



**Government of Jharkhand**  
**Urban Development & Housing Department**  
**Ranchi Smart City Corporation Limited**  
2<sup>nd</sup> Floor ,JUPMI Building,Plant Plaza Road Dhurwa,  
Ranchi- 834004 | CIN: U45309JH2016SGC009206  
E-mail: ranchismartcity@gmail.com | Website: <https://www.rsscl.in>

Tender No-RSCCL/Outsourcing/259/2021/246

Dated: 12 /08 /2021

**NOTICE INVITING TENDER FOR ENGAGING THE OUTSOURCE AGENCY FOR SUPPLY OF MANPOWER SERVICES**

**1. GENERAL:**

A. Ranchi Smart City Corporation Limited invites Technical and Financial Bids from duly registered Manpower Service Providers/Organization based in Ranchi for providing manpower services to the RSCCL initially for One year, extendable upto three years on year to year basis on mutual consent basis, as per the following schedule:

1	Tender Open Date	13/08 /2021
	Last date for receipt of Tender	23 /08 /2021 at 1:00 PM
2	Opening of Part-I (Technical Bids) of the Tender	23 /08 /2021
3	Opening of Part-II (Financial Bids)	-do-

**Note :** If the date in Col.1 above happens to be holiday, the last date Would be extended by next working day.

**2. STAFF REQUIREMENT:**

The required staff i.e. Office Assistant, Stenographer, Amin, Sweeper etc., shall be provided by the Agency on contractual basis. The tentative requirement of staff is given below. The actual requirement may vary from time to time.

S.No	Designation	Number of Position
1.	Office Assistant	2(Two)
2.	Stenographer	1(One)
3.	Amin	2(Two)
4.	Sweeper	4(Four)
	TOTAL	09(Nine)

**3. MINIMUM QUALIFICATIONS REQUIRED:**

- (i) **Office Assistant:** Graduate and above with computer knowledge .
- (ii) **Stenographer:** Graduate and above with speed in typing at 30 w.p.m. on computer/Steno.
- (iii) **Amin:** (10+2) with Minimum 6 month Amin Course or ITI(Amin) .
- (iv) **Un-skilled (Sweeper):** Matriculate.

**4. WAGES/RENUMERATION:**

- (i) The rates (monthly wages) for Para 3(i to iii) categories will be strictly according to the rates as notified by the Labour Department, Government of Jharkhand.
- (ii) The person deployed by the agency shall be entitled to one paid casual leave for one calendar month service rendered. No cash allowance would be allowed in lieu of such leave. The leave so earned have to be availed within a quarter otherwise it will stand lapsed. There will be no credit for broken month period.

**5. TENDER DOCUMENT:**

- (A) The Tender documents should be submitted in a sealed and signed envelope containing three sealed and signed envelopes as per the details given below. The cover containing the tender documents should be super scribed as “TENDER FOR ENGAGING THE MANPOWER AGENCY”. The agency’s name should also be visible on all the sealed covers. The sealed envelope should either be dropped in a box provided at RSCCL Head Quarters or sent by speed post to Under Ranchi Smart City Corporation Limited, 2<sup>nd</sup> floor, JUPMI Building, Plant Plaza Road,Dhurwa,Ranchi-834004.
  - (i) One envelope should contain (a) Processing Fee (non-refundable) of Rs. 1,000 +GST and (b) Interest free earnest Money Deposit (EMD) of Rs.50,000.00 Both Processing Fee and EMD should be in the form of separate Demand Drafts drawn in favour of ‘Ranchi Smart City Corporation Limited’ Payable at ranchi. The envelope should be super scribed as “PROCESSING FEE & EMD”.
  - (ii) Part-I :Technical Bid. The second envelope should contain the required documents and should be super scribed as **Annexure-II** “PART-I : TECHNICAL”.

(iii) Part-II :Financial Bid. The third envelope should only contain the information as per **Annexure-I**. The envelope should be superscribed as “PART-II : FINANCIAL BID”.

