

**A N SINHA INSTITUTE OF SOCIAL  
STUDIES PATNA-800001**

**TENDER NOTICE**

**TENDER NO. ANSISS/EST/MANPOWER/  
TENDER/2017/02, DT-05.12.2017**

Sealed tenders under “two bid system” are invited from reputed, experienced and financially sound companies/firms/tenders/service providers registered with Statutory body, for providing manpower for A.N. SINHA INSTITUTE OF SOCIAL STUDIES PATNA. The last date of receipt of bids is 18th Dec, at 5.00 Pm.

Tender documents containing detailed terms and conditions may be downloaded from “ansiss.res.in”

Date:05.12.2017

Registrar



A N SINHA INSTITUTE OF SOCIAL STUDIES  
NORTH WEST GANDHI MAIDAN  
PATNA - 800001

**Tender No. 02/2017**

**TENDER DOCUMENT**

For providing, Senior Accountant, Accountant, library staff, Assistants, Computer System Analyst and Multi Tasking Staff etc to the A.N. Sinha Institute of Social Studies, on outsource basis

<b>S.L No.</b>	<b><u>Particulars</u></b>	<b><u>Date &amp; Time</u></b>
<b>1.</b>	Date of downloading of Tender Document	<b>06 December , 2017</b>
<b>2.</b>	Last Date and time for submission of Tender Document	<b>18 December , 2017</b>
<b>3.</b>	Date and time for opening of Technical Bids and financial bids	<b>22 December , 2017 ; (3 PM)</b>
<b>4.</b>	Likely date for commencement of deployment of required manpower	<b>January 2018</b>

## **TENDER NOTICE**

1. A.N.Sinha Institute of Social Studies, invites sealed tenders under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Service Provider for providing manpower for three years.
2. The complete Tender Document with scope of work and terms & conditions can be downloaded from the website of this Institute i.e. [www.ansiss.res.in](http://www.ansiss.res.in)
3. The opening of tenders will take place at A.N. Sinha Institute of Social Studies Patna ,North West Gandhi maidan ,Patna Bihar.
4. The validity of Tenders will be 90 days from the date of opening of Tenders.
5. The interested and eligible Service Provider may submit separate bids for various categories of personnel, complete in all respects along with refundable Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One lakh only) in the form of Demand Draft/ Pay Order drawn i n favour of A.N. Sinha Institute of Social Studies Patna payable at Patna. The tenders shall not be entertained without EMD and after the deadline under any circumstances whatsoever.
6. The Bids of Tenderers will be opened on December 22 at 3 PM at A.N. Sinha Institute of Social studies Patna North West Gandhi Maidan Patna..
7. The **Director** of A.N. Sinha Institute of Social Studies reserves the right to amend / cancel any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the **Director** in this regard shall be final and binding on all.

**Registrar**

## Scope of Work and General Instruction for Tenderers

1. A.N. Sinha Institute of Social Studies, Patna requires the services of a reputed, well established and financially sound Manpower Service Provider registered with appropriate authorities for providing manpower to perform jobs assigned to outsource staff and should provide a copy of the Certificate of Incorporation. The Service Provider should provide an undertaking that they shall comply with all relevant statutory norms like minimum wages, employees' provident fund, Employees State Insurance and Service tax etc.
- ii. This Institute has tentative (initial) requirement of the number of persons, category wise as given below:

<b>Sl.No.</b>	<b>Name of post</b>
01.	Computer System Analyst
02.	Assistant
03.	Senior Accountant
04.	Accountant
05.	Accounts Assistant
06.	Assistant Librarian
07.	Professional Assistant (Library)
08.	Multi tasking - Skilled
09.	Multi tasking - Unskilled

- i. The qualification and experience required and job description of the categories and number of the persons to be deployed will be decided from time to time . The contract is likely to commence from January 2018 and would continue for a period of three years . The period of the contract may be further extended after the completion of contract, provided the requirement of the Institute of for augmenting its present manpower persists at that time or may be curtailed /terminated before the contract period owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or cessation of the requirement of work or due to any change in government policy/rules . Director of A.N. Sinha Institute of Social Studies, Patna however, reserves the right to terminate this contract at any time after giving one week's notice to the selected Service Provider.
- ii. Past experience and SATISFACTORY performance of similar work done for the Departments of the Government of Bihar/Statutory Bodies/PSUs/ Private Sectors for last three years. (A list of such organizations being served and a certificate of satisfactory performance from the concerned department of Central/ State Government/ Statutory bodies/ PSU/ Private Sector may be provided). The reputation/track record of the bidder will also be verified by A.N.Sinha Institute of Social Studies Patna
- iii. The Service Provider should have experience of providing such services on sufficiently large scale. The agency should have completed one such work where it has provided at least 100 persons in one organization during the last 3 years. The name/s of such organizations along with number of persons deployed may be submitted.

