



**महात्मा गांधी ग्रामीण औद्योगीकरण संस्थान**

**Mahatma Gandhi Institute for Rural Industrialization**

(सूक्ष्म लघु और मध्यम उद्यम मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय संस्थान)  
(A National Institute under the Ministry of Micro, Small and Medium Enterprises, Govt. Of India)

मगनवाडी, वर्धा - 442001, महाराष्ट्र, भारत

Maganwadi, Wardha - 442001, Maharashtra, India

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**TENDER NO. MGIRI/ADM/02/2017-18**

**ENGAGEMENT OF OUTSOURCING AGENCY FOR 'PROVIDING VARIOUS SERVICES'**

Sealed Tenders are invited from well established reputed firms/ registered service provider for providing services on outsourcing basis to Mahatma Gandhi Institute for Rural Industrialization (MGIRI), Maganwadi, Wardha, a National Institute under Ministry of MSME, Government of India.

**TENDER PROCEDURES & ELIGIBILITY CRITERIA**

1. The detailed service required & desired qualification for the manpower to be engaged through outsourcing mode is at Annexure-I.
2. Terms & conditions are at Annexure-II.
3. The period of contract would be for 4 months (01/12/2017 to 31/03/2018) from the date of issue of work order. Rates quoted by the agency would be fixed for the period of contract. The period may be extended, if required, with mutual consent of both the party, subject to the approval of the Ministry of MSME, Govt. of India and availability of funds.
4. The services should commence immediately from the award of Contract.
5. Only those who fulfill the following minimum criteria should submit their bids.
  - a) The manpower agencies should have been in existence in the State of Maharashtra for not less than three years.
  - b) The manpower agencies should have minimum annual Turn Over of Rs. 10,00,0000 (Rs.Ten Lakhs) . (Copy of the IT Return or Audited Balance Sheet duly certified by the Chartered Accountant for last three years is to be enclosed).
  - c) The manpower agencies should be registered with Govt. Authorities concerned and copy of proof of Registration should be attached with the Technical bids.
  - d) The manpower agency should have registration of ESI, PF, current labour license, PAN / TAN, etc. (Photocopy of all these should be enclosed)
  - e) The manpower agencies should not have been blacklisted by any Govt. Organizations/ Institutions (Photocopies of similar contract executed, if any, with Govt. Departments may be enclosed).

- f) The manpower agencies should not have any relation with employees and near relation of the employees of MGIRI.
- g) The manpower agencies should be willing to take up the contract on the Terms and Conditions at Annexure-II.
6. **Tender application fee of Rs 500/=(Rs. five hundred)** will be submitted through Demand Draft of any nationalized bank obtained in favour of "Director, MGIRI, Wardha" payable at Wardha, along with the tender paper (to be downloaded from the institute website).
7. **An Earnest Money deposit (EMD) of Rs. 10,000 (Rupees ten thousands)** only in the form of Demand Draft drawn in favor of " Director, MGIRI , Maganwadi, Wardha payable at Wardha Should be submitted along with the "Technical Bid", failing which the bid will be disqualified. The EMD of the successful bidder shall be converted as Security Deposit. No interest will be paid on EMD till it is with the institute.
8. EMD will be forfeited if the tenderer gives false information in the tender paper or declines to accept the offer after the selection. Decision of the director will be final in this regard.
9. The Tender should be submitted in two sealed covers.
- (A) The First Sealed Cover should be super scribed "TECHNICAL BID" and should contain:
- a) The Proforma duly filled in (Annexure – III).  
b) Acceptance of Terms & Conditions (Annexure – II).  
c) Tender Application Fee.  
d) Earnest Money Deposit.  
e) All other required documents as stated in 5 along with attestation.
- (B) The second Sealed Envelope should be super scribed "PRICE BID" (Annexure-IV) and should contain only rates which are to be quoted on daily basis for normal duty of 8 hours per day per person.
- (C) Both the Sealed Covers should be placed in the main sealed envelope superscripted "**Tender for providing various services, Ref. Advt. no. MGIRI/ADM/02/2017-18**". This should be addressed to '**The Director, MGIRI, Maganwadi, Wardha – 442001**'.
- (D) The Tenders should be signed in each pages of the Tender Documents along with the Official Seal / Stamp.
10. **The last date of receiving the tender is 27/11/2017 at 2:00 PM. The technical bids will be opened on 27/11/2017 at 3.00 PM on the same day at MGIRI, Maganwadi, Wardha in presence of any participating bidder who wishes to be present.**
11. The Director, MGIRI reserves the right to cancel / withdraw the Tender at any time as per his discretion.