(B) Qualitative Assessment of Technical bids will be done on the basis of requirements given in the tender document and Service Providers/ Agencies will be shortlisted out of the available offers. Financial Bids of the eligible technical bidders will only be opened for the purpose of awarding the job. The agency may nominate its representative to attend the process of opening of sealed envelopes. The Service charge, in percentage only, should be clearly mentioned in figures and words. The Service Charge will remain un-changed during the period of Agreement. In case of over-writing the tender is liable to be rejected.

(C) RSCCL reserves the right to cancel the tender process at any time before the award of contract, without assigning any reason to any bidder. RSCCL also reserves the rights to accept or reject any or all bids without assigning any reason.

6. The Earnest Money Deposit of Rs.50,000/- will be refunded to the unsuccessful bidder without any interest within one month of finalization of Contract. The EMD is liable for forfeiture in the event of : (a) withdrawal of offer during the validity period of the offer, (b) Non-acceptance of orders when placed, (c) Non-confirmation of acceptance of orders within the stipulated time after award of contract or (d) any unilateral revision made by the bidder during the validity period of offer.

7. The successful bidder will be required to submit the Security Deposit of **Rs.50,000.00** in the form of Bank Guarantee/ Demand Drafts (DD) valid for **Six months after the currency of agreement** or extended tenure whichever ever later. The Bank Guarantee and Agreement will be required to be submitted before taking over contract.

8. All future Corrigendum, addendums, Amendments, Revisions, Extensions of bid dates (if any) with regard to this Bid, shall be published only at RSCCL website under the link “Tenders” and not through press Advertisement. All the bidders are requested to look at the RSCCL website regularly for this purpose.

9. The PAN, TAN, GST Number ESIC & EPF registration number of the firm should be indicated. The tenders of the firms which do not have any of these will not be considered.

10. The bidder shall abide by the terms & conditions of the tender strictly.

## 6. REQUIREMENT FOR TECHNICAL BID:-

The Technical Bid should contain the documents/information as per Annexure-II. Before submitting the tender documents the agency should ensure that it is eligible as per the requirements contained in **Annexure-II** and including following conditions:

- (i) The Service Provider/Agency/Firm is a duly registered one with all statutory bodies.
- (ii) Annual Turnover of the Service Provider/ Agency should not be less than **Rs. 5 CRORE PER ANNUM**(This has to be supported with IT Returns/Balance Sheets for the last 2 financial years i.e. 2019-20 and 2020-2021).
- (iii) The service provider/agency should at least have the experience of deploying manpower **in two organisations**. Work experience, as per **Annexure-III** of the Service Provider/Agency of providing skilled manpower, of similar nature, in other PSUs/Departments of Government of India/Semi Govt./Autonomous body and other private reputed agency during last two years i.e. 2019 and 2020. Copies of ongoing job orders and particulars of contract officer in the concerned Govt. Department/PSU Departments of Government of India/Semi Govt./Autonomous body and other private reputed agency are to be furnished for the purpose of verification.
- (iv) The bidder should attach a copy of the Work Contract Registration Certificate required on Work Contract Act, 1999.

(v)The bidder should also attach a copy of Service Tax Registration Certificate.

## 11. OTHERS TERMS AND CONDITIONS:

I. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category.

II. The persons to be deployed by the Agency should not have any Police Records/ Criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of all workers to be deployed at RSCCL by the service provider will be got verified . RSCCL shall reserve the right to accept or reject the worker recommended by the agency. The Service Provider shall withdraw such workers who are not found suitable by this office for any reasons immediately on receipt of such a request. An

authenticated bio-data (including his bank account number, mobile number etc.) of each worker has to be provided by the agency while deploying him in RSCCL.

III. 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 RSCCL Office.

IV. The service provider has to provide photo identity cards to the persons employed by it for carrying out the work. These cards are to be constantly displayed & their loss reported immediately. The service provider shall ensure proper conduct of these persons in office premises, and enforce prohibition of consumption of alcoholic drinks, Paan, Smoking, Loitering without work and gambling.

