

CCIC of India Ltd.

.....

CCIC/BLR/2017/

Dated.23.01.2017

Central Cottage Industries Corporation of India Limited (CCIC) is Government of India Undertaking under Ministry of Textiles. CCIC operates retail showrooms in the name and style of Central Cottage Industries Emporium in New Delhi, Mumbai, Kolkata, Bengaluru, Chennai & Hyderabad.

CCIC invites sealed tenders for engagement of a reputed agency / firm for providing Security and Manpower providing security to Central Cottage Industries Corporation of India Ltd. at its Bengaluru Branch

The tender document containing necessary guidelines for submission of bid along with the following, can be downloaded from the website of CCIC(www.thecottage.in) from 10/01/2017 onwards.

Parts of Technical Bid

ANNEXURE - I contains instructions for the bidders.

ANNEXURE – II is the format for Technical Bid

ANNEXURE – III is the format for Mandate for payment through NEFT/ RTGS.

ANNEXURE-IV – Declaration by bidder.

ANNEXURE-V – Covering letter for submission of proposal by Manpower providing Agencies

ANNEXURE – VI – Detailed terms & conditions - To be submitted along with Technical Bid

Part of Financial Bid

ANNEXURE – VII is the format for Financial Bid.

ANNEXURE-VIII Covering letter for submission of Financial Bid

Last date & time for receipt of Tenders: 24/02/2017 (Up to 3.00 PM)

Date & Time of Opening of Technical bids: 24/02/2017 (3.30 PM)

Place of Opening of the tenders: Mr. Inayat shah (Branch Manager)
Central Cottage Industries Corporation of India Ltd
M. G. Road, Bengluru
Karnataka

The interested bidders may put the sealed tender documents completed in all respects along with DD for Earnest Money deposit (EMD) of Rs. 62,000/- (Sixty two thousand) and other requisite documents before the last date & time in the tender box at the following address:

Mr. Inayat shah (Branch Manager)
Central Cottage Industries Corporation of India Ltd
M. G. Road, Bengluru
Karnataka

The tenders shall not be entertained after this deadline under any circumstances whatsoever.

Sd/-
(Inayat Shah)
Branch Manager

Section-1

1. DEFINITIONS

CCIC shall mean Central Cottage Industries Corporation of India Limited.

Bidder shall mean the firm who participates in the tender and submits its Bid.

Bid/ Proposal shall mean the Bid submitted by the Bidders in response to this tender.

Bid Validity Period shall mean a period of not less than **180 days** from the last date for submission of the Bid Proposal.

Services shall mean providing Manpower services to CCIC at its to Central Cottage Industries Corporation of India Ltd. at its Bengaluru Branch

Successful Bidder The Bidder who interalia meets the following requirements

- (a) meets the Technical and Financial criteria;
- (b) whose Bid Proposal are acceptable to the evaluation committee of CCIC and
- (c) adheres / consents to adhere to all other conditions laid by CCIC.

2. BRIEF ABOUT CCIC

Central Cottage Industries Corporation of India Limited (CCIC) is Government of India Undertaking under Ministry of Textiles. CCIC operates retail showrooms in the name and style of Central Cottage Industries Emporium in New Delhi, Mumbai, Kolkata, Bengaluru, Chennai Hyderabad and Varanasi.

CCIC retails high quality handicrafts and handlooms products from all over the country. The handlooms includes, Sarees, shawls, ready-to-wear for men, women, children, accessories, Home furnishing such as table Linen and Bed Spreads, material for dresses and other made ups. Handicrafts products include brassware, marble ware, art objects, lamps, furniture and wooden ware, carpets, pottery and terracotta items.

CCIC showrooms are visited by VVIPs, art lovers, delegates, dignitaries, NRIs and foreign tourists. Many Heads of states and Spouses have visited Central Cottage Industries Emporium during the last few years. A visit to CCIC invariably finds a place in the itinerary of a foreign tourist as this provides an opportunity to witness the rich heritage, tradition and culture of India.

CCIC sources its merchandise directly from artisans, weavers, potters, sculptors and craftpersons. It has a large base of artisans and craftsmen from all over the country. Many of the suppliers are National Awardees, State Awardees and Shilpgurus. This provides a

Blr manpower

marketing platform for craftpersons of India to market their production for their sustained development.

By virtue of its long experience in handicrafts business spanning over 60 years, CCIC has a brand name and goodwill for quality.

3. NATURE OF SERVICES REQUIRED

CCIC intends to engage an agency for providing Security & Manpower services such as Security Guards, Office Boy/Peon/Sweeper/Attender, Sales Clerk / Sales Assistants, Computer Assistant at our Bangalore Showrooms - M.G.Road & HSR BDA Commercial Complex.

