

Office of the Burdwan Municipality

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Memo no. 95/G/XII-9

Date: 22.01.2024

Request for Proposal (RFP) from interested and reputed Agencies/Organizations for placement of 06(Six) Nos. of clerical staffs and 06(Six) Nos. of cleaning staffs within Burdwan Municipality UHWC and Poly Clinic as per laid down terms and conditions to the office of the Burdwan Municipality, for a period of one year.

Express of Interest – 02/General/2023-24 Fresh call

Chairman, Burdwan Municipality invites proposal (RFP) for placement of 06(Six) No. of Clerical Assistants and 06(Six) No. of Cleaning Staffs as per laid down terms and conditions to the different Urban Wellness Centre and Polyclinic, for a period of one year from interested and reputed Agencies / Organizations / Firms having experience and acumen in such work as noted below in the eligibility as depicted hereunder.

1	Name of the Work	Engagement of Manpower Agency for total 06(Six) No. of clerical staffs and 06(Six) No. of cleaning staffs (as mentioned below) providing / deployment of outsource personnel at different UHWC and Poly Clinic under Burdwan Municipality within West Bengal. 1. UH&WC under Burdwan Municipality : 05(Five) Nos. of Clerical Assistants and 05(Five) No. of Cleaning Staffs 2. 1 Polyclinic under Burdwan Municipality: 01(One) Nos. of Clerical Assistant and 01(One) No. of Cleaning Staff
2	Location of the work	1. 5 UH&WC under Burdwan Municipality 2. 1 Polyclinic under Burdwan Municipality
3	Eligibility to participate in the Bid	Proposal may be submitted by interested agencies/firms/ organizations only as a single entity. No Consortium is allowed. For eligibility, the Applicant shall have at least: 1. The Applicant must be a company as specified in Companies Act, 1956/2013, OR A Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 OR a Company incorporated under equivalent law abroad OR a Society registered under The Societies Registration Act, 1965 OR a registered Co-operative Society registered under extant Acts. The time period elapsed from commencement of business should be at least 05(five) years as on 1st December 2023 . 2. Agency/Bidder having the expertise for deployment of Manpower. 3. During the period of last 5(five) years, the bidders should have handled at least 01 (One) similar type of services at Government levels (Central / State /ULB / Semi-govt./ PSU). 4. The Applicant must have at least a Registered / Corporate Office / Branch Office in Burdwan. The Registered Corporate Office/ Branch Office should be in existence and operational for at least last one (01) year from the date of issuance of this RFP. The Bidder should not have been Black-listed in any Govt./Semi-govt./PSU. An Undertaking on Non Judicial Stamp Paper in the name of Bidder and duly stamp and signed by bidder should be submitted.

4	Documents to be produced in support of Credentials submission	<p>Following documents shall have to be furnished in two separate covers:</p> <p>1. Technical Proposal</p> <ul style="list-style-type: none"> a. Covering Letter(Refer Annexure A) b. Statement of Legal Capacity (Refer Annexure–A No. III) c. Details about the Bidder Agency (Refer “Structure and Organization” in Annexure-A No. IV) d. Company Certificates like <ul style="list-style-type: none"> i. Certificate of incorporation highlighting registration details along with the composition of Board of Directors and/ Or GST Registration No, PAN No. / TAN No. (Please refer Table-1 of “Non Statutory Folder” of Section A). IT return for last three years. EPF and ESI registration Certificates. <u>(Please note that submission of valid EPF and ESI certificates along with challan are Mandatory and if not submitted the Authority shall have the right to reject the proposal)</u> f. Statement of any Indictment: The Bidders should not be under active prosecution for criminal offence, litigation, court receivership or similar proceedings <ul style="list-style-type: none"> i. It may please be noted that non-provision of this declaration in this proposal will lead to rejection of the same. ii. Declaration of the Bidder or any of its staff had not been at any point of time black listed by any Government or its agencies or court of law or any other organization (Please refer Annexure-A No. V) iii. Brief of court/legal cases pending, if any. iv. Declaration about assuming all responsibilities arising out of the personnel placement and keeping BURDWAN MUNICIPALITY indemnified at all times. v. Credentials : Completion of work in a single contract having experience at least 03 nos manpower engage each month for a year or work value minimum Rs. 3.3 lakh during last five financial years in any Govt. / Board / Semi Govt. / Municipal Corporation / Statutory Authority /Govt. undertaking etc. Or Intending bidder should produce credentials of one single running work of similar nature as stated above which has been completed to the extent of 80% or more. Or Intending bidder should produce credentials of 2(two) similar nature of completed work as stated below, each of the minimum of 02 nos manpower engage each month for a year or work value minimum Rs. 2.7 lakh Note: Completion Certificates/ Experience Certificates/ Payment Certificates issued by competent authority vi. Service experience during the period of last 5 years (Refer Annexure A No. VI). <p>2. Financial Proposal Financial Proposal Submission Form (Refer Annexure B).</p>
5	Earnest Money Deposit	<p>Rs. 20,000.00 (Rupees Twenty Thousands only) as an initial Earnest Money Deposit shall be paid through online mode of payment. The EMD for the successful Bidder will be converted to Security Deposit. Total amount will be refunded after 3 months on expiry of the Contract. No interest shall be payable on the Deposited amount. Note: If any bidder is exempted from payment of EMD, scanned copy of original EMD exemption document needs to be uploaded, at the time of on-line submission and also submitted when called for.</p>