V. The manpower to be deployed by the Agency will be required to work strictly as per the office timings of the RSCCL on all working days. No extra wages will be paid for attending the office on weekends / holidays / late sitting .. The normal office working hours of RSCCL are from 10.00 AM to 6.00 PM with one weekly off on Sundays and other notified holidays. Attendance would be monitored strictly as per Attendance and payment would be regulated accordingly.

VI. The Agency on assignment of contract will depute his authorized representative as 'Supervisor' in the office of RSCCL to coordinate the day-to-day affairs/grievances relating to the workers deployed in RSCCL at its own cost. The authorised representative shall also receive instructions from the authorised officer of RSCCL. The person so nominated should have mobile and email facility and will be responsible to respond immediately or sort out the issue preferably within 24 hours of call or communication. No extra charges will be paid by RSCCL on this account.

VII. The agency shall be the principal employer of the workman and any other staff deployed by it in the RSCCL and in no case there shall be a relationship of Employer and Employee between the RSCCL and the said manpower.

VIII. The manpower employed by the Agency shall have no right, whatsoever, for any appointment in the RSCCL in temporary/ adhoc/ daily wages/ regular capacity on the basis of their work in the RSCCL.

IX. In case any of the person so deployed by the Agency does not come up to the mark in terms of general discipline or does not perform her/ his duties properly or indulges in any unlawful activity including riots or

disorderly conduct, the Agency on the request of RSCCL, shall immediately withdraw such person(s) from the premises of the RSCCL. RSCCL shall have the right to discontinue the services of the non-performing/dis-obedient workers at any point of time and without assigning any reason.

X. The deduction of Income Tax from the bills of the Agency will be made at source under the Income Tax Act, 1961 at the rate as applicable from time to time.

XI. In case of unsatisfactory services rendered by the contractor, the RSCCL, reserves the right to terminate the contract even during the validity of the contract and no payment will be made after that. Of course, an opportunity shall be provided to the Agency to clarify the position within a period of 15 days.

XII. If any accident occurs with any worker of the contractor while doing his job, the RSCCL office will not be liable in any way and the sole responsibility for payment of compensation, etc. will be of the contractor.

XIII. The Agency shall disburse the wages to its workers deployed in RSCCL **before 15<sup>th</sup> of each month** through their bank accounts (e-transfer mode only/not in cash or cheque). The agency shall submit the monthly bill after disbursing the wages along with attendance sheet and the same shall be paid by RSCCL after applying usual checks and also after deduction of usual taxes or/and other dues, if any. In the bill, the agency will clearly indicate the break-up of monthly payment details of each category of outsourced staff along with the Agency's service charges. The agency will clearly indicate the gross wages etc., each & every deduction made and net payment made to each person. Documentary proof has to be provided that the bank has transferred the amount in the accounts of each worker. The payment will be made on reimbursement basis only and not in advance. Normally, the bills are paid within 10 working days of receipt of complete documents. The agency shall ensure to pay the wages in time irrespective of delay in payment of Bill by the RSCCL for whatever reason. In other words, the agency will not link the payment of wages to the payments due from RSCCL. The agency will also issue wage slips for every month to its workers showing ESI and PF number and gross wages, details of deductions made and net payment.

XIV. The quality of the Candidates to be provided by the agency will be ensured by the Agency. In case of non-satisfactory performance of any

worker, the agency would be liable to provide alternate worker. If more than 25% candidates are rejected by this process, then the agency will be given first warning. If it occurs again then the contract may be terminated by RSCCL.

XV. While submitting the bill, the service provider will submit the copies of documents such as deposit challan along with list of workers showing deposit of ESIC, EPF with the concerned agencies for month for which wages are claimed in bill (Example: while submitting the bill in Sept, 2021 for August, 2021 wages, copies of deposit challan for August, 2021 are to be submitted). RSCCL reserves the rights to withhold bills, if the agency fails to produce proof for having remitted the ESI and PF dues of workers.