- iv. The Service provider should have adequate facilities (infrastructure, qualified and expert manpower) for testing/screening of personnel to ensure that they conform to the given standards of knowledge/skill and experience before deployment. This aspect is also subject to counter evaluation/verification by ANSISS.
- v. The Service Provider should have a valid license for last two years from the competent licensing authority under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971.
- vi. The Service Provider shall submit an affidavit stating that the Service Provider is not / has not been black listed by Central/State Government/ any PSUs/Private Sector at any point of time.
- vii. The firm should be registered with Income Tax and Service Tax authorities.
- viii. The service provider should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act etc.
- ix. The Service Provider should have an office in Patna, Bihar.
- x. The turnover of the firm during the last 3 financial years should not be less than Rs. 3,000,0000/- (Three Crores) only per annum from similar services. The Service Provider should have earned profit during the last three years.
- xi. Service provider should have its own Bank Account.
- xii. Persons deployed by the service provider shall not be less than 18 years of age.
- xiii. The Service Provider should not have default in payment of statutory dues like EPF/ESI/ Service Tax and Income Tax etc.
- xiv. If firm quotes NIL charges/ consideration, the Bid shall be treated as unresponsive and will not be considered.

**Non-compliance with any of the above conditions by the Service Provider will amount to non-eligibility for the service for which tender has been floated and its tender will be summarily rejected.**

## TECHNICAL SPECIFICATIONS

- The interested Service Provider may submit the tender document, complete in all respects, along with Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One lakh only) in the form of Demand Draft/ Pay Order drawn in favour of A.N.Sinha Institute of Social Studies. Patna

The tenders have been invited under two-bid system i .e. Technical Bid and Financial Bid. The interested Service Provider are advised to submit two separate sealed envelopes super -scribing **“Technical Bid for providing manpower on outsource basis”** in bold letters and **“Financial Bid for providing manpower on outsource basis”**

- ii. The tendering Service Provider is required to enclose 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:

PAN/GIR No.
Registration number and Certificate of Incorporation
Service Tax Registration No.
E.P.F. Registration No.
E.S.I. Registration No.
A certificate stating that service provider has not defaulted from the payment of statutory dues like EPF/ESI/ Service Tax and Income Tax etc.
Documents showing completing at least one service where it has provided 100 persons in one organization during last 2 years in single contract and turnover of the firm is not less than Three crores per annum during last three years related to providing manpower resources
Financial worthiness and competence to be substantiated through Income Tax Returns/Certificates. PAN/ST/TIN/VAT No./EPF Registration/ Annual Report, Audited Balance Sheet and Profit & Loss A/c. for the last 3 years
Affidavit stating that the Service Provider is / has not been black listed by Central Government Departments/State Government/Statutory bodies/ Autonomous bodies/PSUs /Private Sector at any point of time.
List of similar assignments and number of Manpower provided to Central Government Departments/State Government/Statutory bodies/ Autonomous bodies/PSUs /Private Sector during the last three years by the Service Provider (Attach attested copy) and a certificate of satisfactory performance from the concerned department of Central/ State Government / Statutory bodies/ PSU/ Private Sector

Conditional bids shall not be considered and will be rejected out rightly at the very first instance.

All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted. In such cases, the tender shall be summarily rejected. **All the pages of the bid shall be signed by the authorized signatory with rubber stamp of the Service Provider.**

The envelope containing Technical Bid shall be opened first on the scheduled date and time December 22 , 2017 at 3 PM at A.N. Sinha Institute of Social Studies. Patna , in the presence of the representatives of the Service Provider, if any, who wish to be present on the spot at that time. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened immediately on the same date after the financial bid at A.N. Sinha Institute of Social Studies, Patna North west Gandhi Maidan Bihar.