Date : 03/11/2017

Director

**Annexure I**

**TYPE OF SERVICES REQUIRED (MULTI TASK OPERATOR)**

SN	Services required	Designation with number required, type of skill, Qualification & Experience
1	Independent drafting of letters to Ministry, Handling confidential files of the director, Arranging tour and meeting program of the director, and also duties of similar nature as assigned from time to time.	<b>Office Assistant cum PA to Director : (01)(skilled)</b> Qualification : Bachelor's Degree Experience : Min. 5 years in administration, Knowledge of MS office, independent drafting of letters to Ministry, Handling confidential files of the director.
2	Receiving Office Calls, Fax, etc, day to day correspondence, Inward and outward correspondence register maintenance, Document Filing and maintenance, Follow-up's, and also other duties of similar nature as assigned from time to time.	<b>Office Assistant : (01) (Skilled)</b> Qualification : Bachelor's Degree  Experience : Knowledge of MS office, Ability to handle FAX, Xerox and Email ;
3	Noting in file, accounting, voucher making, bank reconciliation, working in Tally ERP and also other duties of similar nature as assigned from time to time.	<b>Accounts Assistant : (01) (skilled)</b> Qualification : Bachelor's Degree Experience : Knowledge of Tally ERP ; General computer knowledge, such as MS Office
4	Taking notes, Follow ups, Secretarial activities, Manage Visitors & hospitality and other duties similar in nature	<b>Receptionist : (01) (Semi Skilled)</b> Qualification : Bachelor's Degree Experience : Experience in similar line ; knowledge of Computer, office Software, knowledge of stenography / short hand.;
5	Library management work, such as issue and return of books, maintaining library journals, magazine, books, etc. and other duties similar in nature	<b>Library Assistant : (01) (Skilled)</b> Qualification : 10+2 Pass, Certificate course in Library science Experience : Experience in management of library books and journal ; knowledge of SOUL software ;
6	Driving official car of the institute as and when required ; attending to Director's advice	<b>Driver : (01) (Skilled)</b> Qualification : 10 <sup>th</sup> Pass ; Valid driving license for driving LMV. Experience : Must be groomed to drive VIP vehicle ;
7	Cleaning, Mopping, dusting, office, department, hostel, guest house, library, Gandhi Smriti Bhawan, Workshop, Wardha Haat, Artisan complex, equipments and working space clean, photocopying, doing fax, and other duties similar in nature	<b>Attendants : (06) (unskilled)</b> Qualification : Minimum 8 <sup>th</sup> Pass Experience : Experience of working in research institutions ;
8	Maintenance of all computers, printers, telephones	<b>System Assistant : (01) (Semi Skilled)</b> Qualification : 12 <sup>th</sup> Pass in Science or eqv. Experience : Min. 1 year experience in computer net working and hardware.
9	The candidate should have appropriate knowledge in complete program planning, broadcasting, strategy production and planning of events. Collective inputs in making programs & events. Increase community participation in radio station. The candidate should work in a wide range of fields & provide valuable support to people who need information in a radio field.	<b>Radio Station coordinator : (01) (Highly skilled)</b> Qualification : Post graduate in Journalism or mass communication. Experience : Min. 5 year in radio program, production & planning ; conversant in at least three languages such as Marathi, Hindi & English
10	Radio content production, educational and developmental communication & script writing, complete program production and planning,	<b>Community radio program production manager : (01) (Highly Skilled)</b> Qualification : Graduate / Diploma in Film /radio production,

		Experience : Minimum 10 years experience in Film / Radio / Documentary film production. Conversant in English, Hindi and Marathi languages.
11	Recording, Re-recording, editing and mixing for special effects, outdoor and indoor shooting on interviews, and other demonstration on location, making documentary films	<b>Sound Recordist and AV Editor : (01) (Highly Skilled)</b> Qualification : Graduate in any subject/ Diploma in software & hardware Experience : Minimum 3 years in Audio Visual recording & editing, Fluency in English, Hindi & Marathi.
12	Program uploading to the system, transmission operation and recording related to broadcasting	<b>Transmission operator : (01) (Skilled)</b> Qualification : ITI or Diploma in Electronics with basic computer and networking knowledge, Experience : Minimum 1 year experience in handling electronic equipment, fluency in English, Hindi and Marathi language.
13	Voice recording and re-recording, and preparing day to day programs, interview on location, editing the program and dubbing for community radio	<b>Radio Jockey Announcer (Female): (01) (Skilled)</b> Qualification : Graduate / Diploma in any subject with good voice modulation, Experience : Minimum 2 years experience in radio announcing / programming, Fluency in English, Hindi, and Marathi.
14	Voice recording and re-recording, and preparing day to day programs, interview on location, editing the program and dubbing for community radio	<b>Radio Jockey Announcer (Male): (01) (skilled)</b> Qualification : Graduate / Diploma in any subject with good voice modulation Experience : Minimum 2 years experience in radio announcing / programming, Fluency in English, Hindi, and Marathi.

