



Enquiry Ref: TTC/HYD/2017-18/19
Due Date: 07/08/2017

Dated: 27/07/2017

Sub: Tender for deployment of manpower for providing services of courier-cum-office Boy and Housekeeping on job contract basis - No. of personnel required - 4 Nos

Dear Sirs,

1] Sealed / closed quotations are invited from reputed and experienced bidders in respect of deployment of manpower at our office, for providing the services of courier-cum-office persons and Housekeeping-cum-Pantry person, on job contract basis, subject to terms and conditions given below, during forthcoming period of one year.

- Courier boy -3 No
- Pantry person - 1 No
- Courier Boys:

Job Description

The job involves frequent visits to the offices of our clients, banks, airline office etc. spread within the city limit of Hyderabad City and beyond. Collection/delivery of documents, cheques etc., from the clients, banks, airline office etc. Should have good Geographical knowledge of Hyderabad City. Should be able to communicate well in Hindi as well as the local language. Ability to speak in English will be an added advantage.

Prerequisites - Should have a Two Wheeler with a Valid Driving License.. Deployed personnel should be flexible as regards office timings.

- Pantry Person:

Job Description

- Doing photocopies
- Filing of official documents
- Depositing of statutory payments / bills
- Preparing and Serving tea & coffee
- Dusting, Cleaning and Maintenance of pantry room
- Maintaining adequate stock of required ingredients
- The above is only an indicative list of jobs to be undertaken and not exhaustive one. Considering the requirements, other jobs, if required to be done, will have to be undertaken.

- The above numbered of personnel may be increased / decreased depending on the operational requirement. The successful bidder would be required to meet out requirement of actual number of personnel.

- For the purpose of information and other security/ safety of material & goods/ protection of Company's confidentiality requirements, successful bidder must obtain prior ratification of profile and candidature of personnel proposed for being deployed under this contract for Authorized Balmer Lawrie representative to be specifically mentioned in the order.
- Company to provide for all supplies required for performance of the jobs contracted for,
- Price Bid as per prescribed format given in **Annexure-B** should be submitted / deposited duly filled up, signed and stamped, at our above office.

2] The prospective and interested bidders should read this tender enquiry carefully and submit the same along-with their offer to the company, duly signed and stamped confirming their acceptance to the terms & conditions, mentioned herein.

3] **EARNEST MONEY DEPOSIT –(EMD)**

The bidders are advised to enclose a Demand Draft of **Rs.3000.00 (Rs. Three thousand only)** in favour of **BALMER LAWRIE & CO LTD**, payable at **HYDERABAD** along with the Price bid. The envelope containing price bid super-scribing the enquiry date, due date and **TENDER FOR DEPLOYMENT OF MANPOWER ON JOB CONTRACT BASIS** should be submitted / deposited in the Tender Box kept at our office positively by due date. The Offer received without EMD would be treated as in-valid. As such, due care be taken while submitting the quotation / tender.

The EMD of unsuccessful bidders would be refunded only after finalization and acceptance of order by the successful bidder. The EMD will not bear any interest. However, the successful bidders, may adjust EMD amount against required **Security Deposit amount of Rs.20000.00 (Rs. Twenty thousand only)**. In case of failure to comply with enquiry terms, the Company reserves the right to cancel order/forfeit EMD amount.

EMD is liable to forfeiture in the event of –

- Withdrawal of offers during validity period of the order.
- Non acceptance of the order
- Non Confirmation of acceptance of order within the stipulated time after placement.
- Any unilateral revision made by the bidder during the validity period of the offer.
- Non execution of the documents after acceptance of the contract due to any dispute of the bidder or any reason whatsoever.

4] **SECURITY DEPOSIT (SD)**

Within 2 weeks of the Company's communication to the successful bidder of the acceptance of the rates, they will have to deposit with the company lump-sum security amount of **Rs.20000.00 (Rs. Twenty thousand)** in any of the following manners. The security Deposit shall not bear any interest and shall be refunded by cheque only, after the contract is over.