Educational Qualification & job profile of Security & Manpower services

Post	Educational Qualification	Job Profile	Age
Security Guards	10th Pass	Should have knowledge for read and write in English, Hindi and Regional language	Between 18 to 35 years
OfficeBoy Sweeper/ Attender	10 th Pass	Should have knowledge for and write in English, Hindi, and Regional language.	Between 18 to 35 years
Sales Clerk/ Sales Assistant	Preferably Graduate with good spoken English & Hindi. Basic knowledge of relevant computer applications	<ul style="list-style-type: none"> • Welcoming customers by greeting them; offering them assistance. • Listening to customer requirements and presenting appropriately to make a sale. • Gaining a clear understanding of customers' requirements. 	Between 21 to 35 years

		<ul style="list-style-type: none"> • Generation of cash memos on computers for the sales effected. • Ensure customer service satisfaction and good client relationships 	
Computer Assistant /Assistant	12 th Pass. Preference will be given to graduates. Should be well conversant with MS Office.	Should have good knowledge of Microsoft Office, written English, proficiency in typing,drafting, correspondence and preparation of presentations. Experience in data entry and report generation will be an added advantage.	Between 18 to 35 years

4. BID SCHEDULE & VENUE

S.No.	Activity	Scheduled Date & Time
1.	Date of commencement of Bid Document	10/01/2017
2.	Pre-Bid Conference	Yes on 29.01.2017 at 11: 00
3.	Last Date to obtain Bid Document	Can be downloaded from the website of CCIC from 10/01/2017 onwards.
4.	Submission of Technical & Financial Bid	Bids should be dropped in tender box for the same purpose, upto 30.01.2017 till 3.00 PM.
5.	Location of Tender Box	Central Cottage Industries Corporation of India Ltd M. G. Road, Bengluru Karnataka
6.	Venue of Opening of Technical Bid	Central Cottage Industries Corporation of India Ltd M. G. Road, Bengluru Karnataka
7.	Date & time of Opening of technical Bid	At 3.30 PM on 24/02/2017

5 SUBMISSION OF BID

The Bidding Process shall be in two parts, viz.

Part- I : Technical Bid

Part- II: Financial Bid

The tenders are required to be submitted in two sealed envelopes duly marked A&B separately i.e. Envelope (A) will contain Tender application Form alongwith document of eligibility criteria and earnest money and other supporting documents, superscribing the same as “**Technical Bid for engagement of a Security and Manpower Providing Agency** to provide manpower services to CCIC at its Bengaluru Branch)” & Envelope (B) will contain the rates offered by the Tenderes in the prescribed proforma alongwith **each page of terms and conditions duly signed** superscribing the same as “**Financial Bid for engagement of an agency** for providing Manpower such as Sales Assistants, Accounts Assistants Computer Assistants/ Assistants etc at its & The envelope ‘B’ will be opened only if the tenderer fulfills the eligibility criteria as contained in envelope ‘A’. The envelopes containing the Technical Proposals, Financial Proposals, EMD shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number be clearly marked “DO NOT OPEN, BEFORE [insert the time and date of the opening of Technical Bid]”and superscribing the same as “**Bid for engagement of a Manpower providing agency** to provide manpower such as Security Guards, Sales Assistants, Accounts Assistants, Computer Assistants/ Assistants etc. to Central Cottage Industries Corporation of India Ltd, M. G. Road, Bengaluru, Karnataka

The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. **If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.**

The bidder should take care in submitting the bid properly filed so that enclosed papers are not found loose and fall apart at the time of opening of the tender or later. The bid document should be properly numbered and signed on each page by the authorised signatory of the company under company seal and submitted in a file in proper manner so that paper do not bulge out and tear during scrutiny.

5.1 Parts of Technical Bid

ANNEXURE - I contains instructions for the bidders.

ANNEXURE – II is the format for Technical Bid

ANNEXURE – III is the format for Mandate for payment through NEFT/ RTGS.

ANNEXURE-IV Declaration by bidder.

ANNEXURE-V Covering letter for submission of proposal by Manpower providing
Agencies

ANNEXURE– VI Detailed terms & conditions - To be submitted along with Technical Bid

5.2 Part of Financial Bid

ANNEXURE – VII is the format for Financial Bid.

ANNEXURE-VIII Covering letter for submission of Financial Bid

Bids with all the relative annexure as above should be dropped in tender box kept at reception area of Central Cottage Industries Corporation of India Ltd, M. G. Road, Bengaluru, Karnataka by the date of Submission of Bid as per Bid Schedule/Venue.

To ensure uniformity at the time of evaluation and finalization of offers the bidder shall *strictly follow the format & procedure* indicated in the Annexure.

5.3 Earnest Money Deposit

Technical Bid must be accompanied by a Pay order/demand Draft of **Rs 62,000** (Rupees sixty two Thousand only) favouring “**CCIC OF INDIA LTD.** “towards EMD payable at New Delhi. **Technical bids not accompanied with the above Pay order/Demand Drafts are liable to be rejected.** The EMD of unsuccessful bidders will be returned to them on completion of the tender process. The EMD of selected bidder(L-1) will be converted into Performance Security deposit and will be retained by CCIC till such time the Agreement between CCIC and the selected bidder is in force. No interest shall be paid on the EMD/Performance Security deposit. If any of the selected bidders, refuses/ or is unable to execute the order, his EMD will be forfeited. The said Performance Security deposit will

Blr manpower

be refunded to successful bidder on the expiry of the Agreement subject to such deductions from the Security deposit as may be necessary for making up of the Corporation's claims, if any, against the contractor.

5.4 Security Deposit

The successful bidder will be required to deposit, in addition to the EMD which shall be retained towards performance Security deposit, a sum of Rs.62,000/- towards Interest free Security Deposit in the form of FDR/DD in favour of the Corporation from a Nationalised Bank, after the award of the contract within stipulated period mentioned in the award letter. The security in the form of FDR/DD shall initially be valid for one year or till such time the agreement between CCIC & selected bidder is in force. The same will be refunded to the Manpower Providing Agency after 60 days on the expiry of the Agreement subject to such deductions from the Security deposit as may be necessary for making up of the Corporation's claims, if any, against the contractor.

