

REGIONAL HUMAN RESOURCE DEPARTMENT
EASTERN REGION - KOLKATA



BID DOCUMENT FOR PROVIDING MANPOWER ON OUTSOURCED
BASIS
(ALL INDIA)

Note: No change in the document by the bidder is permissible.

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Balmer Lawrie & Co. Ltd
Regional Human Resource Department-Kolkata

[21, N S Road, Kolkata – 700001
Phone Number: 033 22225295/275
Email: karmakar.m@balmerlawrie.com]

INVITATION OF THE BIDS

Sl. No.	Description	Details
1	Name of Tender	Tender for Empanelment of Manpower Agencies for providing manpower through outsourcing route on all India basis
2	Tender No.	RHRD/Empanelment of Manpower Agencies/2019
3	Validity of Offer	180 Days
4	Contract Period	Two years
5	EMD	₹5,00,000/-
6	Downloading / Submission of Tender	
	a. Starts on	22/04/2019
	b. Closes on	4:00 pm on 13/05/2019
7.	Opening of Tenders	5:00 pm on 13/05/2019

Founded by two Scotsmen, George Stephen Balmer and Alexander Lawrie, in Kolkata, Balmer Lawrie & Co. Ltd. started its corporate journey as a Partnership Firm on 1st February 1867. Traversing the 153 years gone by, today Balmer Lawrie is a Mini-Ratna I Public Sector Enterprise under the Ministry of Petroleum and Natural Gas, Govt. of India, with a gross turnover of Rs. 1830.14 crores and a profit before tax of Rs. 261.12 crores for the year 2017-2018. Along with its seven Joint Ventures in India and abroad, today it is a much-respected transnational diversified conglomerate with presence in both manufacturing and service sectors. For details on the organization and its Strategic Business Units (SBU) please visit www.balmerlawrie.com.

The Company invites online bids from reputed Manpower / Temping Agencies for providing manpower on outsourced basis for its different businesses / operations across India depending upon the requirements of the organization from time to time.

The Interested Agencies are requested to apply online through the e-tendering portal <https://balmerlawrie.eproc.in> by 13/05/2019, 4:00 p.m. **UNDER NO CIRCUMSTANCES WILL THE COMPANY ACCEPT ANY OFFER/APPLICATION IN PHYSICAL FORM.**

Any queries may be sought by emailing us on karmakar.m@balmerlawrie.com with the subject line “Empanelment of Manpower Agencies”. For any queries related to the tender notice, the Agency can contact Ms. Moumita Karmakar, Assistant Manager [HR] - ER on any working day from Monday to Friday between 10 AM to 6 PM at 21 N S Road, Ground floor, Kolkata – 700 001 Contact No. 033 22225295.

1.0. Scope of Service

The complete details of services to be provided and related procedure to be followed by the Empanelled Manpower Agency (ies) for providing these services are indicated in Annexure-I to this note.

2.0 Pre- qualification criteria for empanelment of Agencies

2.1 Agencies meeting the required criteria as stated in this document at Annexure-I and Part A shall be only considered for Price Bid. Further, Agencies not furnishing the documentary evidence as required will not be considered.

2.2 Pre-qualification of the Agencies shall not imply final acceptance of the Price Bid. The Agency may be rejected at any point during Techno Commercial evaluation or during Price evaluation. The decision in regard to acceptance and/or rejection of any or all offer in part or full shall be the sole discretion of Balmer Lawrie and Co. Ltd. (BL in short) and decision in this regard shall be binding on the Agencies.

3.0 Submission of offer

EMD: The offer must be submitted accompanied by an **Earnest Money Deposit** of **₹5,00,000.00** (refundable without interest) payable by way of Demand Draft drawn **in favor of Balmer Lawrie & Co. Ltd., payable at Kolkata**. Copy of the DD evidencing payment of EMD should be scanned & uploaded at the relevant place before bidding. The physical original DD should reach our above address prior to due date & time. Non-submission of the Earnest Money, online and in hard copy, will make the bidder ineligible for consideration.

Balmer Lawrie & Co. Ltd. has developed a secured and user friendly system which enables Vendors/ Bidders to Search, View, Download tenders directly and also, enables them to participate & submit Online Bids on the e-tendering site <https://balmerlawrie.eproc.in> in a secure and transparent manner which maintains confidentiality and security throughout the tender evaluation process.