- DD/pay order in favor of Balmer Lawrie & Co.Ltd. Payable at Hyderabad. Cheque will not be accepted.
- OR
- Guarantee Bond executed by a Nationalized Bank approved by RBI as per Company's Standard format. The Bank guarantee executed should be valid for 12 months, which will have to be renewed, if the contract period is extended on the existing rates and terms.

SD is liable to forfeiture in the event of –

- Withdrawal of order by the contractor during execution of order

b) Any unilateral revision made by the bidder during execution of order

In case of failure to comply with enquiry and agreed terms, the Company reserves the right to cancel order/forfeit EMD and or SD amount.

5] NSIC (National Small Industries Corporation) & Micro and Small Industries

Following exemptions till such time it is valid/in force as per notification/circular issued by Govt. of India, may be considered while tendering in respect of vendors coming under the definition of "Micro and Small" industries and holding valid registration certificates as on date of enquiry, covering goods /services that are proposed to be procured.

i) Exemption in payment of EMD.

In support of your claim for exemption in payment of EMD, you are advised to send a legible copy of your registration certificate **having a clear-cut mention about the validity of same.**

6] In order to maintain secrecy and transparency, your sealed / closed quotation should reach us on or before the due date i.e. **07.08.2017 by 05.00 pm** at our above office, super scribing on the envelop **TENDER FOR DEPLOYMENT OF MANOPWER ON JOB CONTRACT BASIS,** and must be addressed to **The Sr Manager (TT).**

TERMS AND CONDITIONS

1] Your offer should specify all the elements, mentioned in the price bid, as has been asked for, and be valid for **our acceptance for a period of 60 days (excluding the due date) from the due date, from the date of opening of tender.**

2] Contract period –

The period of contract would be valid for one year from the date of Order / Letter of Intent. The contract may be extended for further period of one year, subject to getting satisfactory services; the same shall be done only on existing rates and terms.

3] Your offer must accompany this enquiry duly signed and stamped on each page, as your acceptance to the terms and conditions mentioned herein.

4] The prospective bidders should preferably be based within 60 Kms radius from our above office,

5] RISK PURCHASE

In case deployment of manpower is not done as per given call ups / information, we reserve the right to cancel the order placed on you, and engage other bidders for deployment of manpower, from any other source and the deduction on account of penalty as well as excess amount to be incurred by us, would be recovered from the party's due payments.

The bidder shall ensure regular deployment of manpower as per requirement. In the event of failure to do so, liquidated damages equivalent to two days wages of the staff shall be compensated.

6] In case of unsatisfactory performance of the bidders, failure to adhere to prescribed norms or misbehavior with employees of the company by deployed personnel etc. the

company reserves its right to cancel the contract or to deduct such amounts as the company may deem reasonable due to the loss of goodwill, business, and goods from the security deposit.

7] In case of any of the deployed personnel does not turn out / appear on duty, alternative arrangements will have to be made by the successful bidder, by providing another personnel. In case the bidder fails to provide another person in time, the Company may hire the services from any other source or the open market, the charges of such persons would be recovered from monthly bill of the successful bidder.

8] Income Tax would be deducted at the rate applicable from time to time from the monthly bill towards tax deducted at source.

9] The bidder shall hold the company harmless and indemnified from and against all claims, charge and cost for which the company may be held liable under the Workmen's Compensation Act, 1923. Employees Liability Act, 1930 and amendments thereof and expenses which the company may be made to bear by them in respect of personnel injuries to the servants and employees of the company, arising out or occasion through the acts of commissions/omissions whether due to negligence or not, of the contractor his agents or his employees in carrying out the allotted job.

10] The bidder shall hold the company harmless and indemnified from all claims, costs and charges for which the company may be held liable in respect of any loss of injury exchanged to any third party through servants/employees/agents. This indemnity shall be in addition to, and not in lieu of any indemnity towards the Company may be entitled by law.

