



सत्यमेव जयते

**GOVERNMENT OF ASSAM  
OFFICE OF THE TRADE ADVISER & DIRECTOR OF MOVEMENTS,  
ASSAM HOUSE, 8-RUSSELL STREET, KOLKATA-700071.**

**BID DOCUMENT**  
**FOR ENGAGEMENT OF MANPOWER ON OUTSOURCING BASIS**

To  
S/w  
201  
TRADE ADVISER & DIRECTOR  
OF MOVEMENTS GOVT. OF  
ASSAM, KOLKATA

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**FOR ENGAGEMENT OF MANPOWER ON OUTSOURCING BASIS**



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➤ **Important Dates**

- Pre-bid Conference: :29<sup>th</sup> October, 2021
- Last date of submission of Bids: :1<sup>st</sup> Nov/ 2021, latest by 3.00 PM.
- Opening of Technical Bids: :3<sup>rd</sup> Nov/2021 at 3.00 P.M.
- Opening of Financial Bid: :25<sup>th</sup> November, 2021, at 3.00 P.M.
- Earnest Money Deposit: : Rs.2,00,000/- (two lakhs) in the form of demand draft in favour of Trade Adviser & Director of Movements, Govt of Assam, Assam House, 8 Russel Street, Kolkata 700071 payable at Kolkata

10/8/21  
2021  
TRADE ADVISER & DIRECTOR  
OF MOVEMENTS GOVT. OF  
ASSAM, KOLKATA

3.

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE TRADE ADVISER & DIRECTOR OF MOVEMENTS,**  
**ASSAM HOUSE, 8-RUSSELL STREET, KOLKATA-700071.**

No.TAE/8/2021/5

Dated: 8<sup>th</sup> Oct/2021



**Notice Inviting Tender (NIT) for engagement of manpower on outsourcing basis**

The office of the Trade Adviser & Director of Movements, Assam House, Government of Assam, Kolkata, invites sealed tenders for providing manpower on outsourcing basis to work as House Keeping and Maintenance Staff at Assam Bhawan, Salt Lake, Kolkata, in two- bid (i.e. Technical Bid & Financial Bid), from reputed, leading and resourceful registered / licensed firms, having at least 3 years' experience in providing House Keeping and Maintenance Staff to guest houses / offices of State / Central Government / PSU / reputed Private Sector. Interested agencies may collect the tender document from office of the Trade Adviser & Director of Movements, Assam House, 8 Russel Street, Kolkata. Interested agencies may also download the tender document from General Administration Deptt., Govt. of Assam website <https://gad.assam.gov.in>

Interested bidders who meet the criteria may submit their tenders with all necessary documents in two separate sealed covers, duly completed in all respects viz. one for "earnest money" and "Technical Bid" and the second for "Financial Bid". The name of the work "Technical Bid for providing manpower on outsourcing basis" and "Financial Bid for providing manpower on outsourcing basis", as the case may be, shall be clearly written on the top of the respective sealed covers. The D.D. for EMD must be enclosed in the envelope containing the Technical Bid. Both the Bids, along with the letter for submitting tender shall be submitted in a sealed cover. The name of the work "Providing Manpower on outsourcing basis to work as House Keeping and Maintenance Staff at Assam Bhawan, Salt Lake, Kolkata" shall be clearly written on the top of the sealed cover along with the covering letter signed by an authorised signatory.

Filled up Tender Form, along with bank draft of earnest money drawn in favour of **Trade Adviser & Director of Movements, Government of Assam, Kolkata**, should reach the below address latest by **01/11/2021 till 3.00 P.M.** and the Technical Bid shall be opened on **3<sup>rd</sup> Nov/2021 at 3.00pm** in the office of the Trade Adviser & Director of Movements/Joint Resident Commissioner, Govt. of Assam, Assam House, 8-Russel Street, Kolkata-70071. The bidder himself or any one representative authorized in written on behalf of the bidder may remain present during the opening of tender.

Tenders received without EMD would be rejected.

Tenders received after the stipulated date and time will not be accepted.

The Trade Adviser & Director of Movements/Joint Resident Commissioner, Govt. of Assam, Kolkata reserves the right to accept or reject any or all tenders without assigning any reasons.