3.1 Procedure to submit On-line Bids

For this purpose, Vendors/Bidders are advised to read the instructions available in the homepage of the portal <https://balmerlawrie.eproc.in> where detailed procedure for submission of bids is available under the option / link **"Bidding Manual"**.

3.1(a) Registration with e-procurement platform

For registration and online bid submission bidders may contact HELP DESK of C1India Pvt., Ltd. details of which is available at our web-site mentioned above or they can register themselves online by logging in to the website through <https://balmerlawrie.eproc.in>.

You may contact the following resource persons for any assistance required in this regard.

HELPDESK NOS ARE OPEN BETWEEN 1000 HRS to 1830 HRS IST MONDAY TO FRIDAY (Exclusions: Balmer Lawrie HOLIDAYS)			
Please email your issues before calling helpdesk. This will help serving you better. Contact Nos. and email IDs for Balmer Lawrie helpdesk officers			
Name	Email	Phone Number	Days
Tirtha Das (Kolkata)	tirtha.das@c1india.com	+91-9163254290	Monday - Friday
Partha Ghosh (Kolkata)	partha.ghosh@c1india.com	+91-8811093299	Monday - Friday
CH.Mani Sankar (Chennai)	chikkavarapu.manisankar@c1india.com	+91-8939284159	Monday - Saturday
Ujwala Shimpi (Mumbai)	ujwala.shimpi@c1india.com	+91-022-66865608	Monday - Friday
Helpdesk Support (Kolkata)	-	+91-8017272644	Monday - Saturday
Escalation – 1 Tuhin Ghosh (Kolkata)	tuhin.ghosh@c1india.com	+91-8981165071	Monday - Friday

3.1(b) Digital Certificate authentication

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-procurement platform.

All the bidders who do not have digital certificates need to obtain Digital Certificate (Encryption & Signing) from any certified CA (Certifying Authority).

3.1(c) Special Note

- Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the e-tender. Resubmission (if required) of bid should be completed within the stipulated date and time. The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.
- Bidders are advised in their own interest to ensure that bids are uploaded and submitted successfully in e-tendering system well before the closing date and time of bid.
- No Printed or posted Price Bids / offers shall be accepted. The documents supporting Techno Commercial Bid if required can be sent by post in a sealed envelope.
- Balmer Lawrie does not take any responsibility in case bidder fails to upload the documents within specified time of tender submission.
- Balmer Lawrie will not be responsible for any delay under any circumstances for non-receipt of Tenders/ submission of filled in tender documents by due date & time.
- Bidders are requested to provide correct “e-Mail address” and “Mobile No.” for receiving updates related to e-tender from time to time.

- The bidder has to keep track of any changes by viewing the Addendum/Corrigendum issued by the Tender Inviting Authority on time-to-time basis in the e-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

3.1(d) Filling of Tender Documents

- The bidders are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- Any additional terms and conditions given by the bidder in their offers will not be binding on Balmer Lawrie.
- The sole proprietor or authorized representative shall sign all documents that need to be uploaded. When the person signing the documents is not the sole proprietor / authorized representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be scanned and uploaded and produced later on for verification by Balmer Lawrie. In case of heavy documents/ documents involving large size, the same can be sent in sealed envelope clearly marked as **“Techno Commercial Documents”** to **“The AVP [HR]- CHRD & ER, Balmer Lawrie & Co. Ltd., 21 Netaji Subhas Road, Kolkata- 700001”**, so as to reach by **13/05/2019, 4:00 p.m.**

3.1(e) Verification Of Documents

- Bidders (or their authorized representative) will be required to come to 21, N S Road, Kolkata – 700 001 (Ground floor) on a date to be intimated for production of all original documents, the scanned copies of which have been submitted with the e-tender towards their qualification.
- Failure on part of the bidder to report on specified date and time for paper verification may result in rejection of the tender submitted by them without further communication.
- Bidder should be in a position to produce all the original documents and/or any other information on dates as intimated or as and when required by Balmer Lawrie.
- Incomplete Tenders are liable for rejection without any further communication to the bidder and decision of Balmer Lawrie in this respect will be final.
- Any party submitting false or forged documents would invite strict action including Black Listing, forfeiture of EMD or any other action as deemed fit.
- Balmer Lawrie reserves the right to reject any or all bids or cancel the tender without assigning any reasons whatsoever and the decision of the Company shall be final and binding.

