

कार्यालय: राँची क्षेत्रीय विकास प्राधिकार, राँची।

कचहरी रोड, राँची, पिन-834001

e-mail:-secrrda1967@gmail.com

website:-www.rrdaranchi.in

पत्रांक- 1936/राँ0क्षे0वि0प्रा0,राँची, दिनांक- 30/12/2024

सूचना

वाह्य श्रोत से नियुक्ति के संबंध में।

निदेशानुसार राँची क्षेत्रीय विकास प्राधिकार कार्यालय राँची हेतु वाह्य श्रोत से 01 Security supervisor, 04 Security Guard, 03 Peon एवं 02 Sweeper कर्मियों की आवश्यकता है। अतः ऐसे इच्छुक निबंधित एजेंसी जो न्यूनतम पारिश्रमिक राशि पर प्राधिकार द्वारा निर्धारित शर्तों के अन्तर्गत उपलब्ध कराने में सहमत हैं, से आवेदन आमंत्रित किए जाते हैं। आवेदन पत्र प्राधिकार कार्यालय में जमा करने की अंतिम तिथि 20-01-2025 के 3:00 बजे अपराह्न तक है एवं उसी दिन निविदा समिति के सभा 3:30 बजे अपराह्न प्राधिकार कार्यालय में ही निविदा खोली जाएगी, जिसमें निबंधित एजेंसी की उपस्थिति अनिवार्य है। निविदा एवं शर्तें प्राधिकार के वेबसाइट (www.rrdaranchi.in) से डाउनलोड किया जा सकता है, अथवा प्राधिकार कार्यालय से कार्यालय अवधि में प्राप्त किया जा सकता है।

सचिव,
राँ0क्षे0वि0प्रा0,राँची।

O/C

RANCHI REGIONAL DEVELOPMENT AUTHORITY, RANCHI

Tender Document

For

Supply of Manpower

Office of
Ranchi Regional Development
Authority, Ranchi, Pragati Sadan,
Kutchery Road,
Ranchi, Jharkhand- 834001

**RANCHI REGIONAL DEVELOPMENT AUTHORITY,
RANCHI**

Notice Inviting Tender

Letter No.:

Date:

Ranchi Regional Development Authority, Ranchi, invites open tender for the works mentioned below :

Index

1	Name of the work	Supply of Manpower (Security Supervisor-01, Security Gaurd-04, Peon-3 & Sweeper-02) at Ranchi Regional Development Authority, Ranchi
2	Scope of work	As mentioned in RFP
3	Availability of BID Documents	Office of Ranchi Regional Development Authority, Ranchi
4	Mode of submission of bid	Offline
5	Estimated cost	Open Tender
6	Date of start of submission of Bids	06.01.2025 from 10.00 AM.
7	Last Date of Bid Submission	20.01.2025 upto 03.00 PM
8	Date of BID opening	20.01.2025 3.30 PM
9	Bid Submission Address	Ranchi Regional Development Authority, Ranchi (RRDA), Pragati Sadan, Kutchery Road, Ranchi, Jharkhand-834001
10	Helpline	secrrda1967@gmail.com

1. DISCLAIMER

The information contained in this Request for Proposal Document (RFP Document) or subsequently provided to Bidder/s, whether verbally or in documentary form by or on behalf of any of their representatives, employees or advisors (collectively referred to as — Ranchi Regional Development Authority Representatives, is provided to Bidder(s) on the terms and conditions set out in this RFP Document and any other terms and conditions subject to which such information is provided. This RFP Document is not an agreement and is not an offer or invitation by RRDA to any party other than the entities, who are qualified to submit their Proposal (Bidders). The purpose of this RFP Document is to provide the Bidder with information to assist the formulation of their Proposal.

The RFP Document does not purport to contain all the information each Bidder may require. The RFP Document may not be appropriate for all persons, and it is not possible for the RRDA to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP Document. Each Bidder should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP Document and wherever necessary, obtain independent advice from appropriate sources.

The RRDA make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP Document.