XVI. All the statutory/ legal liabilities will be handled by service provider/ agency and RSCCL will not be liable for the same in any circumstances.

XVII. The Service Provider/Agency selected for the job will be required to deposit **Rs.50,000.00** in form of Bank Guarantee (BG) Demand Drafts(DD) from any nationalized bank in favour of “Ranchi Smart City Corporation Limited, Ranchi” as stated in para 7 of this Tender documents which can be forfeited in the event of termination of contract on account of violation of any of the terms and conditions. The Bank Guarantee will be returned six months after successful completion of the contract and settlement of all the dues, if any.

### **13. VALIDITY OF THE CONTRACT AGREEMENT**

I. The job contract will be awarded initially for a period of **ONE YEAR EXTENDABLE UPTO THREE YEARS** on year to year basis. or in part thereof as per the requirement of RSCCL and based on review of the performance of the manpower and the Agency with same terms and conditions. The Bank Guarantee submitted to RSCCL will be renewed accordingly.

II. Any violations of these terms and conditions will lead to termination of the job contract with the Service Provider/ Agency, forfeiture of the security amount and blacklisting of the agency for future jobs.

III. RSCCL will be free to deduct the amount of penalty for any of the violations as shown in the table below:

	<b>Violation</b>	<b>Amount of Penalty</b>
1.	Payment of wages from 11th to 15th day of month	2% per day of the payable one month's payments for delayed days.

2.	Payment of wages after 15th day of month	2.5% per day of the payable one month's payments for delayed days.
4.	Non-compliance of any valid written directions of RSCCL	Will be decided on case to case basis.
5.	Late deposit of PF or/and ESI with the concerned authorities.	1% per day of the payment of PF or/and ESI dues.

IV. In case of any intentional/un-intentional loss that might be caused to RSCCL due to lapse on the part of worker/s deployed by the agency, such loss shall be compensated by the agency and in this connection, RSCCL shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to RSCCL besides imposition of penalty.

V. In the event of any worker on leave/absent, the agency shall ensure suitable alternative arrangement to make up such absence within three working days. Failure on this account shall attract penalty double the wages payable to the agency for such absence.

VI. As and when, RSCCL requires additional workers on temporary or emergency basis, the contractor will depute such workers in accordance with pro-rata daily rates. For the same, a notice of two days will be given by RSCCL.

VII. If any of the worker deployed by the agency in RSCCL indulges in theft or any illegal/irregular activities, misconduct, the agency will take appropriate action as per law and rules against its erring worker in consultation with this office and intimate the action taken to RSCCL.

#### 14. TERMINATION OF CONTRACT

I. The Contract Agreement can be terminated by either of the party at any point of time and without assigning any reason thereof. However, notice period of such termination of the contract agreement will be of two months in advance.

II. Whenever, there is duplication of clause either in the Notice Inviting Tender or in the terms and conditions/agreement, the clause which is favorable to RSCCL will be considered applicable at the time of dispute. Any legal dispute arising out of the Job contract will be settled in Ranchi Courts only.

**(Amit Kumar)**  
Chief Executive Officer, RSCCL)

**ANNEXURE-I**

**FINANCIAL BID  
FOR SUPPLY OF MANPOWER TO RSCCL**

**RSCCL Reference No.**

**Dated :**

1	Name of the Manpower Company/Firm/Agency/Contractor(In Capital Letters)	
2	Registered Address	
3	Tel. No.	
4	Address of Operating Branch in Ranchi	
5	Contact Person (Duly authorized)	
	Contact Number	
	Email ID	

7. The Service charges, IN PERCENTAGE, to be Charged by the Service provider on the prescribed wages and bonus only payable by RSCCL:	
<b>In figure</b>	<b>In Words</b>

**Note for Bidder:** (i) The Service Charge should not be less than the applicable rate of TDS (income tax deducted as source) and cess thereon to be deducted by RSCCL from the payable bills.