4.0 Submission of Online Bids

Bidding will be carried out under single stage two envelope (technical and price bid) system. Bidders will be evaluated under the least cost method. Details of eligibility and evaluation criteria may be referred in Bid Document. The bids should be submitted in 2[two] separate sealed parts entitled as

[A] Technical / Commercial Bid [Unpriced]
&

[B] Price Bid

For Price Bid, only the rates are to be submitted as per given format.

The entire bid is to have digital signature of the person having Power of Attorney/Power of Authority to sign on behalf of the Bidder.

5.0 Tender Opening

[A] Unpriced [Technical-Commercial] Bid Opening

Technical / Commercial Bids will be opened online as per the Tender Calendar.

[B] Price Bid Opening

After opening and processing of the Technical / Commercial Bids, the date of opening of the PRICE BIDS will be intimated individually to the bidders who are found techno-commercially qualified.

6.0. Incomplete offers are liable to be rejected and decision in this regard shall be binding on the Agencies.

7.0 Balmer Lawrie reserves the right to terminate contract by giving 1[one] month notice if agency fails to comply with statutory provisions and conditions mentioned in Annexure I.

8.0 In case of any query you may seek reply through above mentioned e-mail id.

CHAPTER 2 – ELIGIBILITY CONDITIONS

The Bidder shall be required to comply with the minimum eligibility conditions as mentioned herein below. The documents / certificates as given below shall be required to be submitted by the Agency along with the Techno Commercial Bid (Part – A)

- a) Only registered and bona-fide Service Providers/ Agencies having minimum annual turnover of Rs. 250 (two hundred and fifty) lakh in each of the preceding three years (To attach Annual Report / Balance sheet for the year 2015-16, 2016-17 and 2017-18) need apply.
- b) The Agency must have contract (Valid and ongoing as on last date for submission of bids) with three leading Corporates / PSUs each having annual turnover exceeding Rs. 100 (hundred) crore per annum (To submit requisite documents in support of the above)
- c) The Agency must have offices / presence in at least two major cities in each region North, South, East and West out of the cities mentioned in the List placed at Annexure II. (To please submit address of such offices along with documentary proof)
- d) The Agency has registration with PF, ESI, Contract Labour (Regulation & Abolition) Act, 1970. (To produce supporting documents)
- e) The Agency shall have GST & Professional Tax registration. (Copy of certificate to be produced)
- f) The Agency agrees with the conditions as stipulated at Annexure I of the tender document.
- g) The empanelled agency shall have to submit an indemnity bond on Rs.100 non judicial stamp paper duly registered as per the attached draft within 15 [fifteen] days of the issuance of contract.

ANNEXURE – I

GENERAL TERMS & CONDITIONS

- 1.1 The company would raise an indent for Manpower requisition, clearly defining the role profiles including duties and responsibilities of the staff needed purely on deputation. The role & personal profile will clearly give details of competencies/skills needed, educational qualifications, relevant experience, compensation and duration of deputation. The no. of staff needed would also be clearly indicated in this requisition.
- 1.2 The Agency would be required to send resumes of the candidates having relevant experience and qualification as requisitioned by BL within 07 days (or earlier as the case may be) of sending the requisition.
- 1.3 The Agency will be required to hold preliminary interview at their end with the shortlisted candidates before forwarding the resumes to BL to ensure that the candidates satisfy the desired qualification and experience.
- 1.4 The Agency will facilitate interview of the short-listed candidates including informing the shortlisted candidates for interview. The interview schedule will be informed by Balmer Lawrie representative.
- 1.5 In case, the resume of a candidate has already been received by Balmer Lawrie through alternate means, Balmer Lawrie will inform the 2nd consultant of the same within 7 working days and will process the application through the office of the consultant from whom it has been received first.
- 1.6 Based on the performance of the candidates in the interview, suitability, experience and background in relation to the envisaged job requirements, the company will select the candidates and the Agency will facilitate deputation of such selected candidates to the company within a maximum period of one month from the date of communication of selection.
- 1.7 The personnel deputed to company shall not be below the age of 18 years and not more than 60 years should have a valid contract of employment with the Manpower Agency.
- 1.8 The Salary/Compensation of the personnel will be fixed as per the terms and conditions of the Company including the statutory deductions. It will be subject to revision from time to time and the Agency must abide by the same.
- 1.9 The personnel will be on a deputation period of 12 months or such other period as desired by the Company. The period of deputation shall be reduced/ extended upon mutual discussion/consent between Company & Agency, depending upon the requirement of the Company
- 1.10 In the event, a selected candidate leaves within 6 months from the date of joining, 100% of the fees paid to the Agency for sourcing the candidate will be deducted by BL by way of adjustment against immediate next payment due to the agency.
- 1.11 The Agency will handover deputation letter to the deputees, giving details of his service conditions and send the company a copy of the acceptance letter within 3 days of his/her placement on deputation in Balmer Lawrie.

