REQUEST FOR PROPOSAL

of

OUTSOURCING MANPOWER

at

NOIDA

Administration Department
Head Office:
Kribhco Infrastructure Limited (KRIL)
A-Wing, 5th Floor, Kribhco Bhawan
A-10, Sector -1, Noida – 201 301
Phone : 0120-4308955
E-mail : contact@kribhcoinfra.com
Website : www.kribhcoinfra.com

RFP for outsourcing of manpower
## CONTENTS OF TENDER DOCUMENT

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description of Contents</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Scope &amp; Description of work and General Instructions for Bidders</td>
<td>03 - 04</td>
</tr>
<tr>
<td>2.</td>
<td>Special Conditions of the Tender</td>
<td>05 - 07</td>
</tr>
<tr>
<td>3.</td>
<td>Particulars of Bidder</td>
<td>08</td>
</tr>
<tr>
<td>4.</td>
<td>Covering Letter Proforma – (Annexure-1)</td>
<td>09</td>
</tr>
<tr>
<td>5.</td>
<td>Authorisation Letter Proforma – (Annexure-2)</td>
<td>10</td>
</tr>
<tr>
<td>6.</td>
<td>Declaration Letter Proforma – (Annexure-3)</td>
<td>11</td>
</tr>
<tr>
<td>7.</td>
<td>Technical/Qualification Bid Proforma – (Annexure-4)</td>
<td>12 – 13</td>
</tr>
<tr>
<td>8.</td>
<td>Financial/Commercial Bid Proforma – (Annexure-5)</td>
<td>14</td>
</tr>
<tr>
<td>9.</td>
<td>Schedule of Requirements – (Annexure-6)</td>
<td>15</td>
</tr>
<tr>
<td>10.</td>
<td>Disclaimer</td>
<td>16</td>
</tr>
</tbody>
</table>
RFP for outsourcing of manpower

SCOPE & DESCRIPTION OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERs

Kribhco – Krishak Bharati Cooperative Limited is a pioneer in the field of Co-operative governance and is one of the leading Fertiliser Companies in India. KRIBHCO took a pan India Category I license (Rs. 50 crores) for Container train operations from Indian Railways in the year 2007 and created a separate subsidiary Kribhco Infrastructure Limited (KRIL).

KRIL invites Separate sealed tenders from reputed, leading and resourceful registered/licensed Manpower supplier firms (Labour contractor) for the supply of manpower for its Head Office on contract basis for a period of one year.

The Manpower suppliers are required to download and submit their offers in two-bid (Qualification & Commercial) format for providing services for hiring the outsourced manpower as per following schedule:

1. Issue of Tender Document : 10th August, 2015 to 24th August, 2015
2. Submission of Bid(s) : By 3:00pm on 24th August, 2015
3. Opening of Bids : at 4.00 pm on 24th August, 2015

A. Mode of submission of bid:
   - The bid should be submitted separately for each sub tender as follows:

1. Separate sealed Envelope for each sub tender duly super scribed as, “Technical/Qualification Bid For tender for outsourcing manpower at Noida
   This envelope should contain all the required documents as per Annexure-4 duly signed and stamped.

2. Separate sealed second Envelope duly super scribed, ‘Financial/Commercial Bid’ should contain only the commercial details as per given format at Annexure-5, duly signed and stamped.

Both the envelopes pertaining to the respective sub tender to be kept & sealed in another bigger envelope duly super scribed as “Tender for Outsourcing manpower at Noida.
and should reach at Kribhco Infrastructure Limited, Kribhco Bhawan, A-Wing, 5th Floor, A-10, Sector – 1, Noida – 201301.
RFP for outsourcing of manpower

Note:-

- Bidders are advised to ensure that they meet / fulfill all the criteria laid in the tender document before submitting the bid.
- Bidders are free to visit above mentioned site and get familiar with the site conditions before quoting the rates.
- KRIL has requirement of manpower, tentative schedule is attached at Annexure-6 which may increase or decrease as per the requirement at any point of time.

B. Minimum Eligibility Criteria Of The Bidder Company / Firm / Agency:

The bidder must fulfil the following eligibility criteria:

(a) The bidder Company / Firm / Agency should be registered with the appropriate registration authority;

(c) The bidder Company / Firm / Agency should have at least Five years experience in providing manpower resources to Public Sector Companies / Banks / Government Departments or any registered company. Performance Certificates issued by their clients should be attached;

(d) The bidder Company / Firm / Agency should be registered with Income Tax and Service Tax departments;

(e) The bidder Company / Firm / Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.