The Director of A.N.Sinha Institute of Social Studies, Patna reserves the right to annul any or all bids without assigning any reason.

vii. The bidder shall quote the Technical & Financial bids as per the format enclosed at Annexure I & II.

## TERMS AND CONDITIONS

1. **Payment Terms:** The standard terms of payment are within 30 days from the date of submission of bills in triplicate along with work completion certificate certified by the competent authority in ANSISS. The payment shall be made through Cheque(s)/RTGS/NEFT/ECS. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each person during the month.
2. **Payment of salary by Service Provider:** The Service Provider shall ensure that the salary to the persons so employed is made by 5<sup>th</sup> day of the succeeding month. The payments shall be made by bank transfer or in the premises of the ANSISS, if need be.
3. **Income Tax:** The Income Tax/TDS and other statutory deductions, as applicable will be deducted from the payment. Tax deduction certificate will be issued to the Service Provider by ANSISS.
4. **Termination of the Contract:** In case of any material violation of any of the terms and conditions by the Service Provider, the Director reserves its right to unilaterally terminate the contract. In case of any dispute, the decision of the Competent Authority in the ANSISS will be final and binding.
5. The Service Provider shall be obliged and solely responsible to comply with all statutory requirements in respect of the manpower engaged by him and the Institute shall not be a party to any dispute arising out of such deployment by the contractor.
6. **Security Considerations:** The persons deployed by the Agency should not have any Police record/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. Any person deployed by the service provider should not indulge in act of misconduct or otherwise or later if any. Service will be ceased with immediately effect, if any employee deployed by the service provider found in such activities.
7. The successful bidder must submit performance security deposit irrespective of status of company / firm/ Contractor equal to 5% of the value of the contract in the form of bank guarantee/ fixed deposit receipt (FDR)/Banker's Cheque/Demand Draft made in from a Scheduled Bank favouring of A N Sinha Institute of Social Studies covering the entire period of the contract.
8. The Performance Security Deposit must remain valid for a period of 60 days beyond the stipulated date of completion of the contract. In the event of further extension of contract, a revised PSD @ 5% of contract value must be given within two weeks of communication of decision. The performance security deposit will be forfeited in case of non compliance of the terms of the agreement by the service provider.



### **Place of Duty, Working Hours and Punctuality.**

- 1) A. N. Sinha Institute of Social Studies, North Gandhi Maidan Patna-01 Bihar.
- 2) The working hours of the office will be from 09.30 a.m. to 5.30 p.m. (excluding 1 hr. lunch time).
- 3) The manpower so deployed shall have to adhere to the punctuality strictly. Late arrivals, early departures and short leaves shall not be permitted.
- 4) The responsibility of statutory/compulsory deductions like EPF/Income Tax/Service Tax etc. will be of the service provider. No extra payment shall be made by the Institute.
- 5) The copies of appointment letter issued to the personnel deployed shall be provided to the Institute.
- 6) The Service Provider before selecting the manpower will satisfy himself about the character and integrity of the persons proposed to be provided to the Institute.
- 7) The Service Provider shall obtain a character certificate in respect of every such person from the school/college last attended by such person or a character certificate from a Gazetted Officer and a copy of such certificate should be made available to the ANSISS at the time of deployment. The Service Provider will also ensure that the personnel deployed are medically fit and also submit medical fitness certificate.
- 8) The Service Provider will provide to the Institute a list of all personnel so deployed with permanent and present address along with their latest photographs.
- 9) The Service Provider will provide to the Institute a list of all personnel so deployed with permanent and present address along with their latest photographs.
- 10) The Service Provider shall be responsible for all acts of commission and omission on the part of the manpower engaged for the purpose. The Institute shall not be responsible in any manner, whatsoever, in matters of injury/death/health etc. of the Service Provider's employees performing duties under the contract.
- 11) It shall be responsibility of the Service Provider to issue the employment card/photo/identity card to the workers as per the prescribed format and maintain the muster roll, the Attendance register and other registers as provided in the Contract Labour(Regulation & Abolition) Act. The service Provider should ensure that all its employees invariably wear ID card during office hours.
- 12) The Service Provider shall provide pay slip duly indicating details of pay of all concerned deduction thereon should be given to each employee while disbursement of pay.

