

OFFICE OF THE DEVELOPMENT COMMISSIONER,
SEEPZ SPECIAL ECONOMIC ZONE,
GOVERNMENT OF INDIA,
MINISTRY OF COMMERCE & INDUSTRY,
ANDHERI (EAST), MUMBAI - 400 096.

TEL. No. 28294725/ 28294724 FAX: 28291385/ 28291754.

E-mail - dcseepz-mah@nic.in, Website-www.seepz.org

No. SEEPZ-SEZ/ADMN/406/2015-16

Date: 22.01.2016

Sub:- Empanelment of Entities for providing services of Executives, Legal Assistants and stenographers

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 sourcing Executives, Legal Assistants and stenographers. Tentative numbers are as under:

1. **Executives:**
 - With 2yrs of experience
 - With 5yrs of experience

2. **Legal Assistants**
 - With 2yrs of experience

3. **Stenographers**

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, Legal Assistants and stenographers".
2. The sealed quotations will be received by this office up to **4:00 P.M. on 25.02.2016**. 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 sub-paragraph III. **Envelope Two** should contain Financial quotation and documents as stated in sub-paragraph 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 in the bottom at left hand corner;
6. Every correction/deletion/addition/slip pasted 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 **25.02.2016 at 5:00 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 would be declared at the time of opening of Technical Quotations
2. All Entities would be evaluated by committee on the basis of documents provided for Technical eligibility. After scrutinizing the documents, the Committee shall empanel the eligible Entities.
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. Price of the L₁ Entities will be disclosed amongst the other eligible Entities. In case other empanelled Entities are interested to provide manpower at the price of L₁, they will be allowed to provide the same services along with the L₁ during the term of one year from the date of empanelment.
7. In case L₁ Entity fails to provide candidate/s or does not provide suitable candidate/s, 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.
8. The Office of Development Commissioner, SEEPZ-SEZ reserves the right

(III) TECHNICAL ELIGIBILITY AND DOCUMENTS REQUIRED

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

1. The Entities should have its principal place of business at Mumbai. The Entities 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 Entities shall furnish Security deposit for **Rs. 50,000/-** in the form of Demand Draft in favour of "**PAY & ACCOUNTS OFFICER, SEEPZ-SEZ**".
3. The Entities should have proof of providing 500 personnel services during preceding financial year;
4. The Entities 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 Entities shall provide address of the Entities with Contact Person Name, E-mail Id, telephone and fax numbers.
6. The Entities shall submit Annual turnover 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 Entities shall give details of leaves to be provided to the candidate to meet the statutory requirement
9. The Entities should be registered with Service Tax Authorities. Further, the Entities should submit certified copy of Service Tax registration and copy of latest paid challans;
10. The Entities should submit certified copy of Income Tax Returns for preceding three years;
11. The Entities should submit Certified copy of License from Labour Commissioner to employ Contract Labour, under Contract Labour (Regulation and Abolition)Act, 1970
12. The Entities should submit certified copy of registration certificate under Employees State Insurance Act, 1948 and also copy of the latest paid Challan.
13. The Entities should submit certified copy of registration certificate under Employees Provident Fund Act, 1952 and also copy of latest paid Challan;
14. The Entities 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 Financial quotation shall contain price for **Twenty Six** working days and its break-ups showing amount payable to the employees as well as statutory bodies. It should also contain service charges of the Service Provider;
2. The quotations without any break-up are liable to be rejected.
3. The Entities shall submit quotation for **Twenty Six** working days. 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;
4. The charges for providing services for **Twenty Six** days in a month should be stated separately for each category;

(V) TERM OF PROVIDING SERVICES AND PAYMENT

1. The term of Empanelment will be valid for a period of one year (extendable);
2. The Entities shall submit an undertaking stating that he shall not engage any sub-contractor or transfer the order to any other person in any manner.
3. The Entities shall ensure following requirements while providing the candidates for the suitable post:

(i) Executive

The candidate provided for the post of **Executives** should be **qualified MBA** with an experience with 2 yrs and 5yrs in the relevant field or should be qualified from "A" grade institution.

(ii) Legal Assistant

The candidates provided for the post of **Legal Assistant** should have completed **LLB preferably** with 2 yrs experience in the relevant field;

(iii) Stenographer

Candidate should be **graduated** in any stream having efficiency in typing and shorthand speed of **80 wpm**

4. In case the candidate leaves without providing services for one month, no payment shall be made to the Entities in respect of the said candidate;

5. 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 Entities;
6. In case of late attendance of a candidate for two days, the same will result in deduction of half day salary;
7. The candidate taking Unauthorized leaves will be considered as absent and the salary for two days will be deducted;
8. The candidate taking a leave on medical grounds shall submit a Medical prescription and/or Certificate of Medical Practitioner, otherwise it will be considered as absence;
9. Candidate showing misconduct and/or improper behavior, will not be allowed to continue the services;
10. The personnel/Candidate of the Entities 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
11. The payment will be released on monthly basis after completion of the month. The Entities 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 at the earliest on receipt of a clear and correct bill and also Entities should submit preceding month's challans, copy of P.F /ESIC contribution, payment to the concerned Authority, No advance payment will be made.
12. The Entities shall make the payment to the candidates by 10th day of every calendar month;
13. If the services are provided for less than **Twenty Six** days by a candidate, the payment will be made by proportionate deduction;
14. To monitor the activities and to discuss other related matters, a monthly meeting between the Office of Development Commissioner, SEEPZ SEZ and the Entities will be held;
15. In case the Entities found to breach any of the terms and condition (s) at any stage, the Entities will be disqualified and the security money deposited shall be forfeited after giving proper opportunity through Show Cause Notice.

16. The selected bidder should keep deposit of one month's salary as an advance, in addition to security deposit.



(V.P. Shukla)

Dy. Development Commissioner,
Administration,
SEEPZ-SEZ.

Tel. Phone No. 28294725/24