**Important Note**

- (i) Item no. 1-7 relates to general office administration and accounts, item no. 8 relates to computer network system, item no. 9-14 relates to community radio station of the institute.
- (ii) Services mentioned in item no. 1 to 7 are for 22 days in a month and services in item no. 8 to 14 are for 26 days in a month.
- (iii) Number of persons attached to each services mentioned above may be hired partly or fully or may be increased depending upon the need.

## **Annexure II**

### **TERMS & CONDITIONS**

1. The period of contract would be for 4 months (01/12/2017 to 31/03/2018) from the date of issue of work order. Rates quoted by the agency would be fixed for the period of contract. The period may be extended, if required, with mutual consent of both the party, subject to the approval of the Ministry of MSME, Govt. of India and availability of funds.
2. The successful bidder shall furnish a security deposit equivalent to 10% of total wages to be paid to the agency during the period of contract. This amount will be intimated to the agency after finalization of the bid. Amount of security deposit will be received in favor of "Director, MGIRI Wardha" payable at Wardha in the form of Bank Demand Draft from any commercial Bank enforceable in Wardha for safeguarding the interest of MGIRI Wardha in all respects. The security deposit shall remain valid for the period of the contract with additional 30 days claim lodgment. The security deposit will be forfeited in case of non-fulfillment of the terms & conditions of the contract and compensating any loss suffered due to agency or any personal supplied by the agency. No interest will be paid for this amount for the period of deposit remains with the institute.
3. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category.
4. The persons supplied by the agency should not have any police records/criminal cases pending against them. The agency should make adequate inquiries about the character and antecedents of the person whom they are recommending. The service provider should also ensure that the personal deployed are healthy and medically fit. Certificate of their medical fitness might be provided when called for.
5. The service provider shall withdraw/ replace such employees who are not found suitable by the office for any reasons immediately if such request is made.
6. The service provider shall engage such number of required employees as required by Director, MGIRI Wardha from time to time. The said employees engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no master & servant relationship between the employees of the service provider and MGIRI.
7. The service provider's personal shall not claim any benefit/ compensation/ absorption/ regularization of services from Director, MGIRI Wardha under the provision of the Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
8. The service provider's personal shall not divulge or disclose to any person, any details, of office, operational processes, technical know-how, security arrangements, and administrative/organizational matters .
9. The service provider's personal working should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote good will and enhance the image of

MGIRI. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.

10. That the persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the MGIRI.
11. The service provider has to provide photo identity cards to the persons employed by him /her for carrying out the works under rule 76 of the Contract Labour (Regulation & Abolition) Act, 1970.
12. The transportation, food, medical and statutory requirements in respect of each personal of the service provider shall not be responsibility of MGIRI .
13. That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of statutory obligation under all related legislations as applicable to it from time to time including Minimum Wages Act, Employment Provident Fund, ESI Act etc. and MGIRI Wardha shall not incur any liability for any expenditures whatsoever on the persons employed by the agency on account of the obligation. The agency shall provide particulars of EPF, ESI of its employees engaged in the MGIRI Wardha whenever called for.
14. The Service Provider shall provide a monthly duty card to their employees deployed to MGIRI Wardha which shall be initialed daily by the nominated official of the departments of MGIRI in token of the attendance and satisfactory working of the deployed employees of the Agency. This card shall be the base for payment of the monthly remuneration at the accepted rates.
15. The agency will not ask for any enhancement of approved rates during the contract period.
16. The contractor shall make payment of remuneration / wages to its personnel before 7<sup>th</sup> of every month. After making the payment, the contractor shall raise the bill to MGIRI for payment of the settled amount along with relevant documents.
17. The service provider shall provide a replacement in consultation with the Director in case of personnel proceeding on leave beyond 2 days and a person leaving the job due to his /her own personal reasons at no extra cost.
18. The service provider shall be contactable at all times and message sent by phone/e-mail/ fax/ Special messenger from MGIRI Wardha should be promptly responded to in fulfillment of the contract from time to time.
19. MGIRI Wardha shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personal of the contractor.
20. That the agency shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If MGIRI Wardha suffers any loss or damage on account of negligence, default or theft, on the part of the employees / agents of the agency, then the agency shall be liable to compensate to MGIRI Wardha for the same. The agency shall keep MGIRI Wardha fully indemnified against any such loss or damage..

