

**GOVERNMENT OF INDIA,
MINISTRY OF COMMERCE & INDUSTRY,
OFFICE OF THE DEVELOPMENT COMMISSIONER
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Sub:- Empanelment of Entities for providing services of Executives and Legal Executives

Two Sealed ENVELOPES (content of which are explained hereunder) are invited by Development Commissioner, SEEPZ-SEZ and SEEPZ-SEZ Authority, for empanelment of Entities viz. Proprietor, Partnership firm and Companies **for a period of one year** from the date of empanelment (extendable), for providing services of Executives and Legal Executives for The Office of Development Commissioner, SEEPZ- SEZ Authority and other SEZ's. The requirements are as under:

Sr. No.	Requirement	No.s
1	Executive	19
2	Legal Executive	2

The requirement may change from time to time.

(I) PROCEDURE FOR SUBMISSION OF QUOTATION

1. The Entities must submit their quotations by superscribing "**Quotation for providing services of Executives and Legal Executives.**"
2. The sealed quotations will be received by this office till **24.06.2016** upto **4.00 P.M.** Quotations received after stipulated date and time shall not be entertained.
3. The Quotation should be submitted in two separate envelopes: **Envelope One** should contain documents required for Technical Eligibility as stated

in part III. **Envelope Two** should contain Financial quotation and documents as stated in part IV;

4. The Quotation shall be duly signed and complete;
5. Every page of the Quotation, including the specifications, etc. shall be duly signed by the Entities at the bottom on left hand corner;
6. Every correction/deletion/addition shall be signed by Entities;
7. The Entities shall submit the certificate of authorization of the Authorized Signatory/ies (applicable in case of the association of person/company/partnership firm).
8. The Entities may represent themselves personally or through authorized representative, if any, at the time of opening of quotations.

(II) EMPANELMENT PROCEDURE:

1. Opening of Quotation:

- (i) The quotations will be opened on **24.06.2016 at 4.30 P. M.** in the presence of representative(s) of the Entities who may like to be present at the time of opening of Quotation by the **“Quotations Scrutiny Committee”**.
 - (ii) The date and time for opening of Financial Quotation will be declared at the time of opening of Technical Quotations
2. All Entities would be evaluated by the committee on the basis of documents provided for Technical eligibility. After scrutinizing the documents, the Committee shall empanel the eligible Entity.
 3. The committee may, if so desire, relax one or other condition to determine eligibility of the Entities.
 4. Quoting lowest price shall not entitle an Entity for empanelment. The technical competence/infrastructure facilities of the Entities will be ascertained before empanelment.

5. Prices quoted by only eligible Entities will be tabulated in the ascending order **i.e. price with lowest price as L₁, L₂ and so on.** The Entities quoting the Lowest (L₁) price would be given first preference to provide personnel services.
6. In case L₁ Entity fails to provide candidates or does not provide suitable candidates, L₁ will be disqualified and L₂ will be given the opportunity to provide manpower at L₂ price. Similarly, if L₂ also fails to provide candidate/s or does provide suitable candidate/s, L₂ will also be disqualified and L₃ shall be given the opportunity to provide manpower at L₃ price and so on. No new quotations will be called during the empanelment period.
7. The Office of Development Commissioner, SEEPZ-SEZ reserves the right to cancel any or all the quotations without assigning any reason.

(III) TECHNICAL ELIGIBILITY AND DOCUMENTS REQUIRED

ENVELOPE 1 should contain the following documents to determine the Technical eligibility for empanelment.

1. The Entity should have its principle place of business at Mumbai. The Entity shall submit the documentary evidence to that effect such as Certificate of Incorporation, Certificate of Commencement of Business, Shop and Establishment License, Agreement/s acquiring the premises, Electricity bill, Telephone bill etc.
2. The Entity shall furnish a Security deposit for **Rs. 1,00,000/-** in the form of Demand Draft in favour of **"PAY & ACCOUNTS OFFICER, SEEPZ-SEZ"**.
3. The Entity should have proof of providing 500 personnel services during preceding financial year;
4. The Entity should have a minimum three years of experience in providing personnel services in the relevant field. It should be duly supported by documentary evidence as regards to competence and goodwill;
5. The Entity shall provide their complete correspondence address with Name of the Contact Person, E-mail Id, telephone and fax numbers.

