV fufonk Vw&foM fiLVe ds vk/kkj ij lhy can fyQkQksa esa vyx&vyx nh tk;sxh A

¼d½ rduhdh fcM dh fufonk

¼[k½ foRrh; fufonk

izfke lhy cUn fyQkQk ftlds Åij "Technical Bid" fy[kk gksxk esa fu/kkZfjr izk#i ¼ANNEXURE-I) ij rduhdh fufonk fn;k tk;sxk A

rduhdh fcM ds lkFk fuEu izi= layXu fd;k tkuk vfuok;Z gS %&

1- ¼i½ izksijkbVj QeZ ds IEcU/k esa izksijkbVj dk uke] ikVZujf'ki QeZ ds IEcU/k esa ikVZujf'ki QeZ dh ikVZujf'ki MhM rFkk dEiuh ,oa vU; ekeys esa laLFkk dk

eseksjUMe vkWQ ,ksfl;s'ku rFkk vkfVZdy vkWQ ,ksfl;s'ku layXud djuk gksxkA

¼ii½ QeZ dks lk{; ds :i esa rduhdh fcM ds lkFk esa jftLV^{as}'ku ua0] bZ0ih0,Q0 ua0] bZ0,I0vkbZ0 ua0] isu ua0] ,oa lfoZI VSDI jftLV^{as}'ku ua0 layXu djuk gksxk A

¼iii½ lkeku izdkj ds dk;Z gsrq #0 10-00 yk[k dk ,d lsok vuqcU/k dk;Z vFkok

:0 6-00 yk[k dk nks lsok vuqcU/k dk izek.k@lk{; nsuk gksxk A

¼iv½ fiNys rhu foRrh; o"kksZa esa leku izdkj ds v)Z ljdkj@ljdkj foHkkx esa fd;s

x;s dk;ksZa dk fooj.k izekf.kr vfHkys[kksa lfgr fn;s x;s izk#i ij nsuk gksxk A

¼v½ v)Z ljdkj@ljdkj foHkkx esa orZeku esa leku izdkj ds fd;s tk jgs dk;ksZa dk fooj.k izekf.kr vfHkys[kksa lfgr fn;s x;s izk#i ij nsuk gksxk

¼vi½ fiNys rhu o"kksZ ¼2012&13] 2013&14 ,oa 2014&15½ dh vkfMVsM cSyUI 'khV rFkk lh0,0 dk Turn over certificates layXu djuh gksxh A

¼vii½ bl vk'k; dk 'kiFk&i=¼uksVjh }kjk izekf.kr½ fd QeZ dks dsUnz ljdkj] jkT; ljdkj vFkok fdlh ih0,I0;w0 esa dkyh lwph esa ntZ ugha fd;k x;k gS A

2- fufonk dh leLr 'krsZ ekU; gksus ds IEcU/k esa fu/kkZfjr izk#i ¼ANNEXURE-II) ij ?kks" k.kk i= A

3- /kjksGj /kujkf'k¼bZ0,e0Mh0½ ds :i esa #0 50]000-00¼#0 ipkl gtkj ek=½ dk jk"V^{ah};d`r@ 'kSM~;wy cSad dk Mh0Mh0@,Q0Mh0vkj0 vFkok ,u0,I0lh0 dk tks lfpo] eFkqjk&o`Unkou fodkl izkf/kdj.k ds i{k esa ca/kd gksxkA /kjksGj /kujkf'k vIqy Bsdnsnkjksa dks Bsdk izfØ;k lekhlr gksus ij okfil dj nh tk;sxhA IQy fufonknkrk dh /kjksGj /kujkf'k tekur /kujkf'k ¼ijQksjesUI xkjUVh½ esa lek;ksftr dh tk;sxh] tks vuqcU/k lekflr ds i'pkr~ okil dj nh tk;sxh A

I'krZ] viw.kZ vFkok fcuk /kjksgj /kujkf'k ds fufonk fdlh Hkh n'kk esa ekU; ugha gksxh A