6	Goods And Service Tax (GST)	The Agency/Bidder should include GST in its cost. However, the Employer/Authority will pay to the Agency/Bidder, GST or any other taxes are placed with it at the prevalent rate at the time of actual payment to the Agency/Bidder.
7	Bid Document	<p>A complete proposal document consists of 2parts. These are:</p> <p>1. Part-I containing: Section A: Instruction To The Bidders Section B: Description of the Project Section C: Conditions and requirements for bidding Section D: Definitions and Interpretations</p> <p>AND</p> <p>2. Part-II containing list of documents and credentials possessed by applying agency to be provided namely:</p> <p>AnnexureA</p> <ol style="list-style-type: none"> i. Qualification Application ii. Financial Statement iii. Statement of Legal Capacity iv. Structure and Organization v. Statement of any Indictment vi. Project experience in last five(05)years <p>AnnexureB Detailed project experience during the period of last five(05)years</p> <p>Annexure C Financial Proposal submission form. Financial Bid shall be (as per BOQ) offered by the Agency/Bidder for under taking the Services as mentioned in this document for a period of One(1)years.</p>
8	Validity of Bid	120 days from the date of opening of the Financial part of the Bid.
11	Acceptance of Bid	<p>Burdwan Municipality (BM) reserves the right to accept or reject any or all proposals without assigning any reason thereto. BM reserves the right to withdraw from the process or any part thereof, to accept or reject any/ all offer(s) at any stage of the process and/or modify the process or any part thereof or to amend any terms without assigning any reasons.</p> <p>Since this is an e-tendering process, all the required documents are to be submitted through online only. Burdwan Municipality Shall not entertain any other mode of submission (post/courier/fax etc.) of proposal other than e-tender mode.</p>
12	Substitution of Personnel	<p>No change or substitutions may be made to any of the Personnel without prior written consent of BM. Replacement of the personnel will only be considered under exceptional circumstances (e.g.: death, prolonged illness and other issues beyond the control of the Agency/Bidder) and such substitutes will need to satisfy the same or higher qualification and experience criteria.</p> <p>In case of substitution of a person, Burdwan Municipality reserves the right to interview the person proposed to be provided as replacement.</p>
13	Disqualification	<p>A proposal that has been found to be incomplete in content or attachments or authenticity shall not be considered for the purpose of qualification. If any information (false/unacceptable) is received by BM after the Bidder has been qualified to receive the Request for Proposal, BM reserves the right to reject the Bidder at that time or at any time after such information becomes known.</p> <p>The Bidders not satisfying the requisite qualification criteria specified in the above sections are not eligible.</p>