6 Bid Opening

- 6.1. The Technical bids will be opened at the time, date and place as specified in the presence of Bidder's designated representatives who choose to attend.

- 6.2. The sealed financial bids of all Bidders, in unopened condition and as such marked on the same shall be kept separately in safe custody. The Financial Bids of only the Bidders whose Technical Bids are found responsive and acceptable as per the evaluation criteria specified in this BID shall be opened. Unacceptable and non-responsive bids will be rejected and the corresponding financial bids will be returned unopened. The time, date and place of opening of such Financial Bid will be advised later so that the bidder or their representative can be present at the stipulated time of opening of financial bid.

- 6.3. All decisions whether a bid is non- responsive, unacceptable will be that of CCIC.

7. Deadline for Submission of Bids

- 7.1. Bids complete in all respects must be received at the address given in request for proposal', not later than the time and date indicated therein.

- 7.2. Bid(s) may be submitted in person or sent through 'Post or 'Courier Service'. CCIC shall not be responsible for and shall not take any cognizance of postal or courier delay.

- 7.3. Bids sent through fax/ e-mail or through other means of transmission which cannot be delivered in a sealed Envelope shall be rejected.

8. Late/ Delayed Bids

- 8.1. Any Bid received after the deadline for submission of Bids will be liable to be rejected and returned unopened to the Bidder. No further correspondence on this subject shall be entertained by CCIC.

9. Bidder to gather all information

- 9.1 Bidder to gather all information for the purpose of submission of bids. He will also bear cost for submitting the bid.
- 9.2 The bidder must obtain for himself on his own responsibility and at his own expenses all the information necessary including risks, contingencies and other circumstances to enable him to prepare a proper quotation and to enter into a contract with CCIC.
- 9.3 The bidder should also bear all the expenses in connection with the preparation and submission of his quotation.
- 9.4 The bidder whose quotation is accepted shall not be entitled to make any claim for increase in the Service Charges rates quoted and accepted.

10. Clarification of Bids

- 10.1. To assist in the examination, evaluation and comparison of Bids. CCIC may, if necessary, ask Bidders for clarification of their Bids. The request for clarification and the response shall be in writing only and no change in the price or substance of the Bid shall be sought, offered or permitted

11. Criteria for Evaluation of Technical Bids

The evaluation of Technical Bids of the Bidders will be made on the following parameters:

11.1. Fulfillment of eligibility criteria for participating in the bid as specified in clause of Minimum Eligibility Criteria .

12. Criteria for Evaluation of Financial Bids

12.1. The Financial Bids of only those Bidders, who clear Technical evaluation stage will be evaluated as per parameter mentioned in the financial bid.

13 Award Criteria

13.1 Financial Bid of the bidders short-listed by the Technical Committee will only be opened. The tender shall be awarded to the lowest Financial Bidder selected through the evaluation of Technical Bid process.

14. Validity of tender.

14.1 The quote should be firm and valid for six months from the date of Tender Closing Date i.e. 30.01.2017.

15. Minimum Eligibility Criteria

The Bidder must satisfy the following minimum criteria.

- The Manpower providing Agencies shall have at least experience of three Years in this field
- The Agencies should have average annual turnover of minimum **Rs.100.00 lakh** (Rupees hundred lakhs only) as receipts during the preceding three years i.e.
 - (i) 2013-2014
 - (ii) 2014-2015
 - (iii) 2015-2016(An audited copy of Balance Sheet, Profit & Loss account and Audit report if any, attested by a Chartered Accountant, be submitted as supporting documents)
- The Manpower providing Agencies blacklisted and/or debarred on the basis of FIR lodged against him or any other fault connected with their services are not eligible. Bidder has to give a declaration as per Annexure-IV.
- The Manpower providing Agencies should be registered with Provident Fund, ESI, and valid holder of Licenses to operate such business. In support, copies of Registration Certificates with the Government Departments are required.
- The bidder should have office/branch office at Bengaluru.
- The bidder should have deployed minimum 300 personnels totally (security guards, helpers (unskilled) and causal staff through in different organizations on the date of bidding.(A copy of latest monthly ECR may be enclosed as a proof.)

Blr manpower

- The bidder should have rendered satisfactory services in the field of manpower providing services to reputed organizations/ Ministries of Govt. of India/Govt. bodies/PSUs, other than CCIC. Proof of satisfactory services from concerned organizations (at least 3 certificates during the last 3 years) may be attached.

16. Tender Prices

- 16.1 The Service Charges must be complete in itself, properly worked out to cover all the bidder's obligations under the contract and all matters and things necessary for the proper completion of the work, and the Service Charges quoted therein must be correct and sufficient to cover the bidder's costs, overheads and profits etc. The same shall not be allowed to be reworked.
- 16.2 The Manpower providing Agencies are required to quote their rates in terms of Rs. Per Sales Assistant, Accounts Assistant, Computer Assistant/Assistant etc. with break up i.e. ESI, PF, Service Charges, Service Tax etc. Prices quoted by the tenderer shall be exclusive of all taxes/duties/levies/ service tax, which shall be shown separately.
- 16.3 The participating tenderers shall quote their Service Charges rates on a firm and fixed basis.
- 16.4 The tenderer is required to quote prices as per Annexure-VII as per tender documents.
- 16.5 The rates quoted should be clearly typed / written in figures and words, repeat in figures and words free from over typing or over writing. The corrections, if any, must be authenticated by the full signature of the person who has signed the Bid.
- 16.6 No price escalation on any ground whatsoever will be entertained during the period of validity of the rates other than minimum wages fixed by the Karnataka Government vide its notification from time to time.
- 16.7 Conditional or incomplete tenders are likely to be summarily rejected.