- 13) The Service Provider shall replace within twenty four hours any of its personnel, if they are unacceptable to the ANSISS because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty/misconduct on the part of the manpower supplied by the agency, upon
- 14) receiving written notice from Institute. Not with standing above, the Institute has the right to ask to change/replace the personnel at any point of time without assigning any reason.
- 15) The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipments or vehicles of the personnel of the Service Provider.
- 16) The Service Provider shall be responsible for any damages done to the property of the Institute by the personnel so employed. The ANSISS will be free to recover it from the security deposit given by the Service Provider or from any other dues.
- 17) The Service Provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- 18) The Service Provider shall ensure proper conduct of his persons in the office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work etc.
- 19) The Service Provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as all are of confidential/secret nature.
- 20) The Service Provider's personnel shall not have any right to claim any benefit/compensation/absorption/regularization of services with the Institute under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the Service Provider to this office.
- 21) The transportation, food, medical and other statutory requirements in respect of each personnel of the Service Provider will be the responsibility of the Service Provider and the Institute will not entertain any claim in this regard.
- 22) The Service Provider shall be contactable at all times and message sent by email/Fax from the Institute to the Service Provider shall be acknowledged immediately on receipt on the same day. The Service Provider shall depute one coordinator, who would be responsible for immediate interaction with the A. N. Sinha Institute of Social Studies. so that optimal services of the persons deployed by the Service Provider could be availed without any disruption.
- 23) The Service Provider shall not assign, transfer, pledge or sub-contract the performance or service without the prior written consent of the ANSISS.
- 24) The Director of A.N. Sinha Institute of Social Studies, Patna reserves right to terminate the contract at any point of time after giving a week's notice to the contracting Service Provider.

- 25) The contracting Service Provider shall ensure that the manpower deployed in the A.N.Sinha Institute of Social Studies Patna conforms to the eligibility conditions of age and educational and professional qualification, language skills and experience prescribed etc. by the Institute from time to time .
- 26) The selected Service Provider shall ensure that the attrition rate of manpower will not exceed more than 5% in a year. The selected Service Provider shall immediately provide a substitute in the event of any person leaving the job due to his/ her personal reasons.
- 27) For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in the Institute . The persons deployed by the Service Provider in the A. N. Sinha Institute of Social Studies shall not have claims of any Employer and Employee relationship nor have any principal and agent relationship with or against A.N. Sinha institute of Social Studies, patna.
- 33) The person deployed by the Service Provider shall not have any claim or entitled to pay, perks and other facilities during the period or after the expiry of the contract.
- 34) In case of the termination of the contract on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to any claim for absorption or for any relaxation. The person deployed by Service Provider shall be the employees of the Service Provider for all purpose.

## **B. FRAUD AND CORRUPT PRACTICES**

i. The tenderer applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, ANSISS may reject a tender without being liable in any manner whatsoever to the tenderer if it determines that the tenderer has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

## **LEGAL**

- i. The Service Provider shall be responsible for compliance of all statutory provisions relating to Average wages, Provident Fund, and Employees State Insurance etc. In respect of the persons deployed by it in Institute. The Service Provider shall furnish a certificate in each month that all statutory requirements have been fulfilled along with the bills for payment.
- ii. The Service provider shall also be liable for depositing all taxes, levies, cess etc. On account of service rendered by it to ANSISSI to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

- iii. The Service provider shall maintain all statutory Registers under the applicable laws. The Service Provider shall produce the same, on demand, to the concerned authority of A.N.Sinha Institute of Social Studies or any other authority under law.
  
- iv. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax law, as amended from time to time and a certificate to this effect shall be provided to the Service Provider by A.N.Sinha Institute of Social Studies ,patna. In case, the tendering Service Provider fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the ANSISS is put to any loss, obligation, monetary or otherwise, the ANSISS will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
  
- v. vi. The Service Provider will keep this office informed about any amendment in the concerned law/rules from time to time.

**TECHNICAL BID**

1. Name of the tendering Service Provider/ Firm/ Agency
2. Registration No,
3. Name of the proprietor / Director of the Service Provider/ Firm / Agency
4. Full address of office
5. Telephone Number & Fax Number
6. E-mail address
7. PAN Number
8. Service Tax Number
9. EPF Registration Number
10. ESI Registration Number
  
11. Financial turnover of the tendering Service Provider/ Firm/Agency for the last 3 years

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

12. Details of last 3 years experience in providing manpower with numbers of Government Departments/ PSU/ Statuary bodies/ Autonomous bodies. Please attach a certificate of Satisfactory performance from the concerned Government Departments/ PSU/Statuary bodies/ Autonomous bodies/ Private Sector.
13. A certificate the service provider have not been defaulted in payment of EPF/ESI/ ServiceTax /Income tax and all statutory dues etc.
14. Affidavit stating that the Service Provider is / has not been black listed by Central Government Departments/State Government/Statutory bodies/ Autonomous bodies/PSUs /Private Sector at any point of time.