*To S/O Joint.*  
Trade Adviser & Director of Movements/  
Joint Resident Commissioner  
Government of Assam, Assam House,  
8-Russel Street, Kolkata-70071.  
Ph: 033- 22298330/31 (EBPAX)  
Email: [tadmassam@gmail.com](mailto:tadmassam@gmail.com)

Note: Trade Adviser & Director of Movement/Joint Resident Commissioner, Government of Assam, Kolkata, reserves the right to cancel this request for EOI and / or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and Trade Adviser & Director of Movement/Joint Resident Commissioner, Government of Assam, Kolkata reserves the right to amend / add further details in the EOI.

Memo No.TAE/8/2021/5

Dated Kolkata, the 8<sup>th</sup> Oct/2021

Copy to:-

- (1) Commissioner & Secretary to the Govt. of Assam, General Administration Department, Assam Secretariat, Dispur, Guwahati.
- (2) The Director, Information and Public Relation, Assam. He is requested to take necessary action for wide publicity of the Advertisement through two leading Local daily newspaper and vernacular language & consecutively for three days in electronic media etc. He is also requested to forward a copy of each of such Advertisement published in newspapers, to this office for record.
- (3) The Joint Secretary to the Govt. of Assam, General Administration Deptt., Assam Sectt. Dispur, Guwahati – 781 006. He is requested to post this advertisement in GAD website.
- (4) Notice Board, Assam House/Bhawan, Kolkata.

*To S/O Joint.*  
Trade Adviser & Director of Movement/Joint  
Resident Commissioner  
Government of Assam, Assam House, Kolkata  
8-Russel Street, Kolkata-70071.



### A. SCOPE OF WORK

- ✓ Bidders will have to provide professional and physically fit manpower on outsourcing basis at Assam Bhawan, Salt Lake, Kolkata Office. No individual person would be eligible to participate.
- ✓ The scope of the work will be as per their job profile.
- ✓ The tenderers are advised to inspect and survey the guest rooms of Assam Bhawan, Salt Lake and familiarize themselves with its layout of the mentioned areas, room sizes and manner of management etc., before submitting the tenders. The tenderers shall obtain all necessary information as to risks, contingencies and other circumstances which may affect or influence their tender. He or she shall be deemed to have full knowledge of the site and work, while submitting the tender.

### B. REQUIREMENTS

The total tentative requirement is given below, but it is purely indicative in nature and can vary depending upon actual requirement.

S.No.	Nature of the Service	No. of Manpower resource required	Gender
1.	Receptionist	4 (four)	(Male / Female)
2.	Telephone Operator	4 (four)	(Male / Female)
3.	House Keeping	2 (one)	(Male / Female)
4.	Lift Man	2 (Two)	(Male / Female)
5.	Room Bearer	12 (twelve)	(Male )
6.	Chowkidar	2 (Two)	(Male )
7.	Cleaner	6 (six)	(Male )

### C. QUALIFICATION AND EXPERIENCE

I) The qualification and experience required for the manpower are as follows:

Sl.No.	Nature of Services	Qualification	Experience	Age limit
1	2	3	4	5
(i)	Receptionist	Graduate	1-3 years	21-35 years
(ii)	Telephone Operator	Higher Secondary	1-3 years	21-35 years
(iii)	House Keeping	Graduate / Higher Secondary, with 3 years Diploma in Hotel Management	1-3 years	21-35 years
(iv)	Lift man	HSLC	1-3 years	21-35 years
(v)	Room Bearer	HSLC	1-3 years	21-35 years
(vi)	Chowkidar	VIII passed	1-3 years	21-35 years
(vii)	Cleaner	VIII passed	1-3 years	21-35 years

II) Proficiency of Language

Sl.No.	Nature of Services	Language Proficiency	
		Spoken	Written
1	2	3	4
(i)	Receptionist	English, Hindi, Assamese and Bengali	English, Hindi, Assamese and Bengali
(ii)	Telephone Operator		
(iii)	House Keeping		
(iv)	Lift man	Hindi, Assamese, Bengali and minimum of English	Hindi, Assamese, Bengali and minimum of English
(v)	Room Bearer		
(vi)	Chowkidar	Hindi, Assamese and Bengali	Hindi, Assamese and Bengali
(vii)	Cleaner		

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#### D. ELIGIBILITY CRITERIA