17. Payment terms

- 17.1 Payment will be made by the Corporation to the Manpower providing Agency on monthly basis and normally within 15 days on receipt of the bill(s) provided the Manpower providing Agency has complied with all the terms and conditions of the contract. The

payment for a particular month subject to statutory deductions will be made in full only after verifying the attendance of the manpower provided by the Manpower providing Agencies at its offices. No advance payments will be made.

18.Subcontracting not allowed without permission of CCIC

- 18.1 The bidder shall not, without the prior written consent of CCIC sub-contract or permit anyone other than the bidder's own personnel to perform any of the work, services or other performance required of the bidder.

19.Detailed terms & conditions

- 19.1 Detailed terms & conditions are given in Annexure-VI. The bidders are required to submit the same, duly signed, along with the Technical Bid.

20.Formal agreement

- 20.1 After the award of Contract, the bidder will be required to enter into an agreement with CCIC within one month containing terms and conditions governing the contract.

21.Rights of CCIC

- 21.1 CCIC does not bind itself to accept the lowest quote and reserves the right to reject any or all the quotes received, without assigning any reason therefor.
- 21.2 While placing the award of contract, CCIC further reserves its right to delete or reduce any item without assigning any reason therefor.

Section-II

(INSTRUCTIONS TO BIDDERS)

- 1.1 Sealed tenders (superscribing Bid for Providing Manpower) are invited from Bonafide Manpower providing Agencies at the Offices of Central Cottage Industries Corporation of India Ltd. at M. G. Road, Bengaluru, Karnataka.
- 1.2 The response to the present tender will be submitted in two stage bidding process. The technical details with the relevant information / documents / acceptance of all terms and conditions strictly as described in this tender document should be submitted. If short-listed, the Financial Bid of the bidder will be opened.
- 1.3 Tender should strictly conform to the specifications. Tenders not conforming to the specifications will be rejected summarily.
- 1.4 Any incomplete or ambiguous terms/conditions/quotes will disqualify the offer.
- 1.5 The original proposal, both technical and financial proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidders themselves. The person who signed the proposal must initial such corrections.
- 1.6 An authorized representative of the security agency shall initial all pages of the original Technical and Financial proposals. The authorization shall be in the form of a written power of attorney accompanying the proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial proposals shall be marked "ORIGINAL".
- 1.7 Any proposal received by the Employer after the deadline for submission shall be returned unopened.
- 1.8 CCIC reserves the right to accept / reject any or all quotations without assigning any reasons therefor.
- 1.9 Any new set of terms and conditions from the bidders is not acceptable to CCIC.
- 1.10 CCIC reserves the right to stop the tender process at any stage and go in for fresh tendering without assigning any reasons.

- 1.11 The bidder(s) who do not qualify in the technical bid will not be considered for financial bidding.
- 1.12 No binding legal relationship will exist between any of the Respondents and CCIC until execution of a contractual agreement / Issuance of Work Order. Bids must remain valid and open for evaluation according to their terms for a period of at least six (6) months from the time of submission of Bids.
- 1.13 CCIC may, in its absolute discretion, seek additional information or material from any Respondents after the Bids closes and all such information and material provided must be taken to form part of that Respondent's response.
- 1.14 Respondents should provide details of their Fax, email and full address(s) to ensure that replies to Bids could be conveyed promptly.
- 1.15 The Manpower providing Agencies shall possess the police verification certificates of its Manpower providing to CCIC and must attach the copies of verification certificates from Police Department.
- 1.16 The Manpower providing Agencies shall also attach list of its clients, performance certificates including Government bodies & PSUs.
- 1.17 Any sister concern of the applicant is not permitted to apply against the same tender. Sister concern means a company, partnership firm or proprietorship firm having one or more common persons as Directors/partners/owners in the applicant firm.
- 1.18 If CCIC, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then CCIC reserves the right to communicate such response to all Respondents.
- 1.19 CCIC may, in its absolute discretion, engage in discussion or negotiation with any Respondent (or simultaneously with more than one Respondent) after the bid closes to improve or clarify any response.
- 1.20 Any form of canvassing / lobbying / influence / query regarding short listing, status, etc will be a disqualification.
- 1.21 The Proprietor/authorised representative of Manpower Agencies will be required to give a declaration in the enclosed Performa (Annexure IV).

- 2.1 **NAME OF WORK: "to provide Manpower such as Security Guard, Helper, Sales Assistants, Accounts Assistant, Computer Assistants/Assistants etc. to CCIC at its branch at M. G. Road, Bengaluru.**