6. The Entity shall submit their Annual turnover for last 3 years for providing manpower services only.
7. All the participating Entities must submit a list of their owners/partners/directors etc. along with their holding/s in the entity.
8. The Entity shall give details of leaves and other benefits to be provided to the candidate to meet the statutory requirement.
9. The Entity should be registered with Service Tax Authorities. Further, the Entity should submit certified copy of Service Tax registration and copy of latest paid challans.
10. The Entity should submit certified copy of Income Tax Returns for preceding three years;
11. The Entity should submit Certified copy of License from Labour Commissioner to employ Contract Labour, under Contract Labour (Regulation and Abolition)Act, 1970
12. The Entity should submit certified copy of registration certificate under Employees State Insurance Act, 1948 and also copy of the latest paid Challan.
13. The Entity should submit certified copy of registration certificate under Employees Provident Fund Act, 1952 and also copy of latest paid Challan;
14. The Entity should submit an Affidavit stating that he has not been blacklisted by any office of Government/ semi-Government/ Public Sector undertaking.

(IV) FINANCIAL QUOTATION AND DOCUMENTS REQUIRED

1. The Entity, in the Financial quotation, shall provide detailed break-up of monthly salary payable to the employees, such as Basic, DA, HRA etc. wherein the net salary payable to the should not be less than Rs. 30000/- (Rs. Thirty Thousand only) in case of candidates with 2+ years experience and Rs. 35000/- (Rs. Thirty Five Thousand only) in case of candidates with 4+ years experience.
2. The quotations without any break-up are liable to be rejected.
3. The Entity shall submit quotation for **Twenty six days** of this office.

4. The Service charges for providing services for **Twenty six days** in a month should be stated separately for each category;

(V) SCOPE OF WORK

- (A)** 1. The Entity shall ensure following requirements while providing the candidates for the suitable post:

(i) **Executive**

The candidate provided for the post of **Executive** should be a qualified **Master in Business Administration/ Post Graduate Diploma in Management** from recognized University/ Institute with relevant experience.

(ii) **Legal Executive**

The candidates provided for the post of **Legal Executive** should be a qualified **Bachelor of Laws** from recognized University/ Institute with relevant experience.

2. The Entity shall identify appropriate candidates and arrange for interviews of shortlisted persons with the Competent Authority.
3. The Entity shall ensure the following before hiring any candidate for this office:
 - (a) The candidate should have proper certificates of qualification;
 - (b) Reference check/ Background check of the candidate from his previous employer;
 - (c) The candidate should possess efficiency in related subject/ post/ service.


Failure to maintain above terms & conditions, the contract should be cancelled any time by the Competent Authority.

(VI) TERMS FOR PROVIDING SERVICES AND PAYMENT

1. The term of Empanelment will be valid for a period of one year (extendable);

2. The selected bidder should keep deposit of one month's salary as an advance, in addition to security deposit.
3. The benefits and leaves provided to the candidate shall meet all the statutory compliances with respect to employment/ labour laws.
4. The entity should allow the candidates to accumulate leaves and the same should be encashed at the end of the year.
5. No holidays except closed holidays will be provided by the office. Any leave other than the closed holidays are to be provided by the Entities.
6. In case the candidate leaves without providing services for one month, no payment shall be made to the Entity in respect of the said candidate.
7. In case the candidate is withdrawn on account of leaving the services without serving a prior notice period of one month, the salary of one month in respect of the said candidate will be deducted from the compensation given to the Entity.
8. The candidate taking unauthorized leaves will be considered as absent and salary for two days will be deducted.
9. The candidate taking leave on medical grounds shall submit a Medical Certificate issued by a Registered Medical Practitioner, otherwise it will be considered as absence;
10. In case of late attendance of a candidate for three days in a month, will result in deduction of full day salary for that particular month;
11. Candidate showing misconduct and/or improper behavior, will not be allowed to continue the services;
12. The personnel/candidate provided by the entity shall comply with all the security Rules & Regulation in SEEPZ-SEZ premises. Further, the entity shall provide necessary police verification in respect of deployed personnel, wherever applicable.
13. The Entity shall submit an undertaking stating that he shall not

- engage any sub-contractor or transfer the order to any other person in any manner.
14. The payment will be released on monthly basis after completion of the month. The Entity shall submit monthly bill within three days of completion of the month to Office of Development Commissioner, SEEPZ- SEZ. This office will endeavor to make the payment within seven working days on receipt of completed bill and preceding month's challan, copy of P.F/ESIC contribution, payment to the concerned Authority, No advance payment will be made.
 15. The Entity shall make the payment to the candidates by the **10th day** of every calendar month. In case, the entity fails to do so, payment to the candidates shall be made by this office from the security amount deposited by the entity.
 16. If the services are provided for less than **Twenty Six** days by a candidate, the payment will be made by proportionate deduction.
 17. To monitor the activities and to discuss other related matters, a monthly meeting between the Office of Development Commissioner, SEEPZ SEZ and the Entity will be held;
 18. In case the entity is found to breach any of the terms and condition(s) at any stage, the Entity will be disqualified and the security money deposited shall be forfeited.


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