1. The bidders will have to mandatorily submit the following documents:
  - a. Annual turnover of last three financial years: 2018-2019, 2019-2020, 2020-2021.
  - b. GST registration
  - c. Labour License.
  - d. EPF and ESI registration.
  - e. Banker's Certificate.
  - f. Registration Certificate of the Firm.
  - g. PAN
2. The technical bids would be opened on **3<sup>rd</sup> November, 2021** at 3.00 P.M. in the chamber of the TRADE ADVISER & DIRECTOR OF MOVEMENTS/JOINT RESIDENT COMMISSIONER 8-RUSSEL STREET, KOLKATA-71.
3. Those firms which are found to have qualified on financial bid evaluation shall be invited to send one representative to be present during the opening of the technical bids.
4. The bidder should preferably have an experience of providing outsourced manpower for minimum of last 3 years ending on **31/03/2021** preferably in **Central or State Government organization or guest house / PSU / reputed Private Sector**. Agencies with more than 3 years of experience would get more weightage in technical bid evaluation.
5. At least **25 manpower resources** should be provided to other organisation presently. Agencies providing more than 25 manpower resources shall get more weightage in technical bid evaluation.
6. The bidder should have registered office or one of its branch offices of manpower agency located either in Kolkata or in any of the town of the State of Assam.
7. Experience certificate in respect of previous work orders / agreement and satisfactory completion or on-going work certificates / testimonials from the employers shall have to be submitted.
8. The average annual turnover of the bidder in preceding three financial years should be not less than **Rs.25.00 lakhs (Rupees twenty-five lakhs)** per annum as per the audited balance sheet.
9. The bidder should submit documentary evidence of EPF registration along with Tender documents and should have filed return in last three years for minimum **25 numbers of resources**.
10. All work orders should be supported by client details, i.e., name and address of the client, contact person, mobile / telephone numbers so that the documents submitted can be verified independently.
11. The party shall have to submit an undertaking stating all the following four conditions:
  - a) They have not been convicted by a court of law.
  - b) No criminal case is pending against them.
  - c) They have not been black listed by any government department/ PSU/ agency.
  - d) No work order was cancelled prematurely because of quality of services rendered by him/her to the employer or any other default on behalf of service provider in last three years.

#### E. EVALUATION OF BIDS

##### E.1. Evaluation of Technical Bids:

- (i) The bidder shall follow two bid systems where the Technical Bid and Financial Bid shall be evaluated separately.
- (ii) The tendering evaluation shall be done on weightage with 70% to Technical Evaluation and 30% to Financial Evaluation.
- (iii) During the technical evaluation stage, each bidder shall be assigned different marks out of a total of 100 marks, as per the criteria specified below:

##### 1. Number of years in Operations: Max 25 Marks

- (a) 3 years – 10 marks
- (b) Above 3 years – upto 25 marks

##### 2. Number of Manpower on roll (in last financial year, engaged in, cleaning, housekeeping and catering works): Max. 20 Marks

- (a) 25 or more but less than 50 – upto 10 Marks

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- (b) 50 or more but less than 100 – upto 15 Marks  
 (c) 100 or more – upto 20 Marks

**3. Size and quality of other client / clients for whom cleaning and housekeeping work is being provided: Max. 25**

- (a) 1-2 clients – upto 10 marks  
 (b) 2-4 clients – upto 20 marks  
 (c) More than 4 clients – upto 25 Marks

A bidder should secure mandatorily a minimum 50% marks (i.e. 50 marks out of total 100 marks as per para E.1) in Technical Evaluation in order to be a qualified bidder for being eligible for Technical weightage and subsequently for opening of Financial Bids. However, if the tenderer fails to meet the Minimum Eligibility criteria, then the bid will not be considered irrespective of the technical score.

The Bidder shall be required to produce attested copies of the relevant documents as evidence for being considered during technical evaluation.

The Technical bid not meeting the minimum requirements as per the tender documents shall be rejected and their financial proposals will be returned unopened.

- (i) The responsiveness of the bid, i.e. receipts duly filled, signed and accepted bid documents in complete form, including Authorization letter.  
 (ii) Receipt of valid EMD with requisite amount in the mentioned format.  
 (iii) Documents in proof of meeting the minimum eligibility criteria.  
 (v) Any other document as required to support the responsiveness of the bidder as per tender.

The bidder who qualified in the technical evaluation stage shall only be called for opening of financial bids.

**E.2. Financial bid opening procedure:**

The financial evaluation shall be carried out and financial bids of all the bidders shall be given 30% of weightage.

The Financial Bids of all the technically qualified Bidders shall be opened on the appointed date and time in presence of the qualified bidders / their authorized representatives, who choose to be present at the time of opening of the financial bids.

Absence of bidders or their authorized representatives shall not impair the legality of the process.

