


Annexure-I

	<p>ASSAM GAS COMPANY LIMITED (A Govt. Of Assam Undertaking) P.O. DULIAJAN, DIST :DIBRUGARH,ASSAM 786 602 TEL.: +91-374-2800556</p>
<p>NOTICE INVITING TENDER</p>	
<p>M/s ASSAM GAS COMPANY LIMITED invites e-tenders on e-procurement system of Govt. of Assam from eligible bidders for “SUPPLY OF MANPOWER ”. (Tender No. AGCL/HR-A/Manpower-Supply/09 Dated 29-06-2021) Please visit www.assamtenders.gov.in for details and f Corrigendum etc Also visit www.assamgas.org for NIT documents etc.</p>	
<p>MANAGING DIRECTOR Assam Gas Company Limited</p>	

TENDER DOCUMENT

TENDER FOR SUPPLY OF MANPOWER

(With Professional Degree, Diploma, General Graduate, Skilled, Semi-skilled and Unskilled)



Assam Gas Company Limited, Duliajan,
Dist:- Dibrugarh, Assam,
Email: info @assamgas.org
Web: www.assamgas.org
Phone: 0374-2800558

Sub: TENDER FOR SUPPLY OF MANPOWER (With Professional Degree, Diploma, General Graduate, Skilled, Semi-Skilled and Un-skilled)

Dear Sir/Madam

The Assam Gas Company Limited, Duliajan, invites online Proposals through Govt. of Assam e-procurement portal <https://assamtenders.gov.in> under single stage two bid system from the interested, established experienced and qualified firms who meet the eligibility criteria mentioned in Form - 1 as per the below mentioned schedule:-

1. The tender shall be in two parts:-

Part – I : Eligibility criteria and qualifying condition as per FORM - 1 along with documentary evidence and Earnest money deposit of Rs.40,000/-.

Part – II : Bid should be uploaded in e-procurement portal of Govt. of Assam i.e; <https://assamtenders.gov.in>

2. Hard copies of all the documents submitted online except Price bids must reach within 3 (three) days of bid closing date in sealed envelope super scribed with Tender no. & date and addressed to **General Manager (HR&A), Assam Gas Company Limited, P.O. Duliajan- 786602, Dist : Dibrugarh, Assam.** The envelope cover shall contain the name of the service provider and superscribed **‘Tender for “SUPPLY OF MANPOWER” Tender No. AGCL/HR-A/Manpower-Supply/09 dated 29-06-2021**

(Financial bid of those bidder who fulfill eligibility criteria, will be considered for opening.)

GUIDELINES:

1. The prospective bidders shall submit their queries through E-mail at **utpal.borgohain@agclgas.com** and mark a copy to **utpal.borgohain@gmail.com** and addressed to GM(HR&A), Assam Gas Company Ltd., Duliajan-786602, Assam and such queries must reach AGCL’s office at Duliajan latest by **15-07-2021 at 14:30 Hrs.** AGCL shall try to provide clarifications to all queries through mail and AGCL will not be responsible for non-receipt or late receipt of any bidder’s query.

2. The cost of Bid Document, i.e., Tender Processing Fees and EMD / Bid Security are to be submitted through Govt. of Assam e-portal <https://assamtenders.gov.in> only

3. If there is a holiday or bandh on the Technical Bid Opening date than it may be opened in the next working day at the same time. Offers made by fax, courier or e-mail will not be accepted, nor any subsequent changes in the quotation will be entertained. Bids received after closing hours as stipulated above will not get uploaded and shall not be accepted.

The Company shall not be responsible for delay in submission of bid due to poor net connectivity / or any other reasons whatsoever. E-mail / Fax / Telephone bids will not be accepted. Scanned copies of technical specification, etc. to be uploaded in pdf format.

4. The bid including all documents shall be signed by duly authorized representative of the bidding service provider and put their official seal on every page of the tender and corrigendum’s (if any) and must not overwrite on any numerical figures.

5. Canvassing in any other form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.

Evaluation Criteria:

- (i) Who satisfies the Bid Evaluation Criteria
- (ii) Whose offer is considered fully responsive to the requirements of the Company.
- (iii) Lowest financial bid shall be selected from all the technically qualified bids. In case of a tie between two or more bidders, the Company will make the final selection which shall be binding on all the bidders. All things being equal, preference will be given to the bidder having a higher Business Transaction.