¼[k½ foRrh; fufonk

nwljk lhy cUn fyQkQk ¼foRrh; izi= fufonk½ ftlds Åij ^^Finacial Bid" **fy[kk gks** esa njsa fu/kkZfjr izk:i ¼ANNEXURE-III) ij izfr deZpkjha izfrekg ds vk/kkj vafdr djuh gksxh A tks ikjhJfed] bZ0ih0,Q0] bZ0,l0vkbZ0] ,tsUIh pktsZt rFkk IHkh dj vkfn lfgr gksxhA

fufonk dh lkekU; 'krsZa

1. For all intents and purposes, the service providing Company/Firm shall be the "Employer" within the meaning of different Labour Legislations in respect of personnel so employed and deployed in this Authority. The persons deployed by the Company/Firm in the Authority shall not have claims of any Employer and Employee relationship nor have any principal and agent relationship with or against this Authority.
2. In case of termination of this contract on its expiry or otherwise, the persons deployed by the serviced providing Company/Firm shall not be entitled to and will have no claim, for any absorption nor for any relaxation for absorption in the regular/other capacity.
- 3- Isok lafonk ds :i esa miyC/k dj;k;s x;s O;fDr;ksa dk dk;Z fdlh Hkh :i ls 'kkldh; Isok ds :i esa ugha ekuk tk;s;xk A
- 4- Isok iznk;h laLFkk dks ;g lqfuf'pr djuk gksxk fd lafonk ij miyC/k dj;k;s x;s O;fDr;ksa dh vk;q 18 o"kZ ls de u gks rFkk vgZrk vkfn fufonk dh 'krksZa ds vuqlkj gSA
- 5- deZpkfj;ksa dh la;k fdlh Hkh le; ?kVkbZ ;k c<kbZ tk ldrh gS A
- 6- lafonk ij miyC/k dj;k;s x;s deZpkfj;ksa dk pfj= o vkpj.k vPNk gksuk pkfg, A
- 7- Bsdsnkj gj le; ;g lqfuf'pr djsxsa fd muds deZpkjh tc rd izkf/kdj.k ds vUnj jgsxs rc rd vuq'kklu esa] vPNk ,oa fu;e O;ogkj djsxsa A bl ds foijhr ;fn Bsdsnkj dk dksbZ deZpkjh fdlh vuq'kkluhurk ;k nqO;Zogkj ;k ukjckth ;k fdlh fgald fØ;kvksa esa fyLr ik;k tkrk gS] ;k fdlh nwljs deZpkfj;ksa dks mdlkrk gS vkSj mlds f[kykQ izFke n`"V;k ;g lkfer gks tkrk gS rks Bsdsnkj dks vius ml deZpkjh dks mlh le; izkf/kdj.k izkax.k ls gVukuk iMsxk A bl ds fy;s mls izkf/kdj.k ds vf/kdkjh }kjk fyf[kr lwpuk nh tk;s;xh tks Bsdsnkj dks izklr djuh gksxh A
- 8- Isok lafonk ds vk/kkj ij miyC/k dj;k;s x;s O;fDr;ksa dk dk;Z larks"ktud u ik;s tkus ij mlds LFkku ij vU; O;fDr dh Isok miyC/k djkuh gksxh A miyC/k dj;k;s x;s O;fDr }kjk ;fn dk;kZy; dh fdlh oLrq@eky dks {kfr igqWapk;h x;h rks mldh izfriwfrZ laLFkk dks djuh gksxh A
- 9- lafonk ij miyC/k dj;k;s x;s deZpkfj;ksa dks ikfjJfed dk Hkqxrku lacfU/kr Isok iznk;h laLFkk }kjk fd;k tk;s;xk A IEcfU/kr deZpkfj;ksa ds ikfjJfed vkfn dk Hkqxrku laLFkk }kjk bl vk/kkj ij foyEc@jksdk ugha tk ldsxk fd Isok iznk;h laLFkk@Bsdsnkj dk dksbZ Hkqxrku izkf/kdj.k dk;kZy; esa yfEcr gS A
10. The Company/Firm shall raise the bill, in duplicate, along with attendance sheet to the Authority 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.
11. The Claims in bills regarding wages paid to the personnel deployed, 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 the proof is furnished, at the discretion of this Authority.
- 12- foHkkx }kjk IEcfU/kr laLFkk dkss vuqcfU/kr ikfjJfed nj ij Hkqxrku fu;ekuqlkj Jksr ij dj vkfn dh dVksrhd dj psd }kjk fd;k tk;s;xk A
- 13- laLFkkvksa dks U;wure ikfjJfed vf/kfu;e ds varxZr Je foHkkx m0iz0 }kjk fu/kkZfjr izHkkoh njksa dk vuqiky fd;k tkuk gksxk A

