

**GOVERNMENT OF INDIA,  
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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

5. Prices quoted by only eligible Entities will be tabulated in the ascending order **i.e. price with lowest price as L<sub>1</sub>, L<sub>2</sub> and so on.** The Entities quoting the Lowest (L<sub>1</sub>) price would be given first preference to provide personnel services.
6. In case L<sub>1</sub> Entity fails to provide candidates or does not provide suitable candidates, L<sub>1</sub> will be disqualified and L<sub>2</sub> will be given the opportunity to provide manpower at L<sub>2</sub> price. Similarly, if L<sub>2</sub> also fails to provide candidate/s or does provide suitable candidate/s, L<sub>2</sub> will also be disqualified and L<sub>3</sub> shall be given the opportunity to provide manpower at L<sub>3</sub> 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.

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);

- 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 **10<sup>th</sup> 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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