- 2.2 Please read the terms & conditions governing the tender carefully.
- 2.3 Please fill in the relevant information in the blanks provided.
- 2.4 Please sign in full by the Authorised Signatory(ies) with Company Seal in all the relevant Annexure and return the complete set in sealed cover.
- 2.5 Sealed Envelop of Bids should be dropped in Tender Box kept No advance copy of bid through Email/Fax or in any other form should be disclosed to any of the employee of CCIC/ bidder.
- 2.6 No consideration will be given to bids received after the time stipulated above and no extension of time will be permitted for submission of quotation.
- 2.7 The bidder will submit his Bids after carefully examining the document/conditions and the items covered under the tender.
- 2.8 Bids not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected.
- 2.9 All prices quoted in financial bid should be exclusive of all taxes, duties, levies etc .The taxes, duties, levies etc. should be mentioned separately in the financial bid. The rate of taxes & duties included needs to be mentioned in Financial Bid. CCIC will not issue certificates of any kind pertaining to tax exemptions.
- 2.10 During the validity period of tender quotes, any upward change other than minimum wages fixed by the Karnataka Government vide it notification from time to time.
- 2.11 No alterations, which are made, by the bidder in the specifications accompanying this notice shall be recognised, and if any such alterations are made, the quotation shall be invalid. Any quotation, which purports to alter, vary or omit any of the conditions herein, is liable to be rejected
- 2.12 The authorised person(s) should sign the Tender Document and related Annexure only. A copy of the letter issued by competent authority authorising the person(s) to sign on behalf of the company should be enclosed.
- 2.13 Canvassing in connection with tender process is strictly prohibited and bids submitted by bidders who resort to canvassing are liable to be rejected.

Format for Technical Bid

To,
Shri Inayat Shah,
Branch Manager,
Central Cottage Industries Corporation of India Ltd.
M. G. road,
Karnataka,

Description of the works : Engagement of Manpower Providing Agency by CCIC at its Branch at M. G. Road, Bengaluru, Karnaktaka.

1.	Name of The Bidder (Company Name)	
2.	Address of Corporate Office	
3.	Address of Dealing Branch Office	
4.	Telephone No	
5.	Fax No.	
6.	Contact Person for the services With Telephone No, Email	
7.	Details of work experience with proof(Also attach list of present and past Clients) a) with Govt. bodies/PSUs b) with any other company	
8.	Type of Business	
9.	Details of sister concerns (i) Name and Address (ii) Activities engaged in by sister concerns (iii) Name, address and telephone numbers of proprietors/Directors/Partners of Sister concerns	
10.	Constitution of the Firm Whether proprietor or Partnership or Co. op. society or Company(enclose copy of partnership	

	deed/registration of society/Memorandum and Articles of Association, duly attested) Whether registered or not, in case registered, Registration No. and date/place of Registration or incorporation.	
11.	PF No. ESI No. PAN No. Service tax no.	
12.	Details of proprietor or partners or Directors i.e. their names, address, telephone numbers, CV (Attested copies of registered partnership Deed, Form A&B to be enclosed)	--Please enclose separate annexures--
13.	Does your company have an existing relationship with CCIC? Describe the nature and extent of this relationship. OR If worked with CCIC earlier, give details of the period for which worked and under what name & style	
14.	Financial status Whether Income Tax Assessee or not(Attach copies of Assessment order/ acknowledgement of ITR Filed)	
15.	Manpower Strength	
16.	Eligibility Criteria	
a.	Turnover (enclose a copy each of audited balance sheet, Profit & Loss A/c. for the last 3 years)	
	Year 2015-2016	Rs.
	Year 2014-2015	Rs.
	Year 2013-2014	Rs.
b	Whether blacklisted/debarred/or any criminal case or FIR filed against any partner or proprietor or director or convicted by any Court of Law or any other Act pending in any other Court of Law if so, give details	
c	Valid holder of Licenses obtained under various statues including PF,ESI, Service Tax, PAN(Attach Copies)	

d	Whether having office/branch office at Bengaluru ? If yes, give address.	
E	No. of years of experience	
f	Number of staff deployed in different organisations on the date of bidding.(List to be included with Technical bid)	Security Guards No _____ Helpers (Unskilled) No _____ Casual Staff No _____ Total No of Staff (Including All) _____
g	List of manpower services provided to Ministries of Govt. of India/Govt. bodies/PSUs, other than CCIC, during the last 3 years(Attach proof)	
17.	i) Details of bankers, addresses, telephone numbers and Bank A/c Number ii) Details of credit limits, if any	
18.	Details of Immovable property owned by the firm/proprietor/director/partners (attach extra sheets, if required)	
20.	The amount of earnest money deposited with Demand Draft/Pay Order No, date and the Nationalized Bank on which drawn.(Cheque will not be accepted)	

Declaration:-

I/ we do hereby declare that the entries made in the application are true to the best of my /our knowledge and belief. I /we do also confirm that I / we have read and understood Terms of the tender and agree to abide by the same in all respects.

Signature of Authorized Signatory:_____

Name and Title Of Authorized Signatory:_____

Name of Firm/Company:_____

18. CONTACT DETAILS OF THE EXISTING CLIENTS OF THE BIDDER

Sl. No.	Contact Details of the existing clients of the Bidder	Running live since date

19. CONTACT DETAILS OF THE BIDDER

Name of the company	
Company's address in India	
Contact Person	
Telephone no.	
Fax	
E-mail address	

20. Mandatory Information for Payment through NEFT/RTGS

1.	Name of the Supplier/ Company/ Firm Name	
2.	Address of the Supplier	
3.	City	
4.	State	
5.	Land line no. with std code	
6.	Fax No. with std code	
7.	Mobile no.	
8.	E-mail Address	
9.	PAN no. (Mandatory)	
10.	Service Tax Registration No. With Date	
11.	Core banking account no. (for NEFT / RTGS transfer)	
12.	Name of the account holder	
13.	IFSC code of bank branch (for NEFT / RTGS transfer)	
14.	Bank name	
15.	Branch name	
16.	Branch telephone with std code	
17.	Branch address	
18.	MICR code of bank branch	

1. **COPY OF CANCELLED CHEQUE** of above mentioned account and **COPY OF PAN CARD** is enclosed.
2. I hereby declare that particulars given above are correct and complete, if the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would

not hold the CCIC OF INDIA LTD. responsible, I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

3. I / We also undertake that I / We shall inform any changes in my / our bank account particulars in future to CCIC, failing which payment shall continue to be made as details submitted to CCIC by me/us, for which CCIC shall not be held responsible.
4. Certified that the particulars furnished above are correct as per my knowledge.