The RRDA, but without being under any obligation to do so, update, amend or supplement the information in this RFP Document.

DEFINITION
Act Jharkhand RRDA Act

- (i) CA means Chartered Accountant.
- (ii) LOI means Letter of Intent.
- (iii) RFP means Request for proposal.
- (iv) RRDA means Ranchi Regional Development Authority, Ranchi.
- (v) Service Provider /Contractor means Manpower supply firm/Agency

TENDER NOTICE FOR SUPPLY OF MANPOWER

2. Scope of Work

- a. Supply of Semi-skilled and Unskilled Manpower for various services under Ranchi Regional Development Authority, Ranchi (RRDA) :-

Sl. No.	Manpower Required	Category	Required No. of Manpower
1	Security Supervisor	Skilled	01
2	Security Guard	Semi-Skilled	04
3	Peon	Unskilled	03
4	Sweeper	Unskilled	02

- b. Ranchi Regional Development Authority, Ranchi, (hereinafter referred to as the "RRDA") invites sealed tenders in two-bids format (1. Technical & 2. Financial) from well-established Firm/Agencies/ Societies having relevant experience for providing manpower under Semi-skilled & Unskilled categories.
- c. The period of contract shall be initially for three year and further extendable based on satisfactory completion of contract every year on mutually accepted terms and conditions.
- d. The agency shall provide manpower for the occasional / intermittent / temporary type of requirement for short duration as and when indent is placed for the same. Tender document can be received from the office of Ranchi Regional Development Authority, Ranchi.

- e. Technical & financial bid envelopes should be individually sealed and then placed in a third envelope to be sealed and super scribed with tender number, due date of submission. Bids received beyond last date of bid submission will be rejected. No tender will be entertained by E-mail /FAX.
- f. Terms & conditions and any other factor which may affect the contract, shall be open for discussion for wider competition and competitive prices.
- g. At any time prior to the deadline for submission of bids, the RRDA may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.
- h. The amendment will be published and notified through Newspapers and Notice Board of Office. In order to afford prospective renderer(s) reasonable time in which to take the amendment into account in preparing their bid, the RRDA may, at its discretion extend the deadline for the submission of tender.
- i. In the event of the due date of receipt of the tender(s) being declared as holiday for the RRDA , then due date of receipt / opening of the Tender will be the next working day at the same time.
- j. The Service Providers are requested to read the tender document carefully and ensure compliance with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the Service Provider from the tendering exercise.
- k. The tender document, duly signed and stamped on each pages, shall be returned in original with the technical bid as a proof to confirm the acceptance of the entire term & conditions of tender.

- l. Any amendment and / or addition made to the tender are not permissible after opening of the tender, incomplete tender(s), will be rejected.
- m. RRDA reserves the right to reject any or all tender(s), wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.

3. Terms & Condition

- a. Service Provider should be registered/ licensed service provider with labour department of any State Govt. /Central Govt. for the supply of Highly Skilled, Skilled, Semi-Skilled and Unskilled Manpower.
- b. Interested Service Provider may quote their rates for engaging manpower on Daily basis to be employed by them. All the liabilities of Supplied man power directly or indirectly will be the sole responsibility of the Service Provider. The adherence of other statutory expense like EPF, ESI, Workmen compensation, bonus etc will be responsibility of the Service Provider.
- c. The Service Provider must fulfill all conditions required under labour contract Employment act/Rules as amended from time to time. All other statutory obligations are to be complied with.
- d. Any losses sustained by RRDA due to negligence of contractor's services in the form of any loss / damage of property, will be recoverable from the contractor, as per the money value estimated by the RRDA. The decision of the RRDA in this regard will be final and binding on the contractor.
- e. The Service Provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.