SCHEDULE TO TENDER

SL No.	Particulars	Date/Remarks
01	A) Tender for Supply of Man Power (With Professional Degree, Diploma, General Graduate, Skilled, Semi-skilled, Un-skilled) purely on contractual basis.	
02	Pre Bid Query last date (through Mail)	14.30 Hrs of 15-07-2021
03	Time and last date of depositing Tender	14:30 Hrs of 25.07.2021
04	Time and Date of opening of Tender	15:00 Hrs of 25.07.2021
05	Minimum Validity of tender offer	60 Days
06	Tender Processing Fee	INR 2,000/-
07	Amount of EMD	INR 40,000/-
08	Duration of Contract	Initially for One year from the date of award of contract. However, the same may be further extended for next one year or part thereof on same terms and conditions
09	Performance/ Security Guarantee	5% of Contract Value
10	Performance Guarantee Validity	60 days after completion of tender period

SERVICE PROVIDER'S ELIGIBILITY CRITERIA:

1. The Service Provider should be approved/recognized/registered by Govt. for providing Manpower Services. Copy of relevant certificate should be attached.
2. Service Provider should have a valid license from competent license authority under the provision of contract Labour Act, 1970 and Contract Labour Central Rules, 1971 and submit proofs thereof.
3. The Service Provider must comply with the statutory requirement, such as registration with ESI, EPF, PAN /TIN/TAN & GST etc. and submit proofs thereof.
4. The bidder must have been in existence for the last five year. (Attach copy of relevant certificates, Registration details etc.).
5. The Service Provider must have implemented/implementing at least three contracts of deployment of Technical Staff, office staff and Labors etc. to Central/State Govt. Institutes, Central / State Govt. Autonomous Institute, Central/State Govt. Departments, Central/State PSUs during the last 5 years. Copy of agreement / WO must be attached along with good performance certificate of the concerned and clearly mentioning number of manpower deployed and annual value of agreement / WO.
6. The Agency/Contractor must have sound financial stability with an average annual turnover of INR 30.00 Lakhs in preceding three financial years in similar services. (Copy of audited profit & loss statement and ITR certificates with matching PAN must be enclosed).
7. The Agency/Contractor should not have been blacklisted at any time by any Govt., Semi-Govt. Deptt., or any other organization. An affidavit in original (on non-judicial stamp paper duly notarized) to this effect shall be given by the firm along with the EMD.
8. Each Agency/Contractor shall submit only one Tender for the entire scope of each work. Agency/Contractor who submits more than one tender or part tender will be treated as nonresponsive & summarily rejected.

FORM – 1

TECHNICAL DETAILS

1. For providing of Man Power (Manpower having professional Degree, General Degree, Diploma, Skilled, Semi-skilled and Unskilled manpower) at various AGCL Premises

2. Name of the Tendering Company/Firm/Agency (Attach certificate of registration)

3. Name of the Proprietor /Director of Company/Firm/Agency

4. Full address of the Registered Office _____

_____ Telephone Number: _____ FAX No. _____

_____ E-Mail Address _____

5. Full address of Branch offices _____

_____ Telephone Number: _____ FAX

No. _____ E-Mail Address _____

6. Labour License No. _____ (Attach attested copy)

7. PAN No. _____ (Attach attested copy)

8. GST Registration No. _____ (Attach attested copy)

9. E.P.F. registration Number _____ (Attach attested copy)

10. E.S.I. Registration Number _____ (Attach attested copy)

11. Financial turnover of the tendering Company/Firm/Agency for the last 3 financial years. (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (in Lakhs)	Remarks if any
2018-19		
2019-20		
2020-21		

12. Give details of the major similar contracts handled by the tendering Company/Firm/Agency during the last three years in the following format:

Sl. No.	Details of client along with address, telephone numbers	Type of manpower supplied	Contract Value (in Lakhs)	Duration of Contract	
				From	To

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

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

Signature of the authorized person

Name: _____ Seal: _____

Date: _____ Place: _____

FORM – 2
FINANCIAL

Name of Work: FOR SUPPLY OF MANPOWER (Manpower having Professional Degree, General Degree, Diploma, Skilled, Semi-skilled and unskilled) at various Assam Gas Company Ltd. Premises

(All the manpower deployed in AGCL shall be paid their wages on monthly basis (by ECS in time) by the qualified company/firm/agency latest by 5th of every Month)

SAMPLE OF PRICE BID FORMAT

(The Bidder is to fill up only column ‘A’ ‘B’, ‘E’ ‘ F ‘ and ‘G’)
(Rate per month)

Sl No	Designation	A	B	C			D	E	F	G	
		Service Accounting Code (SAC) of the Bidder as per GST laws	Other exp. (Profit and Overhead exp. of the bidder)	Total Wage including employees contribution for PF and ESIC		Basic + DA	Other allowances	Total	EPF @12%+ ESIC @ 3.25% (Employer’s contribution)	GST Amount	Total for the entire year (B+C+D) X 12 (with out Tax)
1	Manpower having professional Degree e.g. Engineer			22000.00	12000.00	34000.00	3355.00				
2	Diploma holder eg.Jr. Engineer			9570.00	15300.00	24870.00	1459.42				
3	Divisional Asstt. (General Graduate)			9570.00	15300.00	24870.00	1459.42				
4	Skilled Employee (Fitter, Electrician, Driver, Office Asstt., Supervisor etc.)			8750.00	8045.00	16795.50	1334.37				
5	Semi Skilled Employee (Peon/Office Attendant)			5011.00	8244.00	13255.60	764.17				
6	Unskilled Employee Safaiwala, Jungle Cutter etc.)			3850.00	6100.00	9950.00	587.12				

Note:- 1. The bidder is to fill up the column ‘A’ ‘B’, ‘E’ ‘ F ‘ and ‘G’

Note:

1. The rates quoted by the tendering agency shall be inclusive of all statutory/taxation liabilities at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month on submission of bill only on the basis of number of working days for which duty has been actually performed by the staff deployed.
3. Bill of a month should be duly supported with proof of deposit of PF/ESI/GST etc of the previous month.
4. Bonus to the deployed employees will be paid as per payment of Bonus Act directly by AGCL..