The Contractor's Profit Percent quoted, as indicated in the financial bid submission form of each bidder shall be read out on the spot, however, it shall be clearly stated that the final financial bid process would be arrived at after detailed scrutiny / correction of arithmetical error in the financial bid.

Mere becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the Lowest bidder to claim that he is successful in the bidding process. The successful bidder (L-1) shall be decided only after following due procedure.

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 OF MOVEMENTS GOVT. OF  
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**F. TERMS AND CONDITIONS**

1. The manpower resources proposed to be engaged should have sufficient experience for a minimum period of 1-3 years.
2. The Contractor shall exercise adequate supervision to ensure to provide proper House Keeping and Maintenance Services in the Assam Bhawan, Salt Lake, Kolkata.
3. The personnel of the Contractor shall not be the employees of the Client and they shall not claim any salary or allowances, compensation, etc., during their period of employment / duty



- under this Contract.
4. The contractor shall furnish the complete list of personnel employed by him at Assam Bhawan, Salt Lake, along with their bio-data, proof of residence, photographs, etc before they are deployed. Any changes made thereafter will have to be brought to the notice of the Liaison Officer, Assam Bhawan, Salt Lake, immediately.
  5. The workers / personnel engaged by the contractor shall have no presumptive or any kind of right of absorption in the services of Assam Bhawan, Salt Lake.
  6. Assam Bhawan, Salt Lake is not bound to provide residential accommodation to the personnel engaged by the contractor.
  7. All the personnel employed by the contractor should be well-mannered.
  8. Contractor must provide standard and clean uniform to its employees / supervisors with their photo identity cards properly displayed at all times during duty hours, without fail.
  9. Contractor shall be solely responsible for any indiscipline, theft, loss or damage to any person or persons / property at the premises on account of acts of omission and commission by the staff deployed by him.
  10. Waste Disposal Management: The Contractor shall ensure collection of all garbage and disposal of the same in the earmarked area.
  11. The manpower resources proposed to be engaged shall be of good moral character and without any criminal record.
  12. In case of absence of duty, by any resource engaged, the firm shall provide substitute immediately, the same day without any gap.
  13. Punctuality is to be strictly observed.
  14. Late attendance/ early leaving without permission will not be permitted. Proportionate deduction from wages will be made for late attendance & early leaving.
  15. Assam Bhawan will not pay any charges other than mentioned rates approved in the Work Order.
  16. The agency shall be responsible for quality of resources deployed and submit their police verification reports. No person having adverse antecedents shall be permitted to be deployed.
  17. The resources engaged shall always be polite and courteous to all VVIPs/ VIPs / Officers / Guests.
  18. The agency shall conduct structured refresher training programme. At any point of time, Assam Bhawan may demand that the resources need to be trained: it shall be incumbent upon the agency to comply with within a reasonable time.
  19. The agency shall ensure that manpower engaged shall undergo annual health check-up to ensure fitness.
  20. The agency shall replace resource/ resources with prior approval of the Trade Adviser & Director of Movements, Kolkata and full particular of the personnel so deployed shall have to be provided.
  21. This notice- Inviting Tender is not an offer of contract but represents a definition of specific requirements and an invitation to recipients to submit a response addressing such requirements. Issuance of this notice inviting tender and preparation and submission of a response and the subsequent receipt and evaluation of response by the office of Trade Adviser & Director of Movements, Government of Assam does not commit to award a contract to any bidder, even if all of the requirements stated in the notice inviting tender are met.
  22. If a bidder is selected, the bidder must be able to provide qualified resources within 7 days after the award of contract.
  23. After completion of the bidding process, the successful bidder shall have to enter into an Agreement with Trade Adviser & Director of Movements, Assam Bhawan, Kolkata, as per conditions of the tender document.
  24. A **performance Security Deposit of Rs.3.00 lakhs (three lakhs)** shall be made by the successful bidder at the time of signing of the Agreement. The security deposit shall be in the form of Bank fixed deposit in favour of **Trade Adviser & Director of Movements, Government of Assam, Assam House, Kolkata.**
  25. The contract shall initially be valid for a period of one year from the date of signing of the agreement and may be extended further on a yearly basis subject to satisfactory performance, on the same terms & conditions for a maximum period of 3 years. Similarly, if there is any exigency to increase specific number of resources of specific category, the same will be provided at the proportionate cost.
  26. The office of the Trade Adviser & Director of Movements, Government of Assam may modify these requirements in whole or in part and / or seek additional bidders to submit bids or may take any other decision for transparency and better administrative decisions.
  27. The bidder shall be responsible for making all payments to resources including wages, leaves, etc in accordance with the provisions of relevant labour laws and for strict observance and compliance of all relevant applicable laws under the Minimum Wages Act, Industrial Disputes Act, Contract Labour (Regulation & Abolition) Act, Employees State Insurance Act, Employee

Provident Fund Act, Payment of Gratuity Act, Payment of Bonus Act, Workmen Compensation Act, and or / any other statutory obligations including any financial liability or the obligation to maintain registers and / or records under the said Acts and the Rules framed there under. The Government of Assam will have no liability whatsoever in this regard.



