Tender for engagement of Manpower Supply Agency for supplying of manpower on Temporary basis for Office Assistant/Draftsman/ Receptionist /Drivers, Security Guards/watchman, Housekeeping/Cleaner, Carpenter, Plumber, Electrician, Supervisor (Engg.), Stenographer, Jr. Supervisor (Engg.), Accountant, Cook etc. at Corporate Office/NRO, Engineering Projects (I) Ltd., Core-3, Scope Complex, Lodhi Road, New Delhi.

EPI is a Public Sector Undertaking, a Mini Ratna Company and ISO (9001: 2008) and ISO (14001: 2004, 18001-2007 OHSAS) certified- a trusted name in Construction Industry. It requires manpower on purely temporary basis of different categories i.e. Office Assistant/Draftsman/ Receptionist/Drivers, Security Guards/Watchman, Housekeeping/Cleaner/Office Attendant, Carpenter, Plumber, Electrician, Stenographer, Supervisor (Engg.), Jr. Supervisor (Engg.), Accountant, Cook etc. & others work men as on Supply basis as per Annexure - A, Annexure - I and II

Engineering Projects (India) Ltd. invites online percentage rate tender through e tendering from reputed well established and financially sound Manpower Service Provider /deploy the manpower services purely on contractual basis as per the terms and conditions mentioned in NIT document.

The EPIL has set up minimum eligibility criteria for the bidding purposes. All bidding parties must meet following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting documents along with the proposal.

1.0 Time schedule of tender activities:
   i) Last Date & Time of downloading Tender Documents : 11.10.2017 Up to 14.00 hrs
   ii) Last Date & Time of online Submission of Tenders : 12.10.2017 Up to 12.00 hrs
   iii) Date & Time of Opening of Envelope-1 (Techno-Commercial Bid) : 12.10.2017 at 15.30 hrs

   The Qualification/ Eligibility Criteria, instructions to bidders, terms and conditions etc. are as follows:

2.0 Pre-Qualification Criteria:

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<tr>
<th>Sl. No.</th>
<th>Criteria</th>
<th>Supporting Documents</th>
</tr>
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<tbody>
<tr>
<td>a)</td>
<td>The Registered Office or one of the Branch Office should be located either in Delhi / New Delhi or in National Capital Region for at least last 2 years</td>
<td>Self Attested Copy of Telephone bill/ Electricity Bill/Registered Lease Deed supporting the address at Delhi / New Delhi or in National Capital Region.</td>
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<tr>
<td>b)</td>
<td>The firm should be registered with the appropriate registration authority and should be in existence for not less than</td>
<td>Certificate of incorporation in respect of the applicant organization issued by Registrar of Companies or a partnership deed duly</td>
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<td>Three years before 30.06.2017.</td>
<td>Registered under the Partnership Act.</td>
<td></td>
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<tr>
<td>c) Income/Revenue* from Recruitment Manpower Services) of the firm should not be less than Rs. 5 Crores.</td>
<td>Copies of audited balance sheet / CA Certificate should be attached for the last three financial years-2014-15, 2015-2016, 2016-17.</td>
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<td></td>
<td>* Revenue from other business will not be considered.</td>
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<tr>
<td>d) Should have served for minimum 10 Clients (in the last 3 years) as Manpower Service Provider out of which minimum 5 nos. of clients should be of Govt/PSUs/ Autonomous.</td>
<td>Certified documents in support of past contracts with Govt./PSUs/Autonomous. Attach-self attested List of ongoing works and Balance works in Hand as on date.</td>
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<tr>
<td>e) They should have their own Bank Account.</td>
<td>Certified extracts of the Bank Account containing transactions during last three years of the bidder in relation to manpower services.</td>
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<td>f) They should be registered with Income Tax and Goods &amp;Service Tax (GST)Act.</td>
<td>Attested copy of PAN/ Attested copy of GSTIN certificate in respect of Manpower Services(Should have valid GSTIN Number( must attach copy of the same)</td>
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<tr>
<td>g) Bidders should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other labour authorities including under the Contract Labour (Regulation and Abolition Act).</td>
<td>Attested copy of the Employee Provident Fund registration letter / certificate. Attested copy of the Labour License under the Contract Labour (Regulation &amp; Abolition) Act. Attested copy of the Employee State Insurance registration letter / certificate along with annual return. These should be provided for the last three years(of ESI &amp; EPF)</td>
<td></td>
</tr>
<tr>
<td>h) The agency or any of its partners/directors etc should not have been black listed / debarred by any of the government agencies or department or should not have been found to be guilty of moral turpitude or convicted of any economics offense or with violation of any labour laws etc by any court or any authority appointed to enforce any labour laws or regulations.</td>
<td>Self-Declaration in the format in Annexure - III</td>
<td></td>
</tr>
<tr>
<td>i) The EMD of Rs. 200000/- (Rupees Two lacs only ) refundable (without interest) necessarily accompanied with the price bid of service provider in the form of Demand Draft in favour of Engineering Projects India Limited payable at New Delhi.</td>
<td>Failing which the tender shall be rejected summarily.</td>
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<tr>
<td>j) Bidders have to submit confirmation letter whether they are registered under</td>
<td>Self Attested Copy of certificate to be submitted</td>
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</table>
MSME Act or not and if yes, then relevant copies of the registration letter (Registered under single point registration scheme of NSIC, Govt. of India, Ministry of MSME, New Delhi vide Gazette Notification dated 26.03.2012 along with the form of Memorandum-2 with the concerned DIC) to be enclosed in Technical Bid and a request letter for exemption from submission of Tender fee and EMD.