Date: _____

(Signature of the Proprietor / Partner /
Director)

Declaration:

1. The particulars furnished in the above tender form are true to the best of my / our knowledge and belief and no material fact has been concealed therein.
2. I/We undertake to execute the contract in the event of its being awarded by the CCIC of India Ltd., and in the event of my / our failure to do so the Corporation shall be entitled to forfeit the earnest money deposited by me / us and the Corporation shall be free to assign the contract to any other Manpower providing Agency at my / our risk and cost.
3. I/We carefully have gone through the attached terms and conditions and I/We undertake to abide by the same and execute necessary agreement containing attached terms and conditions or any additional terms & conditions which the CCIC may like to add with mutual consent.
4. I/We hereby declare that I/We am/are proprietors/ partners/Director in other firm, viz. M/s. _____ and its sister concerns have not applied against the same advertisement.
5. I / We hereby declare that no criminal case is pending in any court of India against the Firm / Company or its Partner / Director for any criminal act alleged to be committed in the course of providing the manpower by the Firm / Company to any of its Client.
6. The following documents / annexures duly filled in are enclosed :
 - a)
 - b)
 - c)
 - d)

Dated _____

Signature of the applicant

Name _____
(in full) & Status in the firm (Seal)

Covering letter for submission of proposal

Location _____

Date _____

To:

Shri Inayat shash,
Branch Manager
Central Cottage Industries Corporation of India Ltd.
M. G. road,
Bengaluru, Karnataka.

Dear Sir:

We, the undersigned, offer to provide manpower in accordance with your request dated _____
1. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope and requisite EMD.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.

(A GOVT. OF INDIA UNDERTAKING)

BENGALURU BRANCH.

(To be submitted along with Technical Bid)

TERMS & CONDITIONS

1. The contractor shall provide Sales Assistants, Accounts Assistants, Computer Assistants/Assistants at the offices of Central Cottage Industries Corporation of India Ltd at Bengaluru for providing manpower.
2. The number of manpower required by the CCIC will depend on its requirement from time to time. The manpower will be required to render their services at the offices of CCIC at Bengaluru Branch.
3. The Corporation shall have the exclusive right to appoint one or more Manpower providing agencies for providing manpower at its offices in Bengaluru and to divide the work between such Agencies in any manner that the Corporation may decide and no claim shall lie against the Corporation by reason of such division of work.
4. The agreed rate(s) by the Manpower providing Agency shall be valid during the period of the contract and also during the extended period, if any.

5. No escalation on any account of increase in labour or incidental charges other than minimum wages fixed by the Karnataka Government vide its notification from time to time shall be permissible by the Corporation to the Manpower providing Agencies during the period the contract remains in force.
6. The contract shall remain in force for a period of one year from the date of award and the said period may be extended upto two years in a spell of six months each or till the new contract is finalized, on the same terms & conditions at the sole discretion of the Corporation based on the satisfactory performance of the agency and with the mutual consent of the parties in writing.
7. The manpower providing agency shall ensure that the salary to the persons deployed by them is paid by 7th of the next month. The payment shall be made in front of an officer of CCIC so appointed for this purpose.
8. The firm's claim in bills regarding ESI, EPF, Service Tax etc. should be accompanied by documentary proof pertaining to the previous month's bill. **The firm will be required to send ECR Report, EPS and PF Challan individually for each contractual employee engaged through them.** A requisite portion of the bill/whole of the bill amount shall be held till such proof is furnished at the discretion of this office.
9. Payment will be made by the Corporation to the Manpower providing Agency on monthly basis and normally within 15 days on receipt of the bill(s) provided the Manpower providing Agency has complied with all the terms and conditions of the contract. The payment for a particular month will be made in full only after verifying the attendance of the manpower provided by the Manpower providing Agency at its offices.
- 10.. Income tax shall be deducted at source from the payment made to the Manpower providing Agency from time to time, in accordance with the Income Tax Act/Rules as applicable.
11. The Manpower providing Agency shall provide the manpower at its various offices in Delhi as per the requirement of the Corporation and ensure that the manpower will render its services with all efficiency, diligence, honesty and as per instruction given by CCIC in

this behalf. However, in special cases the contractor may be required to arrange more number of manpower at short notice and he shall be bound to comply with such requisitions, for which the Manpower Agency will be paid as per the approved rates as per minimum wages fixed by the Karnataka Government vide its notification from time to time.

12. The Corporation shall have the right to terminate the agreement and forfeit the Security Deposit after giving a notice, if it is found that the manpower providing by the Agency is found involved in any anti social, illegal activities during the course of the agreement.
13. None of the parties shall be liable or responsible for failure to perform or delay in performance of their respective obligations thereunder if such failure or delay is due or attributable to or arises out of any Force Majeure event, provided notice of occurrence of any Force Majeure event is given by the contractor to the Corporation within a period of thirty (30) days of such occurrence. The Managing Director/Chairperson of the Corporation shall be empowered to decide on the basis of facts and circumstances as to whether the doctrine of Force Majeure is applicable.
14. To the extent that the event is not within the reasonable control of the contractor whose performance under this Contract is affected thereby, for the purposes of this Contract, Force Majeure may mean and include any of the following events or circumstances : fire, epidemic, act of God, hostilities, armed conflicts, civil disturbances, acts of the public enemy or belligerents, riots, earthquake, government laws, orders and/or rule and regulations.
15. The Manpower providing Agency shall be fully and absolutely responsible for the payment of all central, state and local taxes and contributions, including penalties and interest, imposed pursuant to income tax, workmen's compensation or any other similar statute, to the personnel engaged and/or deputed by the manpower providing Agency pursuant to this contract and the Agency shall be solely responsible for any liability to third parties resulting from the negligent or intentional acts or omissions of the Manpower providing Agency, its employees arising from or occurring in the course of this contract and shall indemnify and keep indemnified the Corporation and its officers in this regard.