28. The bidder shall ensure that no labour dispute / issue is referred to any office of Assam Government. The bidder at all times should indemnify the office of the Trade Adviser & Director of Movements, Assam House, Government of Assam, Kolkata, against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employers Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; or any other law relating thereto and rules made hereunder from time to time. The office of the Trade Adviser & Director of Movements or any other office of Government of Assam will not own any responsibility in this regard.
29. The bidder will pay remuneration to the manpower deployed as per rules in force and Government of Assam shall not be responsible for any payment to the manpower of the bidder.
30. The bidder shall be responsible for securing a Third-Party Insurance Policy to protect and cover all types of accident and injuries to any person while working with Assam Bhawan. The Government of Assam shall not be liable for any accident / injury to any person engaged by them within the premises or outside of the Assam Bhawan, arising out of the acts done by the bidder or his staff.
31. The bidder should ensure Health & Safety measures of the resources engaged. They will furnish medical fitness certificate for each manpower, issued by Registered Medical Practitioner periodically once in 6 months and every time a new resource person is deployed.
32. The bidder shall maintain a shift wise daily attendance register and record arrival and departure of each of resources engaged. This register shall be inspected by the officials of Assam Bhawan authorized by the Trade Adviser & Director of Movements and Liaison Officer.
33. The manpower so employed by the bidder should not move around or loiter about in places other than their assigned workplaces nor approach guests for personal favours, violation of which shall lead to immediate removal of such manpower.
34. The Government of Assam would not in any manner be responsible for any act of omission or commission of the resources engaged by the bidder and no claim in this respect will lie against the State Government including any eventuality resulting in any mishap.
35. If it is found that there is any loss to the movable or immovable property of Assam Bhawan because of the negligence / connivance of any act by any of the manpower engaged, the same will be deducted from the bills of the bidder after giving the opportunity of hearing.
36. Unattended belongings of the guests should be reported at the Reception of Assam Bhawan.
37. The bidder, as when called upon by the Trade Adviser & Director of Movements, shall make himself available.
38. The bidder may need to provide additional manpower on short notice during VVIP visits on pro-rata payment basis as per the requirement of the State Government.
39. Any items handed over to the bidder by the Assam Bhawan office shall be accounted for and the bidder shall be responsible for safe handing over of these to the Assam Bhawan at any point of time and whenever the Contract becomes terminable. The items shall be handed over to a responsible officer of the office of Assam Bhawan.
40. Frequent changes of resources engaged shall not be allowed.
41. The change of resources should be informed at least 3 days in advance to the concerned officials at the Assam Bhawan office.
42. In case of breach of any of the Terms and Conditions in the Contract, the Performance Security Deposit of the bidder will be liable to be forfeited by this office, besides annulment of the contract and any other action as deemed fit.
43. The office of Trade Adviser & Director of Movements, Government of Assam, reserves the right to withdraw / relax any of the Terms and Conditions mentioned above and / or issue any fresh instruction to overcome any issue that may arise at a larger stage. Also, the information submitted by the tenderers can be verified by the office of Trade Adviser & Director of Movements to decide the tender.
44. Apart from the scope of the work as per their job profile, manpower so engaged have to be punctual, dedicated and ready to serve as most of the guests staying in Assam Bhawan are VVIPs / VIPs and senior officers and senior dignitaries of Government of Assam.
45. To check the quality of services, Joint Resident Commissioner may verify the remuneration & other benefits offered to the manpower by the bidder. Any discrepancy noticed at any point of time during the contract period will be treated as violation of the contract agreement which may lead to termination of agreement.
46. The contractor shall have to provide round-the-clock hospitality and house-keeping services at the Assam Bhawan, Salt Lake.