- f. If validity of labour license is already over, the contractor shall apply to the Labour Commissioner for labour license and will submit a copy of the same to RRDA within 30 days from date of work awarded failing which the work award with will be deemed to be cancelled without any notice.
- g. Any action on part of Service Provider to influence any Officer of the RRDA or canvassing in any form shall make the tender liable for rejection.
- h. Service Provider should have GST Registration as per Govt. Rules and liable to pay GST (if applicable).
- i. If in the opinion of the RRDA authorities, the performance of any of manpower deployed is not satisfactory or he / she is not amenable to discipline or their behavior is not conducive to retain them for the work, he / she should be replaced within 24 Hours on prior notice serve by RRDA.
- j. Manpower deployed by the Service Provider shall be an employee of the Service Provider and Service Provider will be solely responsible for any claim whatsoever arise against any service covered under the contract. In any case the deployed manpower shall not be treated as an employee or RRDA.
- k. RRDA shall not be responsible or liable under any laws / or rules or in any case that is in force or that may come in force from time to time in respect of the claim raised by manpower deputed by the Service Provider.
- l. It will be the prime responsibility of the Service Provider to provide a suitable substitute to the RRDA , if any manpower is absent from duties.

- m. If any injury is caused to any manpower by accident arising out of and in the course of his deployment, contractor/service provider shall be liable to pay compensation in accordance with the provisions of Laws (as applicable). RRDA shall not be subjected to own any responsibility under the provisions of any such Act, Laws or Rules.
- n. The Service Provider should ensure that the worker/deployed manpower engaged do not smoke/drink wine on duty of RRDA while working. The Contractor shall ensure that such manpower do not indulge in intoxication/addiction while performing their duties in RRDA The Contractor shall ensure that such manpower shall not play cards or indulge in any sort of Gambling while working and executing their duties in terms of theContract.
- o. The Service Provider will be responsible for making the payment to the supplied man power by depositing payment in their bank account by 7th of each month. RRDA will reimburse the amount to the Service Provider within 10 working days from the date of the submission and verification of each month's bill.
- p. The Service Provider shall ensure that the manpower deployed in RRDA should confirm to the age, education, technical qualification/ specification and skill as prescribed by RRDA (Enclosed in Performa 1). RRDA shall have the right to conduct a written/viva/practical test/all of these for all the staff supplied by the Service Provider. In case, if RRDA found any incompetency, the service provider will have to provide suitable replacement for the saidperson.

- q. The Service Provider shall in no case pay its employee less than the minimum mandatory (Enclosed in Performa 2) rates per day in accordance with the Minimum wages fixed and to be revised time to time by the state government and a record of that should be kept in a register which may be made available for examination to RRDA as and when demanded.
- r. The Service Provider shall arrange to maintain the daily shift-wise attendance register (including the name and phone number) of the personnel deployed by it, showing their arrival and departure time. Service provider must be held responsible for duly inspection and monitoring of the personnel on daily basis. Service Provider needs to attest in the presence of the personnel following proper grooming on duty in daily basis on the other hand RRDA must verify the attendance register and attest in the presence of Service Provider on daily basis. Also it shall maintain a complaint book, which should be made available as and when required.
- s. The personnel deployed by the Service Provider shall be smartly dressed in proper uniform and always with Identity Card. The Service Provider shall provide fully trained and disciplined personnel who should be well behaved and wellmannered.

4. **4.15 Force Majeure**

If at any time, during the continuance of the selection, the performance in whole or in part by either party of any obligation under the selection is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions. Strikes, lockouts or acts of God (hereinafter referred to as Events) provided notice of happenings of any such event the party has to give notice to party seeking concession to the other as soon as practicable,

but within 21 days from the date of occurrence and termination thereof and satisfies the party adequately of the measures taken by it. neither party shall, by reason of such event, be entitled to terminate the contract, nor shall either party have any claim for damages against the other in respect of such non- performance or delay in performance and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of the RRDA as to whether the delivers have so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under the selection is prevented or delayed be reason of any such event for a period exceeding 60 days the purchaser may at this option, terminate the contract.