(ii) There should be no cutting, erasing etc in any column.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(Signature of Authorized person)

Name:

Designation:

Office Address:

Phone (Office):

Seal of the Company/Firm/Agency/Contractor

**ANNEXURE-II****TECHNICAL BID FOR SUPPLY OF MANPOWER TO RSCCL****RSCCL Reference No.****Dated :**

	<b>Particulars</b>	<b>Required information</b>	<b>Page No.</b>
1.	Name of the Tendering Manpower company/Firm/Agency/Contractor  (Attach self attested copy of certificate of registration)		
2.	Name of the Director of Company/Active Partner of Firm/Authorized Agent/Proprietor with Telephone Number Landline & Mobile		
3.	Full Address of Registered Office		
	Telephone Number		
	Fax Number		
	E-Mail Address		
4.	Full Address of Operating/Branch Office at Ranchi with Telephone Number, Fax Number, E-Mail Address		
5.	Name of the representative authorized to sign tender document including Financial Bid(If Any)  (Attach original authorization letter)		
6.	Banker of the Company/Firm/Agency/Contractor with Full Address  (Attach self attested copy of latest bank statement)		
7.	PANNo.  (Attach self attested copy)		
8.	GST Registration No.  (Attach self attested copy)		

9.	EPF Registration No.  (Attach self attested copy)		
10.	ESI Registration No.  (Attach self attested copy)		
11.	Annual Turnover of the manpower Firm/Agency/ Company as evident from the IT Returns. <b>(should not be less than Rs. 05.00 crore in each Fin.Year)</b>  (Copies of accounts certified by CA to be enclosed)	(Rs. in Crore)  2019-20 : Rs. _____  2020-21 : Rs. _____	
12.	Number of organisation where similar manpower contract has been undertaken from the year 2019-2020 onward. <b>(should not be less than two)</b>  (Detailed Information as per annexure-III attached)		
13.	Whether the firm have defaulted from payment to Govt./Workers dues at any point of time or Black listed by an Govt. Department/ PSU, etc.		
14.	Have Proof of timely payments of statutory dues like ESIC/EPF/Service Tax to the concerned Govt. Agencies. <b>(Yes or No)</b> (Attach self attested copies of challans)		
15.	Details of payment of Processing Fee of Rs.1,000.00 +GST		
16.	Details of payment of EMD Rs.50,000.00		
17.	An Affidavit duly certified by Notary (i) that the sole proprietor or the partners of the firm/company is/are not involved in any Police Case and have never been punished by any Court of Law and (ii) that the sole proprietor or the partners of the firm/company has never been black listed or changed the name of the firm. <b>(Attached or Not Attached)</b>		

18.	Copy of Tender Document attached with each page signed by the authorized representative and stamped (Yes or No)		
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I \_\_\_\_\_, Director of Company/Active Partner of Firm/Authorized Representative/Proprietor of \_\_\_\_\_ have read/fully understood and accept the terms and conditions as contained in the Tender Document issued by the Ranchi Smart City Corporation Limited vide Reference No. \_\_\_\_\_ dated \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(Signature of Authorized person)

Name:

Designation:

Office Address:

Phone (Office):

Seal of the Company/Firm/Agency/Contractor

**ANNEXURE-III**

**DETAILS OF OTHER ORGANISATIONS WHERE SIMILAR CONTRACTS WERE UNDERTAKEN DURING THE LAST TWO YEARS i.e. 2019 and 2020**

(Atleast two such contracts are mandatory)

Reference No.

Dated:

	Name and address of the organisation	Validity of Agreement (From _____ To _____)	No. of workers deployed	Whether Govt./Semi Govt./Autonomus body/PSU/other (please specify)	Reason for termination (if currently not valid)
1					
2					
3					

Copies of job orders and particulars of contact officer in the concerned Govt. department/PSU are attached and may be used for the purpose of verification.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(Signature of Authorized person)

Name:

Designation:

Office Address:

Phone (Office):

Seal of the Company/Firm/Agency/Contractor