14	Award of Contract	<p>BM shall issue a Letter of Intent (LOI)/Letter of Acceptance (LOA) to the selected Agency/Bidder and promptly notify all other Agency/Bidders who have submitted proposals about the decision taken.</p> <p>The Agency/Bidder/(s) will sign the contract after fulfilling all the formalities/pre-conditions, within 15 days of issuance of the Letter of Intent/Letter of Acceptance.</p> <p>The Agency/Bidder is expected to commence the Assignment/job on the date and at the location as mutually agreed upon.</p>
15	Validity of Bid	120 days from the date of opening of the Financial part of the Bid.
16	Number of Proposals	An Agency/Bidder can submit only one proposal. If multiple proposals are submitted, all the proposals shall be out-rightly rejected.
17	Duration of Contract	<p>The tenure of such contract will be for an initial period of 01 (one) year from the date of entering into/execution of the contract.</p> <p>The tenure of the contract may also be terminated before the completion of contract period as per applicable Conditions of Contract.</p>
18	Currency	Agency/Bidder shall express the price of their assignment/job in Indian Rupees. All payments shall be made by the Authority in Indian Rupees only.
19	Remarks	Number may be increase with same terms and condition with in the validity of contact consequent to this tender, it situation demands.
20	Date & Time Schedule	
A	Date of Publishing NIB & Bid Documents	25 th January 2024 at 10:00 AM
B	Document Download Start Date	25 th January 2024 at 11.00 AM
C	Bid Submission Start Date	25 th January 2024 at 12.00 PM
D	Bid Submission End Date	16 th February 2024 at 06.00 PM
E	Date of opening of Technical Proposals	19 th February 2024 11:00 AM

Chairman
Burdwan Municipality

SECTION–A
INSTRUCTIONS TO BIDDERS

I. General Guidance for e-tendering

Instructions/guidelines for electronic submission of the proposals have been enclosed for assisting them to participate in e-tendering.

II. Registration of Bidder

Any bidder willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system, through logging on to <https://wbtenders.gov.in>. The bidder is to click on the link for tendering site as given on the webportal.

III. Digital Signature Certificate(DSC)

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the service provider of the National Informatics Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Website stated in Clause II of Instructions to Bidders. DSC is given as a USB e-Token.

IV. The Agency/Bidder / Bidders can search and download the Tender Documents electronically from computer by logging on to the website mentioned in Clause-II above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

V. Submission of Proposal

Proposals are to be submitted through online to the website stated in Clause II in one folder at a time before the prescribed date and time using the Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

The proposal should contain scanned copies of the following further two covers (subfolders):

A. Statutory Cover Containing

1. Prequalification Document
 - i. Qualification Application (Annexure A)
2. Technical Document (To be filled, scanned and uploaded as multiple page scanned file)
 - i. Financial Statement (Annexure A No. II)
 - ii. Statement of Legal Capacity (Annexure A No. III)
 - iii. Details about the Bidder (Annexure A No. IV)

NOTE: Bidders must ensure that the e-mail id provided in the Registered Office Address is the same with which they have registered at the e-procurement portal (<http://wbtenders.gov.in>).

- i. Statement of Any Indictment (Annexure A No.V)

Note: The bidder should not be under active prosecution for criminal offence, liquidation, court receivership or similar proceedings. It may please be noted that non provision of this declaration in this Bid will lead to rejection of the same.

Declaration that the Bidder or any of its/their staff had not been at any point of time **Blacklisted** by any Government or its agencies or court of law or any other organization

e-Tendering System of Government of West Bengal			
Bidder Document Sub Category Master			
Sl. No.	Category Name	Sub Category Name	Sub Category Description
A.	CERTIFICATES[Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1MB]	A1. CERTIFICATES	1. GST Registration No. 2. PAN No. and TAN No. 3. Income Tax return for last three 4. EPF and ESI registration Nos.
B.	COMPANY DETAILS [Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1MB]	B1.COMPANY DETAILS 1	1. Certificates of incorporation and commencement of business highlighting registration details as 2. Composition of Board
C.	CREDENTIAL [Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1MB]	C1. CREDENTIAL1	Project Experience during the period of last 5 years (Please refer Annexure B.No.I)
		C1.CREDENTIAL2	1. Work Completion Certificates or Payment Certificates issued by competent authority for the projects mentioned.[For completed projects, provide payment certificate in case work completion certificate is not available]
D.	DECLARATION	DECLARATION 1 Write upon understanding RFP (Not exceeding 500 words)	1. Brief write up on understanding Of the RFP

Note:- Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected.

All Corrigendum & Addendum Notices, if any, have to be digitally signed & uploaded by the Bidder in the Declaration Folder of My Documents.

I. Qualification Criteria:

The Bidders must meet the following criteria:

- A. General Criteria: As mentioned in Data Sheet
- B. Technical Criteria: As mentioned in Data Sheet
- C. Financial Criteria: As mentioned in Data Sheet

I. Evaluation of Bid

Opening of Bid

-) Proposals will be opened electronically from the website using Digital Signature Certificate.
-) Decrypted (transformed into readable formats) documents will be downloaded and handed over to the officials for evaluation.