5. INSTRUCTIONS TO SERVICE PROVIDER (MAN POWER SUPPLYFIRM/AGENCY)

- a. Tender should be submitted in two parts, Part – I (Technical Bid) & Part – II (Financial Bid). The cover for Part – I should be super scribed as “Tender for Supply of Manpower, Part – I Technical Bid” and the cover for Part – II should be super-scribed as “Tender for Supply of Manpower, Part – II Financial Bid”.
- b. Part-I (Technical Bid):-Technical bid should contain information regarding constitutional documents (Memorandum and Articles of Association or Registration of Firm etc), GST Registration, ESI & EPF Registration, Business Turnover, experience in the sector, valid Labour Contract Licenses under Contract Labour Act / Laws and other details of the company / firm to enable judging the suitability of the Service Provider (manpower supply firm/agency). Self-attested copies of all supporting document(s) should be enclosed with technical bid in the prescribed format i.e.Appendix A which should inter alia contain the documents as per succeeding paras.

- c. Eligibility Criteria:-Service Provider fulfilling the following requirements shall only be eligible to apply:-
- d. Only registered/licensed labour supplier's agency (Labour Contractor) with labour Department of any State Govt. / Central Govt. shall be eligible to apply. Self-attested valid registration copy must be enclosed with technical bid.
- e. Service Provider should have experience of at-least 3 years to supply the manpower to the Government / Semi Government Institutions or big private organizations for the various jobs. At-least two latest copies of satisfactory work completion certificate must be enclosed with technical bid.
- f. Annual turnover of the Service Provider for average of the last three financial years shall not be less than Rs 5,00,000.00 (Rupees Five Lakhs only). Audited financial statements, duly certified by Chartered Accountant (CA) for the past three years shall be enclosed with the technical bid in support thereof along with copies of Income Tax return.
- g. The Service Provider has not been debarred and / or blacklisted by any Central Government and / or any State Government Department(s) and the Service Provider should not have any litigation in any of the labour court(s). An affidavit to that effect on Non-Judicial Stamp paper of Rs 10/- duly notarized shall be enclosed with the technical bid. The Performa of the affidavit is attached with the tender as Appendix B.
- h. The Service Provider shall submit one copy of tender document and addenda thereto, if any, with each page of this document signed and stamped to as a proof to confirm the acceptance of tender term & conditions by Service

Provider (manpower supply firm/agency).

- i. The bid of any Service Provider who has not complied with one or more of the conditions of eligibility criteria and/or fail to submit the required documents as mentioned/ or required in tender document are liable to be summarily rejected.
- j. Part – II (Financial Bid):-The financial bid will be in the format enclosed with tender as Appendix C in separate sealed cover. Failure to provide price bid in a sealed separate cover will result in invalidation of the offer.
- k. The Bid should be clearly filled or typed and signed in ink legibly giving full address, E-mail, Contract details etc. of the Service Provider (manpower supply firm/agency). Service Provider should quote the price in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the Service Provider with his full signature, shall invalidate the tender. The tender should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.
- l. RRDA reserves the right to reject any or all tenders, wholly or partly or close tender at any stage prior to the award of contract without assigning any reason whatsoever.

6. EVALUATION OF TENDER

- a. RRDA will evaluate all the proposals to determine whether these are complete in all respects as specified in the tender documents. Evaluation of the proposals shall be done in two stages as:

- b. Stage – I (Technical Evaluation):- RRDA shall evaluate technical bids to determine, whether these qualify the essential eligibility criteria, whether any computational errors have been made, whether all the documents have been properly signed & stamped, whether all the documents as mentioned / or required to submitted with technical bid are submitted and whether bids are completed and generally in order.
- c. After evaluation of technical bids, a list of the qualifying Service Providers (manpower supply firm/agency) shall be made.
- d. Stage – II (Financial Evaluation):-The financial bids shall be evaluated on the basis of Service Charge quoted by Service Providers (manpower supply firm/agency)
- e. Award of Contract:- After due evaluation of the financial bids, the RRDA will award the contract to the Service Providers (manpower supply firm/agency).
- f. The success full bidder shall execute a contract agreement with RRDA Within 10 days from the date of entering the contract.
- g. Commencement of Contract: The contractor shall commence the work on receipt of letter of intent (LOI)/work order which shall be accepted by the contractor within not more than 10 days from the date of receipt of letter of intent (LOI) / work order.