3.0 Tender documents comprising of the following are available on the website of EPI: www.epi.gov.in, CPP-Portal: www.eprocure.gov.in and as well as on TCIL portal http://www.tcil-india-electrontictender.com.

   a) Volume I – NIT, Special Instructions to Bidders for e-Tendering, Instructions to Tenderers, Acceptance of Terms & Conditions of Tender.
   c) Volume III – Price Bid

4.0 In order to participate, the bidder should have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities.

5.0 Interested bidders have to necessarily register themselves on the portal https://www.tcil-india-electrontictender.com through M/s Telecommunications Consultants India Limited, New Delhi to participate in the bidding under this invitation for bids. It shall be the sole responsibility of the interested bidders to get themselves registered at the aforesaid portal for which they are required to contact M/s Telecommunications Consultants India Limited, New Delhi at following address to complete the registration formalities:

M/s Telecommunications Consultants India Limited,
6th Floor, TCIL Bhawan, Greater Kailash – 1,
New Delhi – 110 048
Contact No. : 011-26241790, 98683 93717/75/92
Email-ID: ets_support@tcil-india.com

They may obtain further information regarding this tender from ED(Contracts) at the address given at Clause No.14.0 below from 10:00 hours to 17:00 hours on all working days till the last date of online submission of Bidding Documents.

For proper uploading of the bids on the portal namely https://www.tcil-india-electrontictender.com (hereinafter referred to as the ‘portal’), it shall be the sole responsibility of the bidders to apprise themselves adequately regarding all the relevant procedures and provisions as detailed at the portal as well as by contacting M/s Telecommunications
Consultants India Limited, New Delhi directly, as and when required, for which contact details are mentioned above. The Employer in no case shall be responsible for any issues related to timely or properly uploading/submission of the bid in accordance with the relevant provisions of Section Instruction to Bidders of the Bidding Documents.

6.0 Bidders can download the bid document from the portal without registering or paying document fees in advance, any time from 18.00 Hrs. on 21.09.2017; however interested bidders have to pay tender fees for participating in the tendering and submitting the bid. For this purpose the interested bidders shall be required to pay Rs. 10000/- (Rupees Ten Thousand only) as non-refundable document fees in the form of demand draft in favour of ‘Engineering Projects (India) Ltd.’ payable at New Delhi.