Evaluation:

-) Cover (sub-folder) of statutory documents shall be opened first and if found in order, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
-) Scrutiny of proposal and recommendation thereafter will be made by the TENDER COMMITTEE of Burdwan Municipality.

Uploading of summary list of technically qualified bidders-

-) Pursuant to scrutiny and decision of the TENDER COMMITTEE of Burdwan Municipality, the summary list of eligible bidders will be uploaded in the web portals.
-) During the process of evaluation, TENDER COMMITTEE of Burdwan Municipality may summon the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
-) Any document found to be incomplete in content or attachments or authenticity shall not be considered for the purpose of qualification.
-) If any information (false/ un acceptable) is received by TENDER COMMITTEE of Burdwan Municipality after the Bidder has been qualified to receive the Request for Proposal, the TENDER COMMITTEE of Burdwan Municipality reserves the right to reject the Bidder at that time or at any time after such information becomes known to TENDER COMMITTEE of Burdwan Municipality.

Bidders not satisfying the requisite qualification criteria specified in the above sections are not eligible.

**Chairman
Burdwan Municipality**

Section B

Terms of Reference

SCOPE OF THE WORK

The Chairman, for and on behalf of the Burdwan Municipality, invites proposal (RFP) for placement of for placement of 06(Six) Nos. of clerical staffs and 06(Six) Nos. of cleaning staffs as per laid down terms and conditions to the office of Burdwan Municipality, for a period of one year which may be renewed subject to performance of the Agency / Bidder and availability of funding. Manpower to be placed at Burdwan Municipality Urban Wellness Centre & Polyclinic mentioned as below.

1. **UH&WC under Burdwan Municipality** : 05(Five) No. of Clerical Assistants and 05(Five) No. of Cleaning Staffs
2. **1 Polyclinic under Burdwan Municipality**: 01(One) No. of Clerical Assistant and 01(One) No. of Cleaning Staff

No change or substitutions may be made to any of the Personnel without prior written consent of Burdwan Municipality. Replacement of the personnel will only be considered under exceptional circumstances (e.g.: death, prolonged illness and other issues beyond the control of the Agency/Bidder) and such substitutes will need to satisfy the same or higher qualification and experience criteria. In case of substitution of a person, Burdwan Municipality reserves the right to interview the person proposed to be provided as replacement.

Desired Qualification & Job Responsibilities of Personnel:

SI No	Details of Manpower	Qualifications	Consolidated payment (INR)
1	Clerical Assistants	Graduate and must have knowledge of Computer in MS Office.	10000.00
2	Cleaning Staff	Maadhyamik Pass or equivalent	5000.00

Recoverable Cost: Contribution to ESI at the prevailing Rate Additional Cost

-) GST as applicable rate on Consolidated Pay + ESI
-) Agency Fee/ Commission to be quoted on Consolidated Pay + GST

SPECIAL NOTE:

-) Burdwan Municipality reserves the right to conduct interview of the proposed manpower by the selected agency. This shall be done only after selection of the Agency as per the terms and conditions of this RFP and applicable rules, regulations and statutes etc.
-) If at the interview stage it is found that any personnel is not suitable for the profile /position as required, the selected Agency shall provide a suitable replacement within 05 working days.
-) Burdwan Municipality shall not in any manner consider the outsourced manpower on its payroll or any other modus operandi.
-) BURDWAN MUNICIPALITY shall not be liable for any claims/disputes etc arising out of compensation, benefits etc from the personnel as placed by the Agency. The Agency has to provide a declaration to this effect.
-) The Agency should promptly provide equivalent replacements if so required or directed by the Authority.
-) The Agency shall ensure payment to personnel on timely and regular basis and also ensure that they are covered under EPF, ESI and other statutory and applicable benefits as per laws of the land

TIME SCHEDULE FOR DELIVERABLES

Time schedule for deliverables will be need based and as laid down in the Contract.

PAYMENT SCHEDULE

Payment will be made on monthly basis on raising invoices by the agency concerned after end of each completed month of operation of the deployed manpower.