16. On selection of a Manpower providing Agency, the EMD of Rs.62,000/- shall stand automatically converted into Security Deposit and will be retained by CCIC till such time the Agreement between CCIC and the selected bidder is in force. No interest shall be paid on the EMD/Performance Security deposit. If any of the selected bidders, refuses/ or is unable to execute the order, his EMD will be forfeited. The said Performance Security deposit will be refunded to successful bidder on the expiry of the Agreement subject to such deductions from the Security deposit as may be necessary for making up of the Corporation's claims, if any, against the contractor.

In case of extension of contract period, the security deposit shall also be required to be extended for the extended contract period.

17. The successful bidder will be required to deposit an additional balance sum of Rs.62,000/- towards interest free Security Deposit in the form of FDR/DD in favour of the Corporation from a Nationalised Bank, after the award of the contract within stipulated period mentioned in the award letter. The security in the form of FDR/DD shall initially be valid for one year or till such time the agreement between CCIC & selected bidder is in force. The same will be refunded to the Manpower Providing Agency after 60days from the expiry of the Agreement subject to such deductions from the Security deposit as may be necessary for making up of the Corporation's claims, if any, against the contractor
18. The Corporation shall not be liable for payment of any interest on the Security Deposit for the time it is held by the Corporation. Neither any interest shall be payable in case of delay in release of security deposit on account of claim raised or any disputes regarding any amount due from the Manpower providing Agency by Corporation or any other party.
19. The Security Deposit will be refunded to the Manpower providing Agency on due and satisfactory performance of the services subject to such deductions from the security as may be necessary for making up of the Corporation's claims against the contractor.
20. In the event of security being insufficient or if the security has been wholly forfeited, the balance of the total sum recoverable as the case may be shall be deducted from any sum

then due or which at any time thereafter may become due to the contractor under this or any other contract with the Corporation. Should that sum also be not sufficient to cover the full amount recoverable, the contractor shall pay to the Corporation on demand the remaining balance due within a specified period prescribed by the Corporation.

21. In the event of any breach of the terms and conditions of the Agreement, the Corporation shall be empowered to forfeit the security deposit in part or full besides any other penal actions which may be warranted. The managing Director/Chairperson reserves the right to waive the penalties/damages in part or full if the breach is involuntary due to act of God and other exigencies at their sole discretion.

- 22.. The Manpower providing Agency shall provide all services assigned or entrusted to him during the course of business by Managing Director or Chairperson or an officer acting on their behalf and shall abide by all instructions issued to him from time to time by the said officer(s). He shall render the services to the satisfaction of the Managing Director or Chairperson or an officer acting on their behalf together with such ancillary and incidental duties, services and operations as may be indicated by the said officer(s) and which are not inconsistent with the terms and conditions of the agreement. The contractor shall always be bound to act with reasonable diligence and in a business like manner.

23. In the case of partnership firms, the Contractor shall submit to the Corporation a copy of its Partnership Deed duly attested alongwith a copy of Form A and Form B of the Registrar of Firms. In case of a company, the company shall submit a copy of its Memorandum and Articles of Association.

24. The Manpower providing Agency shall not make any change in the constitution of the company/firm in any manner, during the currency of the contract, without seeking prior approval of the Corporation. The contractor shall notify to the Corporation the death/resignation of any of the Directors / partner(s) immediately on the occurrence of such an event. On receipt of such notice, In case of a partnership firm, the Corporation shall have the right to terminate the contract or to enter into contract with the surviving partner(s) legally authorised to do so at the discretion of the Corporation on the same terms and conditions.

25. In the event of the Manpower providing Agency having been adjudged insolvent or going into liquidation or winding up of his business or making arrangements with his creditors or failing to observe any of the provisions of this contract or any of the terms and conditions governing the contract, the Chairperson shall be at liberty to terminate the contract forthwith without prejudice or any other rights or remedies under the contract and to get the work done for the unexpired period of the contract at the risk and cost of the Manpower providing Agency and to claim from the Manpower providing Agency any resultant loss sustained or costs incurred.
26. The Manpower providing Agency shall not sub-award, transfer or assign the contract or any part thereof in any manner without the previous written approval of the Corporation. In the event of the Manpower providing Agency contravening this condition the Corporation shall be entitled to entrust the work to anyone else at the risk and cost of the Manpower providing Agency.
27. All personnel employed by the Manpower providing Agency shall be engaged by him as his own servants in all respects and the responsibility under the Indian Factories Act or the Workmen's Compensation Act, Employees Provident Fund Act or Contract Act or Bonus Act or any other similar enactment in respect of all such personnel shall be that of the contractor. The Manpower providing Agency shall be bound to indemnify and shall keep indemnified the Corporation against all claims whatsoever in respect of the said personnel and Workmen's Compensation Act or any statutory modification thereof or otherwise or in respect of damage or compensation payable in consequence of any accident or injury sustained by any workmen or other persons whether in employment of the Manpower providing Agency or not. In case the Corporation is held responsible for making any kind of payment to the employees of Manpower providing Agency under any statutory provision, the said amount shall be deducted from the bills of the Manpower providing Agency or recovered from the amount of security deposit or in any other manner.
28. The Manpower providing agency shall provide uniform to all the staff deployed through it by CCIC at its own expense as prescribed by CCIC.
29. The Manpower providing Agency shall provide competent and adequate trained personnel to the satisfaction of the Managing Director or Chairperson or an officer acting on their