C. Documents required to be submitted along with Bids:

Photocopies of documents, self-attested and with the seal of the Company/Firm/Agency should be submitted along with the Technical Bid.

D. Sealed quotations, complete in all respects, should be addressed to Deputy Manager (Admn), Kribhco Bhawan, A-wing, 5th Floor, A-10, Sector -1, Noida - 201301. Bids shall be opened in the presence of such bidders or their authorized representative as may wish to be personally present.
SPECIAL CONDITIONS OF THE TENDER:

1. SCOPE OF WORK: Supply of semi skilled & unskilled manpower for various services and jobs on Job work basis.
2. This tender is not for supply of man power on permanent basis. Purpose of this tender is to meet sudden demands and the deficits that cannot be met by the regular employees of the company.
3. Interested manpower supplier firms may quote their rates for engaging manpower on daily basis to be employed by them. All the liabilities of supplied manpower directly or indirectly will be sole responsibility of the manpower supplier firm. The statutory expenses like EPF, bonus etc will be the responsibility of the supplier.
4. The manpower supplier firm must fulfill all conditions required under Contract Labour Act.
5. The manpower supplier firm shall be governed by the laws of India and interpretations in accordance with such laws.
6. After finalization of the bids, a general work order will be issued in favour of the successful bidder.
7. Requirement of labour will be intimated in writing separately by authorised officers. The contractor shall provide labour / workers as demanded. Payment for the supply will be made in the following month.
8. KRIL is not responsible for any dispute of manpower supplied, and the manpower so provided shall not be in any way be the employees, agents or representatives of KRIL.
9. The manpower supplier firm will be responsible for making the payment directly to the supplied manpower by 5th of each month from his own sources and subsequently raise the bill for reimbursement which will be verified on the basis of actual amount disbursed and attendance etc. The payment against bills raised will be made within a period of 10 working days.
10. The manpower supplier firm shall make the payment to the supplied manpower by depositing payment in their bank account. The wages/ remuneration paid by the contactor to his employees shall be equal to or more than the minimum prescribed wages laid down for the type of manpower as per existing law/ regulations.
11. The manpower supplier firm should make suitable arrangement for supervision of the manpower supplied and other related works wherever required.

12. The manpower employed by the supplier shall be above 21 years & below 50 years of age. They are to be well disciplined, medically and physically fit and skilled enough to carry out the job.

13. The manpower supplier firm shall be responsible for all injuries and accidents to persons employed by him. The workmen shall be insured against personal accidents arising out of and during the course of their duties. In the event of injury, illness or mis-happening to any worker, KRIL will not be liable to pay any compensation. The insurance cover shall include the liability under the workmen’s Compensation Act.

14. If required, the supplied manpower will wear proper uniform as approved by KRIL with name badges to be provided by the manpower supplier firm, failing which wages of that day will be deducted.

15. The manpower supplier firm shall not appoint any sub company/agency to carry out any obligation under the contract. The manpower supplier firm shall maintain a daily attendance register including the number and names of the workers engaged in the office for works as per scope of the contract.

16. If any loss is caused to KRIL on account of negligence/dereliction of duties by the employees of the manpower supplier firm, KRIL shall be within its right to make it good from the manpower supplier firm.

17. The workers supplied by the contactor shall adhere to the working time of each unit where they are employed. In case of urgency/ emergency, the labour can be deployed beyond normal duty hours and the contractor shall be willing/ able to accommodate such sudden demands.

18. The manpower supplier firm shall follow all the laws applicable in the territorial jurisdiction of the location of the Terminal.
Disclaimer: This Tender / Request for Proposal (RFP) is not an offer by KRIL, Noida, but an invitation for bidder response. No contractual obligation whatsoever shall arise from the RFP process.

Declaration

“I/We hereby declare that I/We have meticulously gone through the terms and conditions of this tender and willingly accept the same”.