SECTION-C

CONDITIONS AND REQUIREMENTS FOR BIDDING

1. Any clarifications sought may be done in Pre-Bid meeting and thereafter incorporation/modification will be subject to discretion of Tender Inviting Authority.
2. Submission of Bid document will not be allowed beyond the schedule time indicated in the Tender document.
3. Any conditional Bid will be liable for rejection.
4. Burdwan Municipality reserves the right to reserve or amend the Bid documents prior to the date notified for submission of the Bid or also to extend the time mentioned in the RFP under intimation to the bidders.
5. Bids, which have been considered valid on the result of general examination (Prequalification stage) at the time of opening, shall be subjected to subsequent detail scrutiny. Notwithstanding the general examination carried out earlier, the Bid Inviting Authority reserves the right of rejection of any Bid, which may be found to be defective during the detail scrutiny.
6. Burdwan Municipality reserves the right to accept or reject any or all of the Bids received or to relax any clause without assigning any reason thereof.

SECTION-D

DEFINITIONS AND

INTERPRETATIONS

In the Tender, as hereinafter defined, the following words and expressions shall have the meanings hereby assigned to them, except where the context otherwise requires:

Turnover = Difference between Gross receipts derived from services and non-operating receipts such as dividends and interest income.

Chairman
Burdwan Municipality

Annexure–A

(To be written on the letterhead of the Applicant)

From:

.....
.....

..... To

The Chairman, Burdwan
Municipality, Burdwan.

Subject: Submission of Proposal (RFP) for Engagement of Manpower Agency for 06(Six) No. of clerical staffs and 06(Six) No. of cleaning staffs providing / deployment of outsource personnel at different UH&WC and Ployclininc under Burdwan Municipality within West Bengal

Sir,

This is with reference to the tender dated _____ inviting proposal for Engagement of Manpower Agency for 06(Six) No. of clerical staffs and 06(Six) No. of cleaning staffs providing / deployment of outsource personnel at different UWC under Burdwan Municipality within West Bengal. As specified in the RFP notice, having examined the Statutory, Non statutory documents, I /wehereby submit all the necessary information and relevant documents for evaluation. The application is made by me /us on behalf of in the capacity-----

duly authorized to submit the proposal. We believe that we satisfy the eligibility criteria set out in relevant sections of the proposal document.

We propose to submit our proposal as (insert full name of Applying Agency).

We declare that we have not been convicted by a Court of law or indicted or adverse orders passed by a regulatory authority against us which would adversely impact our ability to manage the project if awarded or which relates to a grave offence that outrages the moral sense of the community.

We also declare that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our sister concerns.

We further declare that no investigation by a regulatory authority is pending either against us or against our sister concerns or against our Chief Executive Officer (CEO) or any of our Directors/Managers/employees.

We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct and complete. I/We have furnished all information and details necessary for the proposal and have no further pertinent information to supply.

We understand that:

- (a) Tender Inviting Authority can amend/modify the scope of the services.
- (b) Tender Inviting Authority can reject any or all RFPs without assigning any reason. And also withdraw or cancel the bid process at any stage without any liability of whatsoever nature therefore.

I/We shall be glad to receive further communication on the subject.

Enclosure:

1. Statutory Document
2. Non-Statutory Document

Yours faithfully,

Authorized Signatory Date of Submission

Signature of applying agency Including title and capacity in which application is made.

A-II. Financial Statement

1. Name of Applying Agency:
2. Summary of Turnover generated on the basis of the audited financial statement of the last 03(three) financial years.

2016-17
(Rs.InLakh) 2017-18
(Rs.InLakh) 2018-19
(Rs.InLakh)
Annual Turnover

Average Annual Turnover is XXXX (Rs in Lakh)

Signature Practicing Chartered Accountant

Name: Membership No.: Name of the Firm with Seal Date

Note: This form is required to be certified by a practicing Chartered Accountant

A-III Statement of Legal Capacity

(To be written on the letterhead of the Applicant)

Reference No.----- Date:-----

To,
The Chairman, Burdwan
Municipality, Burdwan.

Sub: Submission of Proposal (RFP) for Engagement of Manpower Agency for 06(Six) No. of clerical staffs and 06(Six) No. of cleaning staffs providing / deployment of outsource personnel at different UH&WC and Polyclinic under Burdwan Municipality within West Bengal

Sir,

This is with reference to the tender dated inviting proposal for Engagement of Manpower Agency for 06(Six) No. of clerical staffs and 06(Six) No. of cleaning staffs providing / deployment of outsource personnel at different UWC under Burdwan Municipality within West Bengal.

