



PUNJAB ROADS & BRIDGES DEVELOPMENT BOARD

**BIDDING DOCUMENTS
FOR
SUPPLY OF MANPOWER**

PUNJAB ROADS AND BRIDGES DEVELOPMENT BOARD
S.C.O. 61-62, Phase-2 Mohali
Punjab (India) – 160 055

Punjab Roads & Bridge Development Board

S.C.F. 61-62, Phase-2, Mohali – 160 055

Phone No. 172-5134620 Fax 0172-5134640 Website: www.prbdb.gov.in

Notice Inviting Bids for Supply of Manpower

Sealed bids/offers are hereby invited from authorized service providers/agencies for Supply of Manpower for various services. The bids/offers shall be received upto 3:00 PM on or before 22.02.2019 and opened on same day at 3:30 PM in the presence of bidders or their authorized representatives who would like to be present. The bidding document shall be available for downloading from 01.02.2019 at www.prbdb.gov.in. If any corrigendum will be required, it will be uploaded on website.

* For detailed terms and conditions of notice inviting bids refer to website: www.prbdb.gov.in


29/1/19
Joint Secretary
PRBDB

Punjab Roads & Bridge Development Board

S.C.F. 61-62, Phase-2, Mohali – 160 055

Phone No. 172-5134620 Fax 0172-5134640 Website: www.prbdb.gov.in

Notice Inviting Bids for Supply of Manpower

Sealed bids/ offers are hereby invited from authorized service providers/agencies for Supply of Manpower for various services. The detailed bidding forms may be downloaded from website www.prbdb.gov.in and fee of Rs. 500/- for this form can be paid in the shape of Bank Draft/Pay Order in favour of Joint Secretary, PRBDB, payable at Mohali and can be submitted along with 'Technical Bid'. The bids/ offers shall be received upto 03:00 PM on or before 22/02/2019 and opened on same day at 03:30 PM in the presence of bidders or their authorized representatives who would like to be present.

Terms and Conditions :

1. The bids/ offers must be accompanied by earnest money amounting to Rs. 10,000/- in the form of demand draft/ pay order in favour of Joint Secretary, PRBDB payable at Mohali otherwise the same shall be rejected.
2. **The Criteria for Eligibility** of the service provider/agency shall be as under:-
 - i) The service provider/ agency should have registered office located either at Mohali or Chandigarh.
 - ii) The service provider/ agency should be registered with the appropriate Registration Authority.
 - iii) The service provider/ agency should have at least 3 years experience of successfully supplying manpower to Govt. Departments/ State Boards/ Corporations.
 - iv) The service provider/ agency should be registered with Income Tax and GST Department.
 - v) The service provider/ agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act. The service provider/agency should not been blacklisted by any Govt. Department/Boards/Corporation.
3. The bids shall be received under **Two Envelope System** as per following details:-

- i) Technical Bids – To be opened first
- ii) Financial Bids – To be opened only of those bidders whose technical bid qualifies.

The 'Technical Bid' and 'Financial Bid' shall be put in separate sealed envelopes super scribing 'Technical Bid' and 'Financial Bid'. Both sealed envelopes should be kept in one envelop super scribing "Bids for supply of manpower in PRBDB". The bid duly addressed to Joint secretary PRBDB shall be submitted on or before 22.02.2019 up to 3.00 PM at the following address: -

Joint Secretary,
Punjab Roads & Bridges Development Board,
SCF 61-62, Phase-2, S.A.S.Nagar (Mohali),
Punjab

The '**Technical Bid**' (Annexure-1) shall contain the following documents: -

- i. Proof of Document Fee and Earnest Money
- ii. Registration Certificate.
- iii. Copy of PAN /GIR card.
- iv. Copy of the IT return filed for the last three financial years.
- v. Copies of the EPF and ESI Registration Certificates.
- vi. Copies of the GST Registration Certificate.
- vii. Proof of experience of successfully supplying manpower to Govt. Departments/ State Boards/ Corporations.
- viii. Affidavit/undertaking regarding not being debarred or blacklisted by any Govt. Department/Board/Corporation.
- ix. Bidding document for supply of manpower and contract agreement (Annexure-III) with each page duly signed by the authorized signatory of the agency in token of their acceptance.