21. The service provider shall not assign, transfer, pledge or sub contract the performance of service without the prior written consent of this office.
22. Either party can terminate the agreement by giving one month notice in advance. If the agency fails to give one month notice in writing for termination of the agreement then Security Deposit will be forfeited.
23. In the event of any dispute arises touching any of the clauses of the agreement, the matter will be referred to a committee consisting Director, MGIRI, a representative from Local Govt. Institute and a third person preferably from legal field , whose decision shall be binding on both of the parties.
24. The personnel of the agency shall not join any Labour union or resort to strike or demonstration or any other agitation of this nature. The personnel shall neither directly or indirectly, join nor assist any commission of civil nature and they will render their sincere services during any kind of natural calamities to their best extend. The personnel must not any way act against the interest of the MGIRI Wardha.
25. The functional control shall rest with Director/ Dy. Directors MGIRI Wardha and disciplinary administrative controls shall rest with the Agency.
26. The Contract shall be interpreted and have effect in accordance with the law of India and any suit or other proceeding relating to this contract shall be fixed or taken in a court at Wardha.
27. An undertaking by the Agency of compliance of all the terms & conditions listed above should be placed in the Technical Bid, clearly mentioning that the agency / service provider/ Contractor will be liable for all Statutory Obligation and the Principal Employer i.e. Director, MGIRI Wardha is not liable for any obligation during and after the period of Contract.
28. Director, MGIRI Wardha shall levy appropriate penalty for deficiency in services violation of any terms of the contract.
29. The persons shall be liable to be sent on tour as and when required. Their tour program will be approved by MGIRI and the copy thereof shall be submitted to the agency. The TA Claim shall be initiated by the Agency and reimbursed to the agency by MGIRI as per the Norms of Govt. For this purpose the personnel shall be entitled to the facility provided under Grade Pay Rs. 2800/-. The Agency shall arrange payment of advance required by the person which may be adjusted while making payment of the T. A. Bill.
30. Other terms and conditions mentioned in Tender no. MGIRI/ADM/02/2017-18 (Tender document) will also be binding on both the parties.

Accepted  
Signature of Authorized Person &  
Seal of the Agency with Date

**Annexure-III**  
(In Party's Letter Head)

**TECHNICAL BID (COVER-I)**

S. No.	Particulars	To be filled up by the tenderer
1	Name of the Agency	
2	Details of Tender Application Fee i) Amount ii) Draft No iii) Date iv) Issuing Bank	
3	Details of EMD: i) Amount ii) Draft No iii) Date iv) Issuing Bank	
4	Date of Establishment of the Agency (Proof to be enclosed)	
5	Detailed office Address of the Agency with office Telephone Number, Fax Number and Mobile Number. ( Proof to be enclosed)	
6	PAN Number. (Copy to be enclosed)	
7	Service Tax Registration Number (Copy to be enclosed)	
8	Provident Fund Registration Number (Copy to be enclosed)	
9	ESI Registration Number (Copy to be enclosed)	
10	Professional Tax Registration Number (Copy to be enclosed)	
11	State Registration Number (Copy to be enclosed)	
12	Shop & Establishment Number (Copy to be enclosed)	
13	Trade License Registration Number	



	(Copy to be enclosed)	
14	Proof of Labour License with existing clients (Copy to be enclosed)	
15	Annual Turn Over of last 3 years i) ii) iii) (Copy of the Income Tax Return / Certified copy of Audited Balance Sheet from Chartered Accountant to be enclosed)	
16	Present database to meet the various requirements of the manpower (Skilled & Unskilled) of the Clients (Copy to be enclosed)	
17	Non- relation Certificate (Certificate to be enclosed)	
18	Proof of Existence of the Firm for the last 3 years	
19	Names and designation of Authorized persons eligible to enter into contract. ( Power of attorney/ Affidavit in favour of person signing the papers to be enclosed)	
20	Copy of the undertaking of Compliance of all terms & conditions	
21	Any other Registration. (if any), (Copy to be enclosed)	

Signature of Authorized Person &  
Seal of the Agency with Date

**Annexure-IV**  
(In Party's Letter Head)

**FINANCIAL BID (COVER- II)**

Service cost includes basic minimum wage, provident fund, insurance/ ESI, service tax as per Govt. rules. These figures are to be provided by the institute after finalization of the tender.

Agency charges will be paid in per cent of basic wage. Hence, agencies are to quote their charges on percent and only one figure for all the posts / services.

Name of the agency	Agency charges in per cent of basic wage

Note : The tenderer should sign in each page of the tender documents.

Signature of Authorized Person  
& Seal of the Agency with Date