### G. PAYMENT CLAUSE

1. Payment will be made on monthly basis starting from the succeeding month of this Contract coming into force upon submission of bills in triplicate, along with proof of payment of wages to the manpower engaged.
2. Payment of the bill will be based on standardized invoices. The Liaison Officer and Finance and Account Officer are authorized by the Trade Adviser & Director of Movements to verify the authenticity of the bills and for this purpose they may request to provide additional information from the service provider or any other person / office.
3. The selected bidder shall be solely responsible for making all statutory subscriptions / payments / contribution related to be submitted every time with the bill stating that all the persons engaged have been paid their dues EPF/ ESI as per rules.
4. No advance payment will be made.
5. TDS / GST is recoverable as per rules in force from each claim.

### H. PENALTY CLAUSE

1. A penalty of Rs.5,000/- (Rupees Five thousand only) for each instance of deficiency in service may be imposed upon the successful bidder by the Liaison Officer & Finance & Accounts Officer after recording reasons. However, there will not be any binding for taking any other legal action against the bidder.
2. The appeal against the order of the Liaison Officer and Finance & Accounts Officer shall lie with the Trade Adviser & Director of Movements, Government of Assam.

### I. TERMINATION CLAUSE

1. In case of persistent default or unsatisfactory service or breach or infringement of any of the Terms and Conditions of this Agreement, the Trade Adviser & Director of Movements/Joint Resident Commissioner reserves the right to terminate the Contract and the Security Deposit may be forfeited in such cases. Also, any other action may be taken as may be deemed fit for such violations.
2. The contract may also be terminated by either party by giving one month's notice.
3. The Security Deposit submitted by the successful bidder will remain deposited as security deposit during the period of contract and any charge on the successful bidder may be adjusted against the Security Deposit.

### J. ARBITRATION CLAUSE

1. Any claims, dispute and or differences (including a dispute regarding the existence, validity or termination of this contract) arising out of or relating to this contract including terms shall be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by discussion within a period of 30 days, then the matter shall be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the office of the Trade Adviser & Director of Movements, Assam House / Assam Bhawan in accordance with the provisions of the Arbitration and Conciliation Act 1996 and rules made thereunder including any modifications, amendments and future enactments thereto. The venue for the arbitration will be Kolkata and the decision of the arbitrator shall be final and binding on the parties.
2. Jurisdiction of Court: This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Kolkata.
- 3.

### K. SUBMISSION OF PROPOSAL

- a. For bidding, two cover systems will be followed: -

✓ A Cover should contain the technical bid with EMD of **Rs.2,00,000/- (Rupees two lakhs) only** in separate envelope marked. "TECHNICAL BID FOR PROVIDING MANPOWER TO WORK AS MAINTENANCE & HOUSE KEEPING STAFF" (Annexure - I).

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- ✓ **B** Cover should contain the Financial Bid in separate envelope marked "FINANCIAL BID FOR PROVIDING MANPOWER TO WORK AS MAINTENANCE & HOUSE KEEPING STAFF" (Annexure – II).
- b. The bidders are required to quote a lump sum amount per manpower, which includes Minimum Wage rates as per latest updation of Labour Department, Government of West Bengal, all prevailing taxes and fees including service tax, uniform etc. for providing services of outsourced manpower. Though this rate shall not include the service charge by the bidder for providing the services to this office, which will be quoted separately.
- c. The bid should be quoted in figures as well as in words separately. There should be no cutting / overwriting on the rate quoted in writing.
- d. If there is any increase in the minimum wages as per Labour Department, Government of West Bengal, after signing the agreement and after first payment is made, the net incremental amount in minimum wage per manpower will be enhanced by this office.
- e. A **performance Security Deposit of Rs.3.00 lakhs (three lakhs)** shall be made by the successful bidder at the time of signing of the Agreement. The security deposit shall be in the form of Bank fixed deposit in favour of **Trade Adviser & Director of Movements, Government of Assam, Assam House, Kolkata.**
- f. The D.D for EMD must be enclosed in the envelope containing the Technical Bid proposal. Any proposal without EMD shall be liable for rejection. The amount of EMD shall not carry any interest.
- g. The EMD paid by the unsuccessful bidders shall be refunded without interest, after the award of work is finalized by the office of the Trade Adviser & Director of Movements, Government of Assam or after the date of expiry of validity of the offer, unless the validity of the offer is extended on mutual consent.
- i. It will be imperative on each bidder to fully inform himself of all local conditions and factors, which may have any effect of the execution of work / services covered under these documents and specifications. Intending Bidders shall visit the site and make themselves thoroughly acquainted with its local site conditions. It is suggested to the bidders to conduct a demographic study to identify the local utility areas (communication and transport condition, effective labour required to be involved and other features) which will help the bidders to consider all such factors during estimation for performing services as indicated in this Bid Document.
- j. It must be understood and agreed that all the factors have properly been investigated and considered while submitting the bids. No financial adjustment arising thereof shall be permitted by the office of the Joint Resident Commissioner, Government of Assam which is based on lack of such clear information. Further, no claim for the financial adjustments to the contract awarded will be entertained by the office of the Trade Adviser & Director of Movements, Government of Assam.
- k. The Bids must be signed by bidders with the legal name of the firm / company / agency by the Director / Managing Director. Significant evidence of authority of the person signing on behalf of the bidder in the form of Power of Attorney shall be furnished along with the Bid.
- l. Proposals submitted by the bidders and containing vague and indefinite expressions such a "subject to availability" etc. will not be entertained. Full responsibility is to be accepted by the bidder.
- m. Bidders are advised in their own interest to ensure that the proposals reach the specified office well before the closing date and time of Bid (Proposal) submission. Any Bid received after deadline for submission may be rejected or returned unopened.
- n. The bid shall be kept valid for a period of **one hundred twenty (120) days** from the stipulated last date of submission of bids. The overall offer for the assignment and bidders quoted prices shall remain unchanged during the period of validity. In case the bidder withdraws, modifies or changes his offer during the bid validity period, the earnest Money deposit paid by him shall be forfeited without assigning any reason thereof.