We have read and understood the contents of the Invitation for expression of interest and the advertisement and pursuant to this hereby confirm that:

We satisfy the eligibility criteria laid down in the RFP notice.

We have agreed that (insert individual's name) will act as our representative and has been duly authorized* to submit the proposal.

Yours faithfully,

Authorized Signatory Date of Submission
Signature of applying agency Including title and capacity in which application is made.

*Please attach a true copy of the Letter of Authorization /Board resolution certified by the authorized Signatory for the individual bidding company.

A-IV. Structure & Organisation

Details about the Bidder

1. Name of applying agency:
2. Registered Office Address:
Telephone No.:
Fax No.:
Email#:
Website:
3. Burdwan Office Address (if any):
Telephone No.:
Fax No.:
Email#:
Website:
4. Name of the Contact Person for this assignment:
Designation:
Address:
TelephoneNo.:
CellphoneNo.:
Email:
FaxNo.:

Yours faithfully,

Authorized Signatory Date of Submission

Signature of applying agency Including title and capacity in which application is made.

A-V. Statement of any Indictment

(By any Income Tax, Sales Tax, Customs and Excise Authorities and other Regulatory Authorities) ((To be written on the letterhead of the Applicant)

Date:

To,
The Chairman, Burdwan
Municipality, Burdwan.

Sir,

We solemnly declare that there has been no conviction by a court of law or indictment or adverse order or investigation or chargesheet by an agency of the Government, any income tax, sales tax, customs, excise authorities and other regulatory authorities including but not limited to Reserve Bank of India (RBI) and Securities Exchange Board of India (SEBI) against us or our Promoter Group.

We have not been declared ineligible by the Government of India or any State / UT / Local Government for corrupt and fraudulent practices or blacklisted by them.

Yours faithfully,

Authorized Signatory Date of Submission

Signature of applying agency Including title and capacity in which application is made.

A-VI. Project Experience during the period Last Five (05)Years

Please categories all the projects into four broad heads given in the table below and mark a tick () for each of the projects

SINo	Name of the Assignment and Client Details	Detailed Scope of services offered	No. of personnel placed	Location of services offered
1.				
2.				
3.				
4.				
5.				
6.				

The Applicant has to submit documentary evidence commensurate to the claims as made above.

Annexure-B

I. Detailed Project Experience during the period of Last Five (05) Years

(Bidders MUST maintain the same name and sequence of projects as it has been given in AnnexureA.No.VI)

Assignment name:	Approx. value of the contract (in Rs):
Country:	Location within Country:
Name of Client:	Total No of person-months of the assignment:
Address of Client:	
Start date(month/year): Completion date(month/year):	No of person-months provided by your firm:
Approx. value of the services provided by your firm under the contract (inRs.):	
Name of Senior Staff involved from your firm and positions held in this project:	
Narrative description of project in brief:	
Description of actual services provided by your firm in the assignment:	
Whether the assignment is completed or continuing:	
Explanation on how it meets the eligibility criteria:	

II. Letter of Association

(To be written on the letterhead of the Applicant)

Reference No.----- Date:-----

To,
The Chairman, Burdwan
Municipality, Burdwan.

Sub: Submission of Proposal (RFP) for Engagement of Manpower Agency for 06(Six) No. of clerical staffs and 06(Six) No. of cleaning staffs providing / deployment of outsource personnel at different UWC under Burdwan Municipality within West Bengal

Name of the Assignment: <Name of the Assignment as mentioned in Bid document>

Bid Reference No.: <Bid number> Dear Sir,

I, the undersigned, would like to inform you that I have agreed to associate as

<Name of the position> with <Full name of the bidder>, for the above project should it be awarded to them.

I also confirm that I have not submitted my CV / Resume to other bidders who are participating in <Name of the Assignment as mentioned in Bid document> apart from <Full name of the bidder>.

I, confirm that I would be available for executing the engagement to such role and duration as specified in the Bid document, should the above project be awarded to the <Full name of the bidder>.

Thanking you.

Yours faithfully,

<Name and contact details of the Personnel>

III. Annexure C- Financial Proposal Submission Form

(To be submitted on the letterhead of the Bidder)

Reference No.----- Date:-----

To,
The Chairman,
Burdwan Municipality,
Burdwan.