SIGNATURE OF THE BIDDER WITH STAMP
**RFP for outsourcing of manpower**

**PARTICULARS OF BIDDER**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Full name of the organization /firm/company</td>
</tr>
<tr>
<td>2</td>
<td>Year of establishment</td>
</tr>
<tr>
<td>3</td>
<td>Status i.e. Sole, Proprietorship, Partnership, Pvt. Ltd. Co., Public Ltd. Co., etc.</td>
</tr>
<tr>
<td>4</td>
<td>Full Address.</td>
</tr>
<tr>
<td>5</td>
<td>Telephone No(s), Fax(s)</td>
</tr>
<tr>
<td>6</td>
<td>E Mail</td>
</tr>
<tr>
<td>7</td>
<td>Name &amp; Mobile Numbers of Directors / Partners /Proprietor</td>
</tr>
<tr>
<td>8</td>
<td>Telephone No(s), Fax(s), E Mail etc. of Office(s).</td>
</tr>
<tr>
<td>9</td>
<td>Details of infrastructure, persons employed, number of Offices / branches.</td>
</tr>
<tr>
<td>10</td>
<td>Work experience in detail in providing <strong>Outsourcing of Manpower</strong> services for last 5 years (enclose).</td>
</tr>
<tr>
<td>11</td>
<td>Name of two referees of repute with address &amp; telephone number.</td>
</tr>
<tr>
<td>12</td>
<td>Annual Turnover for last three financial years. (attach Balance Sheets)</td>
</tr>
<tr>
<td>13</td>
<td>Details of Registration, with Registrar of Companies, EPF Commissioner, Commissioner service tax, ESI Corporation and Min. of Labour. Other valid license held or required to be obtained, to provide housekeeping services, from concerned state/central government authorities.</td>
</tr>
<tr>
<td>14</td>
<td>Whether an assessee of income tax. If so, mention PAN. Enclose copies of Income Tax Return of the company submitted for last three years along with copy of PAN card.</td>
</tr>
<tr>
<td>15</td>
<td>Details of existing reputed/major clientele with name, address and telephone numbers of contact persons. Enclose certificates/ credentials of satisfactory functioning issued from at least four govt/reputed clients</td>
</tr>
<tr>
<td>16</td>
<td>Service Tax Registration No.</td>
</tr>
<tr>
<td>17</td>
<td>Name/s of Banker/s and their addresses</td>
</tr>
<tr>
<td>18</td>
<td>Disputes, Black listing / litigation, if any.</td>
</tr>
</tbody>
</table>

**Note:** Attach self attested documentary proof in support of each of the above with the qualification bid, failing which bid is liable to be rejected.

**Date:**

**Place:**

**Signature of Bidder .............**

Page 08 of 16
RFP for outsourcing of manpower

Annexure-1

Letter to be submitted by Bidder alongwith documents

To

Deputy Manager (Administration)
M/s. Kribhco Infrastructure Limited
A-10, Sector-1
Noida – 201 301

Sir,

We, the undersigned, offer to provide semi-skilled and unskilled manpower for one year initially in accordance with your Request for Proposal for providing Manpower in Noida. We hereby submitting our proposal which includes this Technical Proposal and Financial Proposal sealed under separate envelope.

The prices quoted by us in the Financial Proposal [Annexure-5] are valid till six months from the date of submission of the quotation.

We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived at independently without consultation, communication, agreement of understanding [for the purpose of restricting competition] with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that KRIL is not bound to accept the lowest or any proposal or to give any reason for award or for the rejection of any proposal.

Yours faithfully,

[Signature/Name of Authorized Signatory]
[Stamp of firm with date]

[Seal of Firm with Registration Number]
LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender for providing manpower at: NOIDA

To,
M/s. Kribhco Infrastructure Limited
Kribhco Bhawan
A-10, Sector – 1,
Noida – 201301

Dear Sir,

Subject: Authorization for attending bid opening on ………………………………… (date) in the Tender for Manpower Services (tender No.: __________________________)

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of __________________________ (Bidder) in order of preference given below.

<table>
<thead>
<tr>
<th>Order of Preference</th>
<th>Name</th>
<th>Specimen Signature</th>
</tr>
</thead>
</table>

Officer authorized to sign the bid documents on behalf of the bidder.

**Note:**

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened, may be refused in case authorization as prescribed above is not produced.
RFP for outsourcing of manpower

Annexure-3

(The company will provide Affidavit / declaration on non-judicial stamp paper of Rs. 100/-)

DECLARATION

I / We hereby submit that the information submitted hereby are correct and to the best of my / our knowledge and belief. My / Our Agency / Organization / Company has not been debarred by any Government department / Public Sector Undertakings (PSUs) for handling manpower process in last 3 (three) years. In case of any information / documents found to be false, fake or incorrect, KRIL is free to take action against my / our Agency / Organization / Company as deemed fit by them.

I / We, ............................................................do also hereby declare that I / we are not engaged in any activity, which conflicts directly or indirectly with the proposed assignment. I / We further declare that during the currency of the contract, I / We will not engage in any such conflicting activity.

(Signature of authorised person with seal)
For providing services of Manpower services and security guards to Kribhco Infrastructure Limited at NOIDA.