Terms & Conditions:

1. Assam Gas Company Ltd. reserves the right to accept/reject any or all the offers received without assigning any reason whatsoever. The offer, in which any of the particulars and prescribed information is missing or is incomplete in any respect and/or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be summarily rejected.
2. An amount equal to 5% of the annual contract value shall be deposited by the successful Agency/Contractor at the time of signing of the contract or within 15 days of signing of the contract. Such deposit will be refunded by Assam Gas Company Ltd. after 4 months of the contract period expiration.
3. In the event of the Agency/Contractor's failure to execute the work entrusted to it under this Agreement satisfactorily, Assam Gas Company Ltd. shall make alternative arrangement to do it and the difference of cost incurred by Assam Gas Company Ltd. thereby shall be recovered from the Agency/Contractor's unpaid bills and Contractor's Security deposit. Besides, penalty as decided by Assam Gas Company Ltd. shall also be levied and recovered.
4. All taxes, duties, levies etc. imposed by the State, Central Government and Local Bodies in connection with this contract in force at the time of submission of offer shall be borne by the Agency/Contractor.
5. Revision of Minimum Wages as per Govt. notification will be considered with its retrospective effect subject to submission of application along with notification by the Agency/Contractor.
6. If and whenever any of the Agency/Contractor's employee shall be found guilty of any misconduct or be incompetent or insufficiently qualified or negligent in the performance of their duties or theft and is rendered undesirable for administrative or any other reason for such person/persons to be employed in the works, the Agency/Contractor if so directed by the competent authority, shall remove such person/persons from employment. Any person/persons so removed from the works shall not again be employed in connection with the works without the written permission of the competent authority of Assam Gas Company Ltd.
7. The selected Agency/Contractor (Contractor) will have to pay taxes/income tax (TDS) on contract amount as applicable. If any additional rates/taxes/income tax has to be paid, that shall be borne by the Agency/Contractor, otherwise it shall be deductible from his payments.
8. The contractor shall be responsible for fulfilling all his obligations towards the person(s) deployed under the labor laws and fulfilling the requirements of all statutory provisions of relevant enactments namely Minimum Wages Act, Workmen Compensation Act, the Contract

Labor (Regulation and Abolition) Act, EPF Act, Payment of Wages Act, ESI Act, Bonus Act, Maternity Benefits Act, or other labor rule, regulation applicable and amended from time to time. The Contractor shall be responsible for the deposit of employee's and employer's share of statutory contributions to the ESI/EPF, EDLI, if applicable at his own level and maintenance of such records as per rule. The contractor will be responsible for opening individual PF account of the employee. The contractor shall be responsible for linking of UAN's for all the person deployed and complete all the necessary formalities as required under EPF/ESI act.

9. Office timing on Monday to Saturday will be as per Assam Gas Company Ltd. norms and holidays applicable as per approved holidays of AGCL.

10. The Contractor shall issue proper appointment Letter and ID Cards to all contractual staffs.

11. Unscrupulous assurances and demand for monetary favour by the Contractor from the supplied manpower to AGCL are absolutely barred except for the applicable fees and statutory charges. If any of such assurances or demand is reported and established by the competent management of AGCL in due process, appropriate action shall be taken against the Contractor that may include black listing of the Contractor from participating in future bids and immediate termination of the existing contract.

PROFORMA- A

(To be given on Firm/Agency/Company Letter Head of the bidder)

Tender Acceptance Letter

No..... Date:

Managing Director
Assam Gas Company Ltd
P.O. Duliajan 786602, Assam
Sub: Acceptance of Terms & Conditions of Tender.
Tender Reference No: _____ Date _____

Dear Sir,

1. I / We have downloaded / obtained the tender document (s) for the above mentioned Tender from the web site(s) namely: **<https://assamtenders.gov.in>** as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I /we shall abide by the terms / conditions / clauses contained therein without any Deviation.
3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document (s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Central government departments/ state government departments/ Quasi Govt. agencies/ Public Sector Undertaking/ multilaterals (like World Bank, Asian Development Bank, etc.) within last 3 years.
5. I / We certify that all information furnished by the Firm is true & correct and in the event that the information is found to be incorrect /untrue or found violated, then your department / organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money deposit absolutely.

Yours Faithfully
(Signature, Name of the Bidder, with Official Seal)