The documents at Sr. No. i to vii shall be duly self attested by the authorized person of service provider/ agency.

The '**Financial Bid**' (Annexure-II) shall contain the rates quoted by the service provider/ agency on the prescribed form only. The 'Financial Bids' of only those bidders shall be opened whose 'Technical Bids' are qualified.

4. This Notice Inviting Bids and Bid Documents submitted by the bidder shall be part of contract document.

5. The prospective bidder is required to sign each and every page of the bidding document in token of their acceptance before submitting the same.
6. All entries in the bidding document should be legible and filed clearly, neatly and accurately. Any addition, erasing or overwriting would make the tender invalid unless the same are neatly carried out and initial by the bidder.
7. If the space for furnishing information is insufficient, a separate sheet duly signed by the bidder may be attached.
8. The bids received after the due date and time shall not be considered.
9. The telegraphic and conditional bids are liable to be rejected.
10. The validity of bids shall be 90 days from the date of receiving bids.
11. The earnest money shall be forfeited if the bidder withdraws or modifies his bid before the validity period.
12. In case the date of receiving/ opening happens to be a public holiday then the bids shall be received/ opened on next working day at stipulated time.
13. The undersigned reserves the right to accept or reject any or all the bids without assigning any reason.
14. The undersigned also reserve the right to allot the work to more than one bidder in case other bidders agreed to reduce their quoted rates at par with the lowest bidder.
15. All disputes concerned in anyway with these bids are subject to Mohali jurisdiction only.


29/1/19
Joint Secretary
PRBDB 

Technical Bid
For
Supply of Manpower in PRBDB

1. Name of the Service Provider/ Agency :
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2. Postal Address :
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3. Telephone No./ Mobile No./ Fax / E-mail
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4. Name of Mobile No. of the authorized
Person :
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.....
5. Details of Earnest Money
i.e. amount, D.D. No., Date and
name of Bank
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.....
6. Particulars of Registration Certificate
of the agency (enclose copy of proof)
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.....
7. Details of PAN/ GIR Card
(enclose copy of proof)
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8. Financial Turn over during the last 3 years i.e.

2015-16

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2016-17

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2017-18

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(enclose copy of IT returns filed)

9. Details of Registration with EPF/ ESI Authorities (enclose copy of proof)

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10. Details of GST Registration No. (enclose copy of proof)

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11. Details of Requisite Experience (Separate sheet be attached if needed)

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Date :

Place :

Signature and Stamp of the Bidder

DECLARATION

1. _____ Son/ Daughter/ Wife of Shri
authorized signatory of the service provider/ agency mentioned above is competent to sign this declaration and execute this bid document.
2. I have carefully read and understood all the terms and conditions of the bid document and undertake to abide by them.
3. The information/ documents furnished along with the above application are true 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.

Date :

Place :

Signature of the bidder

Full Name: _____

Stamp: _____

Financial Bid
For
Supply of Manpower in PRBDB

Earnest Money - Rs. 10,000/-

Sr. No.	Description	Rate to be quoted as %age by Service Provider/ Agency
1	Administrative/ Management charges for supplying of manpower for various services as per following details :- i. Data Entry operator/ Executive Assistant/ Office Assistant/ Clerk - 16 ii. Assistant Manager (IT) - 1 iii. System Analyst - 1 iv. System Administrator - 1 v. Web Developer - 1 vi. Project Manager - 1 vii. Superintendent - 1 viii. Office Manager - 1 ix. Driver - 7 x. Peons - 8 xi. Chowkidars - 2 xii. Sweeper - 1 xiii. Tally Operator Assistant - 1	

Notes :-

- i. The rates shall be quoted in words and figures.
- ii. The rates for administrative management charges shall be quoted as percentage of cost to the service provider/ agency.