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- o. The office of the Trade Adviser & Director of Movements/Joint Resident Commissioner Govt. of Assam reserves the right to accept or reject any or all proposals without giving or assigning any reason for its decision. The whole work may be split between two or more Service Providers or accepted in part and not entirely, if considered expedient by the office of the Trade Adviser & Director of Movements/Joint Resident Commissioner, Government of Assam.
- p. Tenders are liable to be rejected in case of any particulars / prescribed informed is either missing, found incorrect in any respect and / or if the prescribed conditions are not fulfilled.
- q. Canvassing in connection with the tender is strictly prohibited and proposals submitted by bidders who resort to canvassing will be liable to rejection.
- r. Evaluation of proposals shall be at the sole discretion of the office of Trade Adviser & Director of Movements, Government of Assam and no suggestion and / or communication shall be entertained in this regard. The office the Trade Adviser & Director of Movements, Government of Assam reserves the right to reject or accept and to annul the bidding process and reject all the bids at any time prior to the award of contract, without thereby incurring any liability to the effected bidders or any obligation to inform the affected bidders of the ground for action.
- s. The office of Trade Adviser & Director of Movements, Government of Assam/Joint Resident Commissioner reserves the right to call for additional information / clarification from the bidders / or to verify the information given by tenderer.
- t. The cost of preparing the bids, presentation contract including site visits etc. will be borne by the bidders themselves and in no case will be reimbursable by the office Trade Adviser & Director of Movements, Government of Assam.
- u. The quoted rate which is less than prevalent minimum wages prescribed by the Government of West Bengal are liable to be rejected.

**L. SERVICE AGREEMENT.**

After finalization, the successful firm / company / agency would be invited to execute the Service Agreement with the Trade Adviser & Director of Movements, Government of Assam. This agreement will have, apart from other, the specific conditions also.

  
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**TENDER FORM (A)****TECHNICAL BID FOR PROVIDING MANPOWER ON OUTSOURCING BASIS**

1. Name of the applicant Firm / Company / Agency:
2. Organizational Status:

Name	Corporate ID number	Registered office and branch office address	Contact e-mail, Fax, telephone, mobile Nos.	Goods & Service Tax (GST) Registration number	PAN Number	TAN Number

Supporting Documents:

3. Number of years of experience in providing service of outsourced manpower for minimum of 3 years in office of State / Central Government / guest house / PSU / reputed private sector. **(Please mention only those experience which firm / company / agency relevant for their Technical Bid qualification as per tender qualifying criteria.**

A. .... from ..... To .....

B. .... from ..... To .....

C. .... from ..... To .....

4. Annual turnover in the previous 3 financial years with proof of commensurate, TDS deductions thereon (minimum Rs. 25.00 lakhs per year).

Name of the Firm / Company / Agency	Annual Turnover		
	2018-2019	2019-2020	2020-2021

5. EPF registration number:
6. Copy of EPF returns filed in last three years with numbers of employees. (Minimum 25 employees per year).
7. ESIC number
8. Please also attach the following supportive documents –

AUDITED FINANCIAL STATEMENTS OF THE LAST 3 YEARS (2018-2019, 2019-2020 and 2020-2021) WITH COPIES OF INCOME TAX RETURNS.