7. PERFORMANCE SECURITY

- a. The contractor shall be required to furnish a Performance Security on or before contract commencement for an amount of Rs 1,00,000/- (Rupees of One Lakh only) in the form of irrevocable bank guarantee issued by any nationalized bank or FDR.

- b. The performance security, as furnished by the Service Provider (manpower supply firm/agency), shall remain valid for a period of Sixty Days beyond the date of completion of all contractual obligations of the Service Provider under the agreement to be executed by and between the RRDA and the Service Providers.
- c. In case the period of contract is extended further by the RRDA in consultation with the Service Providers, the validity of performance security shall also be extended by the contractor accordingly, so that such performance security shall remain valid for a period of Sixty Days after the expiry of the contractor obligations of the contractor for the extended period.
- d. Failure of contractor to comply with the requirements of above clauses shall constitute sufficient grounds for annulment of contract and forfeiture of earnest money and performance security.

8. TERMINATION OF CONTRACT

- a. The RRDA reserves absolute right to terminate contract forthwith, if found that continuation of the contract is not in public interest such as:-
- b. If the Service Provider fails to provide the services as envisaged herein within the period(s) specified in the contract or any extension thereof as may be granted by RRDA.
- c. If the Service Provider fails to perform any of the obligation(s) under the contract.

- d. If at any later date, it is found that the documents and certificates submitted by the contractor are forged or have been manipulated, the work order issued to the contractor shall be cancelled and performance security issued to the RRDA shall be forfeited without any claim whatsoever on RRDA and the contractor shall be liable for action as appropriate under the applicable laws.
- e. The contractor is not eligible for any compensation or claim in the event of such cancellation.

9. CONTRACTOR'S OBLIGATIONS

- a. Contractor shall provide the manpower, based on temporary requirement for short/long duration of the RRDA from time to time.
- b. The RRDA would raise an indent for manpower requisition, clearly defining the role profiles including duties and responsibilities of the manpower needed. The role profile will clearly give details of competencies/skills needed, educational qualifications, relevant experience and estimated duration of requirement.
- c. The agency would be required to send resume of the candidates having relevant experience and qualification within 7 days (or earlier as the case may be) of sending the requisition. Failure to do the needful shall make the contractor liable for penalty of Rs500/- per day.
- d. RRDA may select the candidates and the contractor will facilitate deployment of such selected candidates in RRDA. Failure to do the needful shall make the contractor liable for penalty of Rs 500/- per day.
- e. The decision of the RRDA with respect to the requirement of manpower

deployment shall be final.

- f. Contractor needs to submit the police verification of manpower deployed for the services in RRDA and shall remain responsible for good conduct of his employee. Affidavit regarding good character and no criminal offense is/are must be submitted at time of manpower deployment.
- g. Contractor needs to submit the fitness certificate of manpower deputed for the services in RRDA from Medical Officer of the Govt.Hospitals.
- h. The contractor would ensure that the payment to the manpower are in strict observance with Minimum Wages Act and shall be made on or before 7th of every month, through RTGS/Cheque mode only. There should be no linkage between manpower payment and settlement of contractor's bill from the RRDA.

10. REIMBURSEMENT OF WAGES

- a. Reimbursement of wages will be restricted to the minimum wages as fixed by the State Govt. from time to time or as the wages fixed by the RRDA as the case may be throughout the contract tenure. It shall be incumbent upon the contractor to pay the wages to its manpower as fixed by the State Govt. or as fixed by the RRDA as the case maybe. Any violation shall attract the cancellation of contract and legal action as per Laws.
- b. The Service Provider will submit the pre-receipted duly stamped printed bills on prescribed format for reimbursement of wages paid to the manpower deployed under the contract in triplicate for preceding month. Each monthly bill must accompany the:
- c. List of manpower along with the attested attendance sheet by both the parties (Service Provider and RRDA) deployed at RRDA.
 - i. Duration of their engagement, duly verified by the concerned Officer.
 - ii. Satisfactory work completion certificate, issued by concerned Officer
- d. Certificate of RTGS transfer of wages of such Peon, Guards etc issued by the concerned Bank Manager/Branch.