14- Je foHkkx m0iz0 ds vuqlkj U;wure ikfjJfed vf/kfu;e] bZ0ih0,Q0] bZ0,I0vkbZ0 ,oa Je dkuwuksa ds oS/kkfud izkfo/kkuksa dk vuqiky u lqfuf'pr djus dh ftEesnkjh IEcfU/kr Isok iznk;h laLFkk dh gksxh A

15 The service charges/rates quoted by the service provider shall be fixed for the period of the contract and no request for any charge/modification shall be entertained. However, any statutory increase in wages, DA, Service Tax etc. will be borne by the Procurer after intimation of such increase alongwith documentary evidence is received from the service provider.

16- lafonk ij miyC/k dj;k;s x;s deZpkjh dh Isok dh vof/k 8 ?k.Vs gksxh] fdUrq vko';drk gksus ij deZpkfj;ksa dks nsj rd dk;Z djuk iM+ ldrk gS rFkk mUgsa jfookj ,oa vU; vodk'k ds fnuksa esa Hkh vko';drk iMus ij cqyk;k tk ldrk gS A dk;kZy; [kqyk gksus ij tks deZpkjh mifLFkr ugha gksxk ml fnu dk ikfjJfed ns; ugha gksxk A

17- BsdK Lohd`r gksus dh n'kk esa Isok lafonk dk vuqcU/k djuk vfuoK;Z gksxk] ftdk O;; laLFkk }kjk ogu fd;k tk;sxk A

18- Bsdnkj dks vuqcU/kr /kujkf'k dk 10 izfr'kr vfxze tekur /kujkf'k eFkqjk&o`Unkou fodkl izkf/kdj.k esa ,Q0Mh0vkj0 ds :i esa tks lfpo] eFkqjk&o`Unkou fodkl izkf/kdj.k ds i{k esa ns; gks tek djuk gksxkA ;g jkf'k BsdK lekflr ds le; fcuk fdlh C;kt ds Bsdnkj dks Hkqxrku dh tk;sxh A ;fn dksbZ Bsdnkj Bsd dh 'krksZa dk mYy?kau djrk gS] rks mudh tek tekur /kujkf'k tCr dj yh tk;sxh A

19. If any amount is found payable by the bidders towards wages, allowances & statutory dues in respect of personnel or any loss to this office property. It shall be adjusted from the security deposit to the extent of the amount so determined reserving the right to recover the deficit amount through other modes of recovery including the right to terminate the agreement without notice.

20- dksbZ Hkh laLFkk@Bsdnkj BsdK feyus ds ckn esa fdlh dks BsdK gLrkUrfjr ugha djsxk A gLrkUrj.k dh fLFkfr esa izkf/kdj.k }kjk laLFkk dks fcuk dksbZ uksfVI fn;s tek tekur /kujkf'k tCr dj yh tk;sxhA

21- The period of the contract may be curtailed / terminated before the contract period owing to violation of any of the Conditions of the Tender, deficiency in service, substandard quality of manpower deployed by the selected Company or induction of regular manpower in MVDA. The MVDA, however, reserves right to terminate this initial contract at any time after giving one week's notice to the selected service providing Company.