- 1.12 BL shall give one month's notice or pay one month's remuneration in lieu of notice to the Agency, in the event BL intends to reduce the number of deputees or discontinue with the services of any depute.
- 1.13 If a depute provided by the Agency, leaves the services of the company prior to expiry of contract, the Agency will provide acceptable replacement within maximum period of 10 days from the date of placement of requisition by BL.
- 1.14 The Agency will designate one of its employee in each region who shall function as the 'Single point of contact' for BL for all matters including any dispute emanating out of this contract for the designated region and also act as supervisor. Any dispute arising out of the contract shall be subject to jurisdiction of the Courts at Kolkata.
- 1.15 Within 30 (thirty) days of the issue of the letter of intent, the Agency shall be required to deposit Rs. 5 lakhs towards Security deposit by way of a demand draft drawn in favour of "Balmer Lawrie & Co. Ltd." payable at Kolkata or by way of Bank Guarantee. The Security deposit amount shall be refunded without interest on completion of the contract period subject to satisfactory completion of the contract and clearance of all dues - statutory & others.
- 1.16 Every person engaged by company on deputation from Agency shall be an employee of the said Agency and none of the depute of the Agency shall have any claim whatsoever against the company including any claim for employment with BL. BL will not be held responsible or liable under the laws that are in force and that may come in force from time to time in respect of the deputed employees. There shall be no employer-employee relationship between BL & the depute.
- 1.17 The Agency will be required to furnish an Indemnity Bond/ as per proforma attached within 15 [fifteen] days of issuance of the contract.
- 1.18 The Agency shall disburse the salary on the 1st of the following month. If the first day of the month is a holiday, payment will be made on the immediate next working day. Any adjustment for the services rendered in the month, shall be made in the subsequent month.
- 1.19 However, certain payments of the nature of settlement of claim for travelling to sales personnel or overtime payments etc will required to be disbursed on 15th of the month by the agency.
- 1.20 The Agency shall be responsible for ensuring that all the deputees covered under ESI have requisite ESI Card/ ESI Smart Card within one (1) month from the date of engagement of the depute. Failure to comply with this condition will be deemed as a violation of statutory condition.
- 1.21 The Agency shall be responsible to issue pay slips to all its deputees either by mail or in hard copy within 7 days of the disbursement of salary. Proof of disbursement of salary, of preceding month to be shared by Agency with Balmer Lawrie along with current month's bill.
- 1.22 The Agency shall maintain the leave records in respect of the deputees. The monthly leave balance at the credit of the depute shall be informed by the Agency along with the monthly pay slips.
- 1.23 The Agency shall organize Help Desks at each of the major establishments of the Company where its deputees are engaged once in each month.
- 1.24 The Agency shall arrange for insurance coverage for accidental death or permanent total disablement etc. of its employees deputed to work in Balmer Lawrie under a Group Accident

Insurance Policy of Rs. 1 (one) Lakh per depute. Copy of such policy and every renewal thereon shall be provided to Balmer Lawrie as a substantial proof of having extended Insurance Coverage by the Manpower Agency within one month of issuance of contract.