- iii. The cost to the service provider/ agency shall deemed to be such amount/ figure which is worked out by totalling all the expenses (including those on account of salaries, ESI, PF, Uniform, Conveyance etc, of the personnel deputed for rendering services to PRBDB) incurred by the service provider agency on an actual basis.

Terms and Conditions:

1. The service provider/agency whose bid has been accepted shall be required to furnish a performance Bank Guarantee of Rs. 10,00,000/- (Rs. Ten Lac only) in favour Joint Secretary, PRBDB before awarding of the contract and the same shall be refunded (without interest) after successful execution / completion of contract. The Bank Guarantee shall be valid up to two year and one month beyond expiry of the original contract in first instance.
2. The earnest money deposited by successful bidder shall be refunded after he has furnished performance guarantee and signed the contract.
3. The contract will be for a period of 2 years from the date of its signing in the 1st instance. However, the contract may be extended further on the mutually agreed terms and conditions subject to satisfactory performance of the service provider/ agency to be judged by PRBDB.
4. The nature and quantum of personnel/ manpower required for various services shall be determined/ varied/ increased or decreased by the PRBDB at its sole discretion, depending upon its needs from time to time.
5. The PRBDB shall request the service provider/ agency about its requirement of personnel/ manpower for various services from time to time. The qualification/ experience of the persons required for each service shall be indicated while sending the request. The Agency shall comply with all such request (s) signed by the PRBDB, within a period of three days from the date of receipt.
6. The persons to be supplied by the contractor will be selected by the Selection Committee through interview. The monthly wages to be paid to selected persons shall be decided by PRBDB keeping in view the qualification and experience of the person selected by the Selection Committee. The number of eligible candidates whose Bio Data shall be forwarded by the agency shall be two more than the required number.

7. All the payments to be made to the manpower for the services provided by them shall be made directly to the service provider/ agency, who shall raise bill accordingly on a monthly basis.
8. It will be the responsibility of the service provider to get the ESI/EPF numbers for manpower from the concerned department
9. The agency shall deposit the ESI/EPF deducted from salary along with principal employer's share with concerned authorities by 15th of the same month and submit the receipt of the concerned department showing proof of ESI/EPF deposited exclusively for Manpower supplied to PRBDB by 25th of the same month failure to do so shall be treated as breach of Contract
10. The Agency will submit the proposal for yearly increase in the wages of personnel deployed by it in PRBDB for consideration on the completion of each year's tenure. However, it shall solely be the discretion of Joint Secretary, PRBDB to consider the increase.
11. No wages/ remuneration will be paid to any staff for the days of absence from duty.
12. The persons deployed for providing services shall be required to perform duty normally from 09:00 AM to 05:00 PM on all working days. However they may be called on Saturday, Sunday and other gazetted holidays, if required. No extra wages will be paid for attending the office on such holidays.
13. The Manpower supplied by service provider/ agency shall be allowed 10 days casual leave in a year subject to maximum 2 casual leaves in month. These will be in addition to Saturday, Sundays and all holidays declared by the Punjab Government.


Joint Secretary
PRBDB, Mohali.
29/1/19

DECLARATION

1. _____ Son/ Daughter/ Wife of Shri
signatory of the service provider/ agency mentioned above is competent to sign this declaration and execute this bid document.
2. I have carefully read and understood all the terms and conditions of the bid document and undertake to abide by them.
3. The above rates quoted by us shall remain valid for a period of 90 days from the date of opening of bids.
4. The rates quoted by us have been arrived independently without consultation, communication, agreement of understanding (for the purpose of restricting competition) with any other competitor.

Date :

Place :

Signature of the bidder

Full Name: _____

Stamp: _____