22- viathd`r] fof/kd 'krksZa dks iwjk u djus okyh vk;dj nsunkjh dk Hkqxrku u djus okyh QekZsa rFkk viw.kZ fufonk izi=ksa dks fujLr dj fn;k tk;sxk A

23- m0iz0 ljdkj }kjk fu/kkZfjr U;wure osru 'krksZa dks iwjk u djus okys fufonk izi= Lohdkj ugha fd, tk,xsa A

24- VsaMj dh fdlh Hkh 'krZ dks la'kksf/kr djus@okil ysus rFkk fdlh Hkh fufonk dks fcuk dksbZ dkj.k crk;s fujLr djus] Lohdkj djus ,oa dk;Z dks dbZ Bsdnkjksa esa foHkkftr djus dk vf/kdkj mik/;{k] e0o`0fo0izk0 esa fufgr gksxk rFkk fdlh Hkh fookn dh fLFkfr esa mik/;{k] e0o`0fo0izk0 dk fu.kZ; vafre gksxk A

25- BsdK dh fdUgha 'krksZa dh otg ls vxj dksbZ fookn gksrk gS rks mik/;{k] eFkqjk&o`Unkou fodkl izkf/kdj.k dk fu.kZ; vfUre ,oa ekU; gksxk A

TECHNICAL BID FORMAT**The Secretary**

Mathura-Vrindavan Development Authority
Mathura.

Sub. : Tender for providing manpower to perform jobs assigned in the office of the Mathura-Vrindavan Development Authority, Mathura.

I am submitting herewith the tender for providing manpower in the MVDA, Mathura. The brief details or firms are as under:-

1. Name of Tenderer.....
2. Address.....
.....
3. Year of Establishment (attach partnership deed/MOA incase of partnership/company).....
4. Registration/License No. (Photo Copy Attached)
5. Pan Card No. (Photo copy Attached)
6. Labour Deptt. Registration No. (Photo copy Attached).....
7. Service Tax Registration No. (Photo copy Attached).....
8. E.P.F. Registration No.(photocopy Attached).....
9. E.S.I. Registration No. (photocopy Attached).....
10. Documents showing completing at least one service of value not less than Rs. 10 Lakh or at least two services of value not less than Rs. 6 Lakh each related to providing human resources in a single contract.
11. Detail of Contracts executed in last three years 2012-13, 2013-14 & 2014-15 (Please give details of contract executed in a separate sheet, along with documentary proof thereof.)

SI. No.	Year	Name of organization	Amount	Period of contract
1.				
2.				
3.				
4.				
5.				

12. Details of present contract in hand (Please attached documentary proof.)

SI. No.	Name of organization	Nature of work	Amount	Period of contract
1.				
2.				
3.				
4.				
5.				

13. Earnest Money Deposit : DD No..... Date.....
for Rs.Drawn from.....
14. Copy of Last Three years Income Tax Return & Audited Balance sheet.
(The Self Attested Copies of Registration/License, Pan Card, Service Tax, EPF, ESI Registration, Contract Executed and In Hand should be attached along with Tender Form)

Date :-
Place :-

SIGNATURE OF TENDERER
Seal

DECLARATION

I _____ Son/Daughter/Wife of
Shri _____ Proprietor/Directo,
authorized signatory of the Agency/Firm, mentioned above, is competent to sign this declaration
and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide to them;

3. The information/documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that
furnishing of any false information/fabricated document would lead to rejection of my tender at
any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name :

Seal :

Date :

Place:

FINANCIAL BID (PART-II)**ANNEXURE - III****PROFORMA FOR FINANCIAL BID**

Rate per person/per Month Rs. _____ (Rupees _____
_____) inclusive of all statutory liabilities, taxes, levies, cess/edu
cess etc. with following break up:

Sl. No.	Component of Rate	Amount (Rs.)
1.	Monthly Wage Rate (as per MWA, 1948)	
2.	Employees Provident Fund @ % of 1 above	
3.	Employees State Insurance @ % of 1 above	
4.	Service Tax liability @ % of	
5.	Any other liability(Pl. indicate)	
6.	Contractors Admn./Service Charge	
	Total Column 1 to 6	

* Rates are to be quoted in accordance with the Minimum Wages as applicable in U.P.

Certified that the above quoted rate complies with minimum wages act and all the statutory provisions & rules as applicable. The above rate is inclusive of Service tax or any other tax payable to Government and no other amount over and above the rates quoted shall be payable by the Procurer on any account.

Signature of Bidder

Office seal