1. Name of bidder Company/ Firm / Agency: _____________________________
   (Attach certificate of registration with labour department)

2. Name of proprietor / Director of Company/Firm/agency: _____________________________

3. Full Address of Reg. Office: __________________________________________
   __________________________________________
   __________________________________________
   Telephone No.: __________________________________________
   FAX No.: __________________________________________
   E-Mail Address: __________________________________________
   Mobile No.: __________________________________________

4. Full address of Operating / Branch Office: __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   Telephone No.: __________________________________________
   FAX No.: __________________________________________
   E-Mail Address: __________________________________________

5. Banker of Company/ Firm/ agency with full address: _____________________________
   (Attach Latest Bank Certificate regarding bank account and credentials)
   Telephone Number: __________________________________________
   Of Banker

6. PAN / GIR No. : _____________________________
   (Attach self attested copy)

7. Service Tax Registration No. : _____________________________
   (Attach self attested copy)

8. E.P.F. Registration No.: _____________________________
   (Attach self attested copy)

9. E.S.I. Registration No.: _____________________________
   (Attach self attested copy)
RFP for outsourcing of manpower

10. Please specify whether the firm is a Sole proprietorship or Partnership also specify the name, address and Telephone nos. of Directors/partners of the Firm

11. Experience Certificate for the last 5 years for similar work in PSU/Banks/Registered Companies.

12. Annual turnover of the last 3 financial years with balance sheets.
(Attach certified copies of IT Return and Balance Sheets)

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Amount (in lacs)</th>
<th>Remarks, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DECLARATION

13. I...........................................Son/Daughter/wife of Shri......................... signatory of the agency/firm Mentioned above is competent to sign this declaration and execute this tender document.

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

Date:....................... Signature of the Tenderer
Place: ....................... Name:

Phone No. (O).................................................. Designation: (Seal)

Mobile No........................................................

Email Address: ..................................................
RFP for outsourcing of manpower

FINANCIAL/COMMERCIAL BID
(To be enclosed in a separate sealed envelope)

For providing services of Manpower services and security guards to Kribhco Infrastructure Limited at NOIDA.

1. Name of tendering Company/Firm/Agency: .............................................................

Rate for 8 hours of work

<table>
<thead>
<tr>
<th>%age</th>
<th>Office Boy</th>
<th>Field Boy</th>
<th>Sweeper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min. Monthly Wages</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EPF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total [1]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRA @</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESI on HRA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform &amp; washing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total [2]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reliving Charges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total [3]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Charges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total [4]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Tax</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GROSS TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note:
1. Rates to be quoted should be keeping in view the applicable minimum wages. Rates quoted below the prevailing minimum wages shall be summarily rejected.
2. Documents pertaining to the rate of minimum monthly wages as per govt. norms may be enclosed.
3. Service provider will be responsible for compliance of statutory obligations viz. EPF, ESI, etc.

It is certified that I/we before signing this tender document have read and fully understood all the terms & conditions and undertake myself/ourselves to abide by them.

Date: ......................
Place: ......................

Signature of the Tenderer
Name: 
Designation: (Seal)
TENTATIVE SCHEDULE OF REQUIREMENTS

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designation</th>
<th>Manpower Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Office Boy</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Field Boy</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Sweeper</td>
<td>1</td>
</tr>
</tbody>
</table>

Note:

The requirement of manpower is optional at present which may increase or decrease from time to time. If requirements further increase during the period of contract then the successful bidder would have to provide additional manpower, if required on the same terms and conditions. KRIL also reserves its right not to engage any manpower guard if so warranted.
DISCLAIMER

All information contained in this Request for Proposal (RFP) provided/clarified is in the good interest and faith. This is not an agreement and this is not an offer or invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the presentation of this RFP document, the interested firms shall satisfy themselves that the document is complete in all respects. The information published in this document is not intended to be exclusive. Interested Bidders are required to make their own enquiries and assumptions wherever required. Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by his office by the date mentioned in the document, it shall be deemed that the RFP document is complete in all respects.

Kribhco Infrastructure Limited (KRIL) reserves the right to reject any or all of the applications submitted in response to this RFP document at any stage without assigning any reasons whatsoever. KRIL also reserves the right to withhold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this RFP. KRIL reserves the right to change/modify/amend any or all of the provisions of this RFP document without assigning any reason. Any such change would be communicated to the bidders by posting it on the website of KRIL.

Neither KRIL nor their employees and associates will have any liability to any prospective Respondent interested to apply for any other person under the law of contract to the principles of resolution or unjust enrichment or otherwise for any loss, expense or damage which may arise from morse incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of the Assignment, the information and any other information supplied by or on behalf of KRIL or the employees and Bidders or otherwise arising in any way from the selection process for the Assignment.

Information provided in this document or imparted to any respondent as part of RFP process is confidential to KRIL and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.