The party shall submit declaration stating all the following conditions:

1. They have not been convicted by a court of law.
2. No criminal case is pending against them.

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- 3. They have not been black listed by any Government Department / PSU / agency.
- 4. No work order was cancelled prematurely because of quality of service rendered by him to the employer or any other default on behalf of service provider in last three years.

c) Refundable security fee of Rs..... as draft no..... name of bank ..... In the name of the **Trade Adviser & Director of Movements, Government of Assam, Assam House, Kolkata** payable at Kolkata is being accompanied with the proposal.

Date

1) Signature :

2) Name :

3) Designation in the company:

4) Address :

Seal

**(The filling of the form above and signature on the above-mentioned place is mandatory. The bids with unfiled form / without signature are liable to be rejected.)**

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**TENDER FORM (B)**

**“FINANCIAL BID FOR PROVIDING HUMAN RESOURCES ON OUTSOURCING BASIS”**

I, offer to provide manpower on outsourcing basis who will work as Maintenance and House Keeping staff at Assam Bhawan, Sector-III, Salt Lake, Kolkata, as per the Terms and Condition laid down in this Tender documents. The proposed rate per resource person (as skilled labour) will be: -

Sl. No.	Particular and Category	No. of Manpower resource required	Minimum Wages / Amount	Amount in Words
1	Receptionist (skilled)	4 (four)		
2	Telephone Operator (skilled)	4 (four)		
3	House Keeping (skilled)	2 (one)		
4	Lift man (unskilled)	2 (Two)		
5	Room Bearer (unskilled)	12 (twelve)		
6	Chowkidar (unskilled)	2 (Two)		
7	Cleaner (unskilled)	6 (six)		
8	ESI			
9	PF			
10	Goods & Service Tax (GST)			
11	Service / Administrative Charges, if any			
12	Total			

Note :

- ✓ As per our requirement, all resource persons will come under skilled category of labour.
- ✓ I further understand that the Trade Adviser & Director of Movements, Kolkata, has the right to accept or reject my offer without assigning my reason thereof and I shall abide by that decision.

Date :

1) Signature :

2) Name :

3) Designation in the company:

4) Address :

TRADE ADVISER & DIRECTOR  
 OF MOVEMENTS GOVT. OF  
 ASSAM, KOLKATA

**Seal**

GOVERNMENT OF ASSAM  
OFFICE OF THE TRADE ADVISER & DIRECTOR OF MOVEMENTS  
ASSAM HOUSE 8, RUSSELL STREET KOLKATA-71  
Phone: 033-22298330/331 Fax: 033-2229759 Email ID: [tadmaissam@gmail.com](mailto:tadmaissam@gmail.com)

No TAE/B/2021/7-A

Dated 8<sup>th</sup> October, 2021

To,

The Director Information and Public Relation  
Government of Assam  
Assam Secretariat, Dispur, Guwahati

Sub: Publication of Notice for Inviting Tenders in local daily newspapers (English & Assamese)


Sir,

With reference to above I have the honour to request you to kindly publish the Notice inviting Tenders for Providing Catering Service (Canteen management) at Assam Bhawan, Salt Lake, Kolkata in two leading daily newspapers (i.e., English & Assamese) as well as in two national daily newspapers and electronic media etc. for wide publicity of the same.

It is also requested to kindly forward a copy of each of such Advertisements so published in the newspapers, to this Office for record.

End: Notice Inviting Tenders.

Yours faithfully




(Tapash Deb, ACS)  
Trade Adviser & Director of Movement/Joint  
Resident Commissioner  
Govt. of Assam, Assam House, 8-Russell Street,  
Kolkata

Memo No. TAE/B/2021/7-A

Dated 8<sup>th</sup> October, 2021

Copy to:-

1. PS to Commissioner & Secretary to the Govt. Of Assam, General Administration Department for kind appraisal of Commissioner & Secretary.
2. The Joint Secretary to the Govt. of Assam, General Administration Deptt. Dispur- He is requested to upload the Tender document in the GAD Website.
3. The Superintendent, Assam House, Kolkata to display it in the Notice Board.

  
(Tapash Deb, ACS)  
Trade Adviser & Director of Movement/Joint  
Resident Commissioner  
Govt. of Assam, Assam House, 8-Russell Street,  
Kolkata