behalf for ensuring rendering efficient service . The Manpower providing Agency shall be responsible for the good conduct of their employees and shall compensate the Corporation for losses arising from neglect, carelessness, want of skill or misconduct by them or their personnel or representatives.

30. The wages/overtime to the Manpower engage by the Agency shall be borne by the Manpower providing Agency. The staff through whom the work undertaken by the Manpower providing Agency in the agreement is performed shall exclusively by the employees of the contractor and shall not in any event deemed to be in the employment of the Corporation.
31. The manpower providing agency should have valid Contract Labour Licence under Contract Labour Act 1970 & Rules 1971 and other applicable statutory provision from the concerned authorities for providing manpower on contractual basis.
32. All the liabilities, responsibilities, direct or indirect, in respect of said staff arising under law in force shall be that of the Manpower providing Agency and the Corporation shall not be responsible for it in any manner whatsoever.
33. It shall be the sole responsibility of the Manpower providing Agency to arrange manpower for implementation of this agreement. The Corporation shall not, in any manner, be responsible to sort out any labour problems during the period of this agreement. The Corporation shall have the right to terminate this agreement and forfeit the security deposit, without notice, in case the Manpower providing Agency is unable to implement the agreement on account of any labour problems; and shall get the work executed, in part or full, at the risk and cost of the contractor.
34. The antecedents of outsourced persons to be deployed should be properly verified by the local police authorities and their details(name, address, telephone number, photographs, past work experience etc.) will have to be provided to this Office. The outsourced persons deputed by the agency should not have any adverse police records/criminal cases against them.

35. The Corporation shall review the arrangements based upon the performance of the Manpower providing Agency in all respects from time to time.
- 36.. The Corporation reserves the right to terminate the contract at any time and for any reason, whatsoever but not limited to breach of any of the terms and conditions of the contract by the Manpower providing Agency, without assigning any reasons thereof after giving one week's notice in writing.
37. Any dispute or differences whatsoever between any of the parties hereto, which may at any time hereafter arise during the continuance or termination of this arrangement/contract touching and/or concerning this arrangement/contract, its construction or effect, the rights, duties or obligations of the parties hereto or any other matter in any way connected with or arising out of this arrangement shall be referred to the arbitration of two arbitrators, one to be appointed by each party and an umpire to be appointed by the said arbitrators. It will be no objection that the person so appointed is or was in the employment of the Corporation had during the course of his duties expressed views on all or any of the matter in difference or dispute. The arbitration proceeding shall be held in accordance with and subject to provisions of the Arbitration and conciliation Act, 1996 or any statutory modification/substitution or enactment thereof for the time being in force. The place of arbitration shall be New Delhi. The English Language shall be the language of arbitration and used throughout the arbitration proceedings. Neither party may object to the selection of the other party's counsel.

Courts of Delhi alone shall have the jurisdiction in respect of the disputes relating to the present contract.

38. The successful tenderer shall execute an agreement with the Corporation containing all these terms and conditions and other conditions which the Corporation may like to incorporate with mutual consent of parties.
39. Reservation for SC/ST/OBC should be as per government guideline.
40. The managing Director/Chairperson of this Corporation reserves the right to relax any of the provisions contained herein above.

XXXXXXXXXX

ANNEXURE-VII

FORMAT FOR FINANCIAL BID

(TO BE PLACED IN ENVELOP'B')

CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.

(A GOVT. OF INDIA UNDERTAKING)

BEGALURU BRANCH

M. G. ROAD, BENGALURU, KARNAKATAKA

DESCRIPTION OF WORK

	Rates of Security Guard,Sales Assistants, Accounts Assistants Computer Assistants/ Assistants with break up as under along with certification that the rates are as per Minimum Wages Act. (Quotation not sent in accordance with Minimum Wages Act, will not be considered.	
Description	Sales Assistants, Accounts Assistants, Computer Assistants/ Assistants, Security Guard, Helper (Under Graduates)	Sales Assistants, Accounts Assistants, Computer Assistants/ Assistants (Graduates)
Minimum Wages (including DA)		

Blr manpower

PF @ 13.36%		
ESI @ 4.75%		
Bonus		
Any other charges		
Total		

Service Charges (Please specify %)	
---	--

Service Tax: As per Govt. Rules -

Dated

Signature of the bidder

Name _____

(in full) & status in the firm

Covering letter for submission of Financial Bid

Location _____

Date: _____

To

To:

Shri Inayat shash,
Branch Manager
Central Cottage Industries Corporation of India Ltd.
M. G. road,
Bengaluru, Karnataka.

Dear Sir:

We, the undersigned, offer to provide manpower in accordance with your request dt. _____. Our attached Financial Proposal is for the sum of _____ (in words and figures]. This amount is inclusive of the _____ taxes. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Reservation for SC/ST/OBC should be as per government guideline.