- e. Copies of authenticated documents for payment of ESI & EPF contribution to such manpower.
- f. Separate bill in prescribed format shall be submitted for payment of service charges for the month.
- g. The payment(s) to be made to the Service Provider are subject to deduction of taxes leviable by any government as per rules from time to time will be made after the completion of every month.
- h. The Service Provider shall abide by all laws, rules and regulations framed there under or any other statutory obligations which are in force from time to time. The contractor shall indemnify the RRDA from any claims in this regard.

11. RRDA OBLIGATIONS

- a. RRDA on the receipt of the bill will check all records and there after process the bill for payment. RRDA will reimburse the amount to the contractor within 10 working days from the date of the submission / or verification of bill subject to complete and error free receipt of the invoice.
- b. The RRDA will Reimburse/Pay the minimum wages paid in the bill for monthly reimbursement, (Rate must be matched with proposal and agreement there upon)
- c. Income Tax, GST and any other statutory levies as applicable from time to time by Govt. will be deducted at the source from service charges of the contractor.

12. ARBITRATION

- a. In case of any dispute or difference arising out of or in connection with the tender conditions / job order and Contract, the RRDA and the Service Provider will address the dispute/difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the RRDA.
- b. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Ranchi. The decision of the Arbitrator shall be final and binding on both

theparties

13. JURISDICTION

- a. The court(s) at Ranchi alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Ranchi court shall have jurisdiction in the matter.

14. CLARIFICATION

- a. The prospective Service Provider requiring any clarification regarding the tender document is requested to contact administration and account section email id: secrrda1967@gmail.com. The section will respond in writing to any request for clarification, which is received not later than the 5 days before the last date of submission of tender.
- b. At any time prior to the deadline for submission of bids, the RRDA may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.
- c. The amendment will be published on RRDA's website. In order to afford prospective Service Provider reasonable time in which to take the amendment into account in preparing their bid, RRDA may, at its discretion extend the deadline for the submission of tender.

**Secretary
RRDA, Ranchi**

Memo No..... Dated.....

Copy to- Account Section/Establishment Section, RRDA, Ranchi for information and necessary action.

**Secretary
RRDA, Ranchi**

Memo No.....

Dated.....

Copy to- Notice Board, RRDA, Ranchi for information and necessary action.

**Secretary
RRDA, Ranchi**

Memo No.....

Dated.....

Copy to- Vice Chairman, RRDA, Ranchi for his kind information.

Secretary
RRDA, Ranchi

Qualification and Experience Prescribed for various Workers (Performa 1)

Sl. No.	Details	Eligibility	Age
1	Skilled: Security Supervisor	Minimum 10 th Standard Pass with certificate of vocational training/license (for technical job) and having experience of 3 yrs as a security supervisor/security guard.	21 Years to 50 Years
2	Semi Skilled: Security Guard	Minimum 10 th Standard Pass with certificate of vocational training/license (for technical job)	21 Years to 50 Years
3	Unskilled : Peon, Sweeper	Preferably 8 th Standard Pass.	21 Years to 50 Years

Minimum Daily Wages (Performa 2)

(As per Notification No. 1239 Dated 25.10.2021 of Labour Department, Govt. of Jharkhand)

S.N.	Categories	Monthly minimum rates of wages(In Rs)
1	Skilled (Security Supervisor)	16822.00
2	Semi-Skilled (Security Gaurd)	12766.00
3	Unskilled (Peon)	12168.00
4	Unskilled (Sweeper)	12168.00

Appendix A

Format for Technical Bid (on letter head)