- 1.25 Contribution to PF, ESI etc. (both employee and employer) shall be regulated by the Agency strictly in accordance with the statutory norms laid down, and any statute which will be brought in force by the Government or other authorities during the currency of the agreement. For example, going by the current limits, PF deduction will be limited to 12% of Rs.15000 per month or on such ceiling as may be revised by the Government from time to time. Similarly, other deductions (statutory) will be made as per existing rates or as may be revised by the Government from time to time
- 1.26 The Salary cycle shall be from 16th of the preceding month to 15th of the current month. The Agency shall raise invoice to BL by 20th of the current month along with receipts / challan issued by the Authorities concerned towards deposit of PF, ESI in respect of the deputees for the previous month and proof of disbursement of salaries for previous month.
- 1.27 In the event the challans etc issued by the Authorities concerned towards deposit of PF/ESI and proof of salary disbursement in respect of the deputees are not submitted by the Agency to BL along with the invoice, BL shall not release payment to the Agency against the invoice raised and in such a situation the Agency shall not lay any claim whatsoever or refuse payment of salary to the deputees on account of non-payment by BL against the invoice.
- 1.28 The Manpower Agency needs to undertake the following activities:
 - a. Annual increments and fixation of salary post drawal of increments based on increments amounts accepted by BL.
 - b. Maintenance of leave records/leave card & payment of leave encashment.
 - c. Ensuring payment of applicable minimum wages as revised from time to time.
- 1.29 The manpower Agency shall cover all its employees deputed to work in BL (and outside ESI coverage) under a medical insurance policy (for hospitalization) of Rs. 1 Lakh per annum only for self. The manpower agency shall ensure issue of Medical ID Cards etc. and sharing of other details relevant to the medical insurance to all its employees deputed to work in BL. Copy of such policy and every renewal thereon shall be provided to Regional Head [HR] of Balmer Lawrie as a substantial proof of having extended Medical Insurance Coverage, as stated, by the Manpower Agency for its employees deputed to work in Balmer Lawrie within one month of its renewal.
- 1.30 The security deposit with BL shall be liable to be forfeited without any reference to the Agency under the happening of the following contingencies
 - i) In the event the Agency fails to disburse salary to the deputees on the due date as mentioned at para 1.18 above which will include non-disbursement of salary on account of reasons stated at para 1.27. Besides, BL shall be entitled to terminate the contract without any liability whatsoever on the part of BL.
 - ii) The security deposit shall also be forfeited forthwith in the event of any violation of statutory provisions on the part of the Agency.

- 1.31 For any acts of indiscipline, the Agency shall take appropriate disciplinary action against the errant deputees immediately upon being informed by BL including withdrawing the deputees from BL, if BL so intimates.
- 1.32 It shall be the whole and sole responsibility of the Agency to ensure that the deputees have not been served any adverse notice or have any criminal / Police case pending against them. In their own interest, the agency needs to carry out the antecedent verification of the deputees before engaging them on their roles.
- 1.33 The Agency shall forward a consolidated list once in each quarter (within 7 days following the end of each quarter) of all its deputees sourced to BL including details of address, remuneration and other details as per the format to be provided by BL.
- 1.34 Agency will comply with all the provisions of Rules/Regulation Statutory Guidelines applicable to the deputees and shall comply with all necessary registration, licenses, approvals and sanction under the applicable laws. Further, the Agency will comply with all the requirements of the Statutory Authorities under Contract Labour Act, PF Act, ESI Act, Gratuity Act, Payment of Bonus Act, Professional Tax etc., including monthly contribution to be deposited with the authorities in respect of the deputees wherever applicable.
- 1.35 The Bidders which fulfill the conditions as stipulated in the Techno Commercial Bid, only in their case the Price Bid will be opened.
- 1.36 The contract shall be of two (2) years. The successful Agency (ies) shall be required to sign a two year contract/agreement with BL for supply of Manpower on deputation. All Terms & Conditions including Service/Sourcing Fee etc. shall remain unchanged.
- 1.37 Agency will be required to constantly update and maintain an extensive and updated Data Bank of prospective candidates for jobs in the company, enabling it to respond to job queries promptly.
- 1.38 The Company may empanel more than one Agency, at its sole discretion and in such case, it will be the endeavor of the company to share the business with all empaneled Agencies.
- 1.39 **Basis of empanelment:**