Sub: Submission of Proposal (RFP) for Engagement of Manpower Agency for 06(Six) No. of clerical staffs and 06(Six) No. of cleaning staffs providing / deployment of outsource personnel at different UWC under Burdwan Municipality within West Bengal

Agency/ Bidder shall have to quote only Agency Fee/Commission for for 06(Six) No. of clerical staffs and 06(Six) No. of cleaning staffs.

We quote * (To be submitted Online Only % (Percentage) towards placement of the for 06(Six) No. of clerical staffs and 06(Six) No. of cleaning staffs as per the terms and conditions laid down in the RFP bearing no dated... for a period of 01(one) Month.

We further confirm and abide that:

1. We are bind by this offer if we are selected as the preferred agency.
2. Out offer is firm and valid for a period 180 days from the last date of submission of proposal.
3. We shall adhere by the applicable Minimum Wages Act, West Bengal
4. The Man-month rate as quoted in "Column E" above shall be the amount that we will pay to the concerned personnel and it is inclusive of EPF, ESI, Gratuity and all taxes except GST.
5. We shall ensure payment to personnel on timely and regular basis and also ensure that they are covered under EPF, ESI and other statutory and applicable benefits as per laws of the land
6. If we are found guilty of flouting any applicable rules, regulation, statutes etc and if found not paying the personnel the amount as confirmed in Sl No 3 above, our engagement (through Work Order or Agreement) can be terminated and we shall be liable to pay any penalty as may arise, either to the personnel or to Burdwan Municipality.

FOR AND ON BEHALF

OF SIGNATURE

NAME

DESIGNATIO

N

COMPANYSEAL/STA

MP DATE

Clerical Staff	
Particulars	Amount in Rs
Baisc Pay	10000.00
Gross Pay (A)	10000.00
Bonus (8.33% on basic)	0.00
Add Statutory payment	
ESCI (3.25% on Gross Pay)	325.00
EPF (13% on basic)	1300.00
Total Statutory (B)	1625.00
Cost of Company C = A+B	11625.00
Add administrative charges @4%	465.00
Add commission @ 1%	116.00
Order Value (per person/per month) (D)	12206.00
Ad GST 18% on D	2197.00
Billing Net Amount	14403.00
Net Salary Details	
Gross Pay (A)	10000.00
Less PF Employees Contibution 12% on Basic	1200.00
Less ESI (0.75 % on Gross Pay)	75.00
Less P.Tax	0.00
Net Salary Payable	8725.00

Cleaning Staff	
Particulars	Amount in Rs
Baisc Pay	5000.00
Gross Pay (A)	5000.00
Bonus (8.33% on basic)	0.00
Add Statutory payment	
ESCI (3.25% on Gross Pay)	163.00
EPF (13% on basic)	650.00
Total Statutory (B)	813.00
Cost of Company C = A+B	5813.00
Add administrative charges @4%	233.00
Add commission @ 1%	59.00
Order Value (per person/per month) (D)	6105.00
Ad GST 18% on D	1098.00
Billing Net Amount	7203.00
Net Salary Details	
Gross Pay (A)	5000.00
Less PF Employees Contibution 12% on Basic	600.00
Less ESI (0.75 % on Gross Pay)	38.00
Less P.Tax	0.00
Net Salary Payable	4362.00

Bill of Quantities (BOQ)

[TO BE SUBMITTED ON LINE ONLY]

In this BOQ only the total amount will be considered.

Sl. No.	Item Description	Proposed position	No. of Personnel (Numbers)	Man Month rate as Fixed Rs.(inclusion of all taxes except GST)	Overhead (Not more than 5% of the Man Month rates)	Applicable GST per man month (in Rs.)	Total Amount (in Rs.) inclusion of all For one month	
A	B	C	D	E	F (Bidder to quote only %)	G=[E+F] * GST	H =[E+F+G] X[D]	
1.	Engagement of Manpower Agency for 06(Six) No. of clerical staffs and 06(Six) No. of cleaning staffs providing / deployment of	Clerical Staffs	6	11625.00/-				
2	outsourcing personnel at different UWC under Burdwan Municipality within West Bengal	Cleaning Staffs	6	5813.00/-				
		TOTAL COST(In rupees)						

The Man-month rate as quoted in “Column E” above shall be the amount that we will pay to the concerned personnel and it is inclusive of EPF, ESI, Gratuity and all taxes except GST