S. No	Descriptions	Information to be filled by the Service Provider (If required separate sheets may be enclosed)	Evidence Documents
1	Name, Address, Mobile No & E-mail ID of Service Provider with complete contact details		Copy enclosed : Y / N
2	Type of Organization (Whether proprietorship, partnership, private limited, limited Company/Society)		Copy enclosed : Y / N
3	Name and Address of the Directors, Proprietor /Partners		Copy enclosed : Y / N
4	Year of Formation of the Organization		Copy enclosed : Y / N
5	Experience as a Labour supplier agency		Copy enclosed : Y / N
6	Details of Registration of the Organization		Copy enclosed : Y / N
7	Income Tax return for the last three financial Years (attach copies)		Copy enclosed : Y / N
8	Total Turnover of the agency during last three financial year (attach copies)		Copy enclosed : Y / N
9	Details of Registration with statutory Authorities like EPF, ESIC etc (attach copies) (a) EPF Registration (b) ESIC Registration (c) GST Number/Certificate (d) PAN Number (e) Labour Registration		Copy enclosed : Y / N
10	Any other information		

List of Major Clients, including Govt. Organizations / Academic Institutions.

S No	Name of Client with Contact Details	Category / Nature of Manpower supplied	Duration for which Manpower Supplied (Yr)	No. of Manpower supplied
1.				
2.				
3.				
4.				
5.				

Note:- Please furnish at least two references of senior executives as under:-

S. No.	Name with Designation	Name of Company/Firm	Landline No.	Mobile No.	Email ID	Address
(a)						
(b)						

Copies of relevant documents are to be enclosed in support of above information.

Turnover during the last three years

(In case Turnover not audited for FY 2021-22 from FY 2023-24 data may be provided)

S. No.	Years	Turnover in Rupees (in words and figures)	Copy Enclosed
1.	2023-24		Y / N
2.	2022-23		Y / N
3.	2021-2022		Y / N

Please enclose documentary evidence for above facts, duly verified by the Chartered Accountant (CA).
Copies of relevant documents are to be enclosed in support of above information.

Undertaking

(a) I hereby certify that all the information furnished above are true to the best of my knowledge. I have no objection to RRDA verifying any or all the information furnished in this document with the concerned authorities, if necessary.

(b) I also certify that, I have understood the complete scope of work; all terms and conditions indicated in the tender document and completely accept all of them.

(c) I also certify that, all employees enrolled are police verified.

Appendix B

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

(To be executed & attested by Public Notary / Executive Magistrate on Rs10/- non judicial Stamp paper by the Tenderer)

1. I/ We _____ (Tenderer) hereby declare that the Tenderer namely M/s. _____ has not been blacklisted or debarred in the past by Union / State Government or any Organization from taking part in Government tenders in India and has no litigation in any of the Labour Court(s).

(Or)

I/We _____ (Tenderer) hereby declare that the Tenderer namely M/s. _____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of _____ years wef _____ to _____. The period is over on _____ and now the firm / company is entitled to take part in Government tenders.

2. In addition to the above Secretary, RRDA will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary / Executive
Magistrate)

Name

Address

Appendix C

PROFORMA FOR FINANCIAL BID (on letter head)

Ref No

Date:

1. I / we herewith submit the Financial Bid for the Supply of manpower, as per the details give in Tender document and assessed the scope of works thoroughly and have also gone through the tender documents and understood the terms & conditions stipulated therein before quoting the rates hereunder.

2. Our service charge will be category wise given below of the monthly bill for reimbursement.

Sl. no.	Category	Service charge (%) in the minimum	Remarks
1	Highly Skilled		
2	Skilled		
3	Semi – Skilled		
4	Un Skilled		

3. Our fee inclusive of all the statutory liability, duties fees, other charges, service tax etc.

DECLARATION

I / We undertake that the payment to the employees will be made as per minimum wages rates prescribed by Govt. of India/Jharkhand from time to time under Minimum Wages Act or as prescribed in the indent of the RRDA and applicable statutory payments on account of EPF & ESI.

We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.

No other charges would be payable by RRDA