The basis of empanelment of vendors shall be as under.

a) The on-line closed price bid under the item/heads "TOTAL" shall be used for grading the bidders. The bidder who quotes the lowest in the on-line closed price bids shall be designated as "L1".

b) BL will give an opportunity to all bidders (who qualify the Techno Commercial Bid) to match all the items/heads namely the Service Charges and the Sourcing/Recruitment fee of L1 bidder and if it is agreed, then the order will be placed on all such bidders. In case none of the bidders are willing to match the L1 price, BL at its sole discretion shall decide to place 100% order on L1 bidder or go for fresh tender.

c) The bidders have no right to claim / disclaim or dispute anything during / in this process.

- 1.40 The agency should have their own website. Provision need to be made in their website to enable the employees of the manpower agency deputed to work in Balmer Lawrie to have access to IDs created by the manpower agency in the name of individual deputees by punching in their dedicated password to have access to their salary, leave, pay slips & other related details through the website. However, for unskilled and semi skilled manpower who do not have access to computers, the manpower agency need to provide the pays slips in hard copy by 7th of the following month. All payments including salary etc are to be made by the manpower agency through Bank Transfer only.
- 1.41 The agency shall be responsible for validating the authenticity of the certificates/experience records produced by the depute. If at any time genuineness is in question, the sourcing fee paid will be recovered in respect of the depute in question.
- 1.42 The agency shall be responsible to undertake insurance coverage of all the selected candidates under Fidelity Insurance Scheme for safe guard towards any unwanted situation arise during their engagement period and must submit proof with Balmer Lawrie.
- 1.43 The agency shall be responsible for verifying the following items of the selected candidates :-
- [i] Professional Experience record
 - [ii] Educational Qualifications record
 - [iii] Court Record Check
 - [iv] Residential Address

ANNEXURE - II

EAST	Guwahati – Assam
	Patna – Bihar
	Raipur – Chhattisgarh
	Ranchi – Jharkhand
	Jamshedpur - Jharkhand
	Bhubaneswar – Odisha
	Kolkata - West Bengal
	Durgapur - West Bengal
	Asansol - West Bengal
	Siliguri - West Bengal

NORTH	Chandigarh – Chandigarh
	New Delhi – Delhi
	Panipat – Haryana
	Gurgaon – Haryana
	Amritsar – Punjab
	Lucknow - Uttar Pradesh
	Ghaziabad - Uttar Pradesh
	Allahabad - Uttar Pradesh
	Varanasi - Uttar Pradesh
	Dehradun – Uttarakhand

WEST	Ahmedabad - Gujarat
	Surat – Gujarat
	Indore - Madhya Pradesh
	Bhopal - Madhya Pradesh
	Nagpur - Maharashtra
	Mumbai - Maharashtra
	Pune - Maharashtra
	Jaipur - Rajasthan
	Jodhpur - Rajasthan
	Udaipur - Rajasthan

SOUTH	Bellary – Karnataka
	Bengaluru - Karnataka
	Trivandrum (Thiruvananthapuram) - Kerala
	Kochi (Cochin) – Kerala
	Visakhapatnam - Andhra Pradesh
	Hyderabad - Telangana
	Puducherry - Puducherry
	Chennai - Tamil Nadu
	Coimbatore - Tamil Nadu
	Tiruchirappalli - Tamil Nadu

List of Key Personnel and their details (Region Wise)

S. No.	Name	Designation	Telephone/ Mobile No.	E-mail-Ids
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

PART A

DETAILS TO BE SUBMITTED ALONGWITH TECHNICAL BID

1.0 General Particulars of the Manpower Agency

- a. Name of the Manpower Agency:
- b. Full address:
- c. Phone / Fax:
- d. E-mail:
- e. Contact person:
 - i. Name
 - ii. Mobile No.
- f. Registered office (Address):
- g. Website:
- h. List of major cities where agency has offices in India:

2.0 Details of following Items

S. No.	Particulars	Details	Attach a copy of certificate (Strike off which is not applicable)
2.1	PF Registration No.		Y/N
2.2	ESI Registration No.		Y/N
2.3	GST Registration No.		Y/N
2.4	Registration under Contract Labour (Regulation & Abolition) Act		Y/N
2.5	Income Tax (give PAN No.)		Y/N