7.0 E-bids must be submitted/uploaded along with scanned copies of relevant documents pertaining to clause 2.0(a) to 2.0(j) under “Single Stage Two Envelope Bidding Procedure” on the TCIL portal on or before last date and time of online bid submission. Late bids will not be accepted. Under the above procedure, only the first envelope (Technical Part) shall be opened in the presence of the bidders’ representatives who choose to attend in person at the address given below on schedule date and time of bid opening or may be viewed by the bidders by logging into the portal as per features available to them. Second envelope i.e. Price part shall be opened of technically qualified bidders.

8.0 The bid must be accompanied by an Earnest Money Deposit (EMD) of Rs 2,00,000/- (Rupees Two Lacs only). This can be either in the form of Crossed Demand Draft or Pay Order (in CTS form) of any Nationalized Bank/Scheduled Bank for the full amount of EMD payable favoring “Engineering Projects (India) Ltd.”, payable at New Delhi. The bid shall be valid for 90 days from date of opening of Price Bid.

Tender fee, EMD (In original), Power of Attorney, NSIC/MSME certificate as per Clause No.2 (j) if bidder is claiming EMD/Tender fee exemption and Pass Phrase (Both for technical and financial bid in separate envelope) to decrypt the bid must be submitted in physical form at the address given at Clause No. 14.0 below on or before Last date and time of online bid submission. If the above documents are not received in time then their offer shall not be considered and EPI shall not be responsible for any postal delay in respect of submission of hard copy part of the bids.

The tenderers may note that they are liable to be disqualified and not considered for the opening of Price Bid if:

a) Attachments submitted in the pre-qualification document are proved to be incorrect, false and misleading.

b) They have submitted incompletely filled in formats without attaching certified supporting documents and credentials to establish their eligibility to participate in the Tender.

c) If the tenderers attempt to influence any member of the selection committee.

9.0 The terms and conditions contained in the NIT and tender documents shall be applicable.
10.0 The corrigendum or addendum, extension, cancellation of this NIT, if any, shall be hosted on the EPI’s website/CPP portal as well as on TCIL portal http://www.tcil-india-electronic.tender.com the bidders are required to check these websites regularly for this purpose, to take into account before uploading/submission of tender. All Corrigendum and addendum are to be uploaded duly signed & stamped with tender documents as bid Annexure.

11.0 The price bid of those bidders who are qualified based on the technical documents submitted in Technical Bid shall only be opened. Hence the intending bidders must furnish their e-mail id and contact phone number along with the techno-commercial part. However, it is made clear that the offers of the L-1 bidders shall be accepted subject to the confirmation of authentically of the PQ documents/BG from the concerned department/bank. Further, in case the PQ documents submitted by a bidder is found to be fake the EMD submitted by him shall be forfeited by EPI without making any reference to him. Further such tenderer shall be at a risk of losing his right to participate in any tender called by EPI for a minimum period of one year.

12.0 EPI reserves the right to extend the date of submission of the tender or cancel the tender or accept any tender or reject any or all tenders or split the work of tender or annul this tendering process without assigning any reason and liability whatsoever and to re-invite tender at its sole discretion.

13.0 In case of tie-tender, where two firms are bidding lowest, EPI reserves the right to split the work among these bidders and / or EPI will reserve the right to award the tender to any one of such bidder.

14.0 All correspondence with regard to the above shall be to the following address (By Post/In Person)

Executive Director (Contracts)
Engineering Projects (India) Limited
Core -3, Scope Complex, 7 Lodhi Road,
New Delhi – 110 003
Phone: +91 11 24361666
Fax: +91 11 24363426
Email: contracts@engineeringprojects.com

For more information on EPI, visit our website at: http://www.epi.gov.in

For more information on the e-tender visit website of M/s Telecommunications Consultants India Limited, New Delhi at: https://www.tcil-india-electronic.tender.com

Executive Director (Contracts)
Date: 21.09.2017