Name of office	Category of manpower	Duration of contact	Amount of acontact	No. Person deployed

16. details of Earnest money

Amount	DD/Pay order no.	Date	Name of Bank
Rs. 1,00,000/- (Rs.One Lakh)			

Remarks

Date :

signature of authorized person's with Seal

## Check List

1. Name of Tendering Service Provider  
(Attach certificates of registration with a brief profile of the Service Provider)
2. Name of Proprietor/Director of Service Provider
3. Full address of Registered Office with Telephone No., FAX and E-Mail
4. Full address of operating/ Branch Office with Telephone no., FAX and E-Mail.
5. Banker of Service Provider with full address (Attach certified copy of statement of bank A/C for the last six months duly attested by the bankers')
6. PAN/GIR No.
7. Service Tax Registration No.
8. E.P.F. Registration No.
9. E.S.I. Registration No.
10. Registration Number
11. Documents showing completing at least one service where it has provided 100 persons in one organization during last 2 years in single contract and turnover of the Service Provider is not less than twenty five crores per annum during the last three years related to providing human resources.
12. Annual Report and Audited Balance sheet & Profit Loss Account for the last three financial years to be attached.
13. Affidavit stating that the Service Provider is / has not been black listed by Central.
14. Government Departments/State Government/Statutory bodies/ Autonomous bodies/PSUs /Private Sector at any point of time.
15. List of similar assignments and number of; Manpower provided to Central Government Departments / State Government/ Statutory bodies/Autonomous bodies/ PSUs / Private Sector during the last three years .
16. Objective Testing and Assessment of Professional Skills of Candidates / Manpower:
17. Service Provider's process of Scrutinising candidates before providing to the A.N. Sinha Institute of Social Studies, Patna. Number and type of tests / examinations proposed / conducted by the Service Provider to ensure that suitable candidates / manpower are going to be provided to the A.N. Sinha Institute of Social Studies, Patna.

18. Acceptance of Terms and Conditions

19. Demand Draft/ Pay Order for EMD of Rs.1,00,000/- (Rs. Only lakh only) attached  
(Name of bank, DD/Pay Order No. Date and amount.

20. List of other clients

21. Any other information to establish financial worth and technical competence.

Date & Place  
Seal:

Name:

Signature of Authorized person

## DECLARATION

I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_  
Proprietor/Director, authorized signatory of the Service Provider,  
mentioned above, is competent to sign this declaration and  
execute this tender document;

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

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

Date:

Full Name:

Place:

Seal:



**PROFORMA FOR FINANCIAL BID**

(To be enclosed in a separate sealed envelope)

ANNEXURE-II

No. ....

Date.....

The Director  
A N Sinha Institute of social studies.  
Patna -01 Bihar

Madam/ Sir

With reference to your tender Notice No. ....at ..... on the subject mentioned above, I/We quote the rate, including the service charges and service tax for above mentioned work as under :

Name Of BIDDER								
DETAILS	Computer System Analyst	Assistant	Sr. Accountant	Accountant	Accounts Assistant	Assistant Librarian	Multi Tasking Skilled	Multi Tasking Unskilled
*Consolidated remuneration per month	Rs 25000/-	Rs 18200/-	Rs 39000/-	Rs 25000/-	Rs 18200/-	Rs 25000/-	Rs15600	Rs 14300
EPF @ prescriberd rate (as applicable)								
ESI (4.75%)(as applicable)								
Total cost per month								
Total								
*Service Charge %	In Figures							
	In Words							
GST %	In Figures							
	In Words							

\*Consolidated remuneration will include EPF , ESI and other statutory commitments.

The rates quoted by the tendering Service Provider should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract

I/ We accept all the terms and conditions.

Date:  
Place

Signature of authorized signatory of the Tenderer with his/her names and designation and seal of the firm