11] The bidder will comply with all the statutory requirements in respect of the personnel engaged such as PF, ESI, Minimum wages Act and any other Labour Act applicable at present or to be made applicable in future, by the State Government, and shall submit the proof to that effect periodically in the Company.

The bidder shall pay their employees as per the Minimum Wages applicable in the State of Telengana, and shall indemnify the company against any claim arising out of any action taken against the Company on account of bidder's failure to fulfill the above conditions.

The bidder would be required to submit a copy of notification issued by State Government in respect of payable / applicable wages, twice in a year. On receipt of a copy of notification, any increase / decrease on the basis of percentage of increase / decrease in minimum wages would be effected from the date of effect. The bidder shall indemnify the company against any claim arising out of any action taken against the Company on account of bidder's failure to fulfill the above conditions.

12] If any manpower deployed by Contractor is required to go outside for the official job/ duty, he will be reimbursed minimum lowest conveyance charges at actual, by the Company through his contractor.

13] The successful bidder would submit duly verified monthly bill by 2nd of each month and the payment for which would be released within 5 days.

14] Late / delayed tenders including postal delay and those not conforming to the prescribed terms and conditions will not be considered at all.

15] Balmer Lawrie reserve the right to verify the information submitted by interested bidders.

16] The bidder shall bear the cost of expenses towards personal insurance including compensation for any accident that may take place.

17] The bidders are specifically advised to note that the Company normally would not carry out any negotiations except with such parties who are / are the lowest bidders originally. As such, it would be in the interest of the bidders to quote lowest possible rates. The bidder would be required to confirm the negotiations in writing within the time stipulated. If the bidder fails

to comply with this requirement, the Company reserves the right to evaluate his tender at its discretion on their original rates.

18] In case a conflict of interest is arisen between the bidder and the Company at any stage during finalization of order processing, the Company reserves the right to reject the bids of the concerned bidder.

19] In case of any dispute is arisen during validity of contract, the same will fall under the jurisdiction of Hyderabad Court.

20] Procedure of Arbitration

Any dispute or difference arising out of this Contract shall be referred for adjudication at Kolkata to a sole arbitrator to be appointed by the Chairman & Managing Director of Balmer Lawrie & Co Ltd. The fees of the arbitrator, if any, shall be shared equally by both the parties.

For **BALMER LAWRIE & CO. LTD**

B. S. M. S. L.

SBM (TT)

**Signatures of the tenderer with
official seal/stamp**

DETAILS OF BIDDER

1. Name of the Bidder :
2. Address of the Company :
3. Registered / Head Office of the Company :
4. Whether Partnership Firm / Limited Company. :
5. Name of Directors/ partners/proprietor :
6. Date of Incorporation :
7. Turnover of the company for the last 3 years. :
(mention the figures and also enclose photo-copies
of relevant documents)
8. Please mention the single order value executed by
you of similar type of job during the last three (3)
years.
9. Address of the Local Branch Office with telephone :
no. and Name of the contact person / Branch
Manager.
10. List of Parties to whom you have deployed the :
manpower for similar type of services - Attach
Xerox copy of order-
11. Whether, you have provided any such services for :
any office of Balmer Lawrie & Co Ltd. If so, attach
Xerox copy of order ?
12. Whether any dispute is pending against your firm, if :
So, please give details.
13. PAN NO. :
14. GST NO. :
15. LABOUR LICENCE NO.
16. PF / ESI NO.
17. INCOME TAX CLEARANCE CERTIFICATE OF LAST
3 YEARS
18. CONTACT PERSON & PHONE NO. :



Price bid for deployment of courier cum office persons and Housekeeping cum pantry person on job contract basis.

<u>Sr No</u>	<u>Description</u>	<u>Type</u>	<u>Service Charges Per Person (Fixed Amount Per Person)</u>
01.	Courier cum office person	Semi-Skilled	
02.	Housekeeping cum pantry person	Un-skilled	

Notes:

1. Applicable taxes will be extra.
2. Salary will be on actual basis. The contractor will raise bill on company on 2nd of each month and the payment for which would be released within 5 days.

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