3.0 Financial standings

3.1 Turnover details for last three years:

3.2 Profit/Loss Details for last three years:

4.0 List of Major Companies where manpower is supplied

S.No.	Name of Client	Category/Nature of manpower supplied	Period for which supplied	No. of person supplied	If the company is in business related to BL	Name of BL-SBU the company relates to
1.					Y/N	
2.					Y/N	
3.					Y/N	
4.					Y/N	
5.					Y/N	

5.0 Total Manpower, qualification, length of average service (Category wise)/Employee strength of the organization.**6.0 Details of Bankers**

1.	Name of Banker	
2.	Name of Branch	
3.	Address	
4.	Telephone No.	
5.	Type of Account (SB, Current or Cash Credit) with Code	

7.0 Other Information

- 7.1 Whether the Agency is ISO certified : Y/N
- 7.2 Has the Agency been cleared by Income Tax for the last two years : Y/N
- 7.3 Has the organization been black listed by any Public Sector Enterprise/any other organization : Y/N
- 7.4 Does the organization have business with any other unit(s) of Balmer Lawrie? (if yes, attach details) : Y/N
- 7.5 Does any of the key personnel or their family members have any business/working relation with BL? : Y/N

8.0 Declaration:

I hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case of any false declaration, the agency will be blacklisted and will not have any dealing with Balmer Lawrie in future.

(AUTHORISED SIGNATORY WITH STAMP)

Name :

Designation:

Date :

Place :

PART B

FINANCIAL BID

AVP [HR] - CHRD & ER
Balmer Lawrie & Co. Ltd.
21, N S Road
Kolkata – 700 001

Financial Bid – Providing/Supplying of Manpower on outsource basis

In response to your Tender Enquiry No. **RHRD/Empanelment of Manpower Agencies/2019** due on **13/05/2019**, we are glad to offer our best possible rate offer as under:

Sl. No.	Items/Heads	₹
1	Service Charges to be charged by the agency(per person/month)	
2	Sourcing/ Recruitment Fee to be paid for each personnel placed	
3	Background verification charges for to be paid for each personnel placed	
4	Fidelity insurance charges for to be paid for each personnel placed per annum	
5	Accident Insurance premium for to be paid for each personnel placed per annum	
6	Medical Insurance premium for to be paid for each personnel placed per annum	
7	Any other charges.	
8	TOTAL	

*if no details are specified the amount will be treated as nil

We agree to keep the above price valid for acceptance for a period of 180 days from the date of submission of our offer.

Note:

1. The rates as above shall be firm during the pendency of the contract.
2. For the purpose of tender evaluation, the total amount indicated by the bidder [i.e. aggregate of Sl. No. (1) + (2) of the table above] will be considered.

(AUTHORISED SIGNATORY WITH STAMP)

Name :

Designation:

Date :

Place :

INDEMNITY BOND

This INDEMNITY made on thisday of.....2019 between (Hereinafter referred to as the “Indemnifier”, which expression shall unless excluded by or repugnant to the context includes its executors, administrators, legal representatives and assigns) of the ONE PART and Balmer Lawrie & Co. Ltd. (Hereinafter referred to as “the Company” which expression shall unless excluded by or repugnant to the context includes its executors, administrators, legal representatives and permitted assigns) of the other part.

Whereas by our proven contract agreement dated _____ between _____ and _____, I agree to provide outsourced manpower services on all India basis for the period of two year w.e.f. _____.

Pursuant to the said Agreement and in consideration of the premises, we, the Indemnifier hereby agree and undertake to indemnify and keep indemnified the Company, its Directors/Employees against all actions, claims, costs, damages, proceedings, suits or any other consequences whatsoever which shall or may be brought or made against the Company and/or its Directors/Employees by anyone whomsoever or which the Company may pay, suffer or sustain due to non-compliance of terms and conditions of or representation therein by or on behalf of the Indemnifier

IN WITNESS WHEREOF THE above named (Name of Indemnifier) has/ have executed these presents on the day, month and year first written above.

Signed and delivered by the within named

.....

.....

IN THE PRESENCE OF
WITNESS:

Signature(s) of the Idemnifier