

## **UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LIMITED**

**Name of the Bid: Bid for Supply of Skilled, Semiskilled and Unskilled Manpower for Different Regions**

### **GENERAL INFORMATION**

UTI Infrastructure Technology And Services Limited (UTIITSL) advertises regarding tenders/ invitation to bids/ invitation of Expression of Interest and other information on the website regularly. We request you to visit the website [www.utiitsl.com](http://www.utiitsl.com) daily for updates and download the details and respond to the tenders on a regular basis.

The Tender documents can be downloaded free of cost from the website [www.utiitsl.com](http://www.utiitsl.com).

Any information to the bidders on these tenders/ invitation to bids/ invitation of expression of interest and any other information will be uploaded on this website only.

Similarly, any corrigendum's or extension of dates or change in specifications or any other information will be uploaded for the information of the public on this website only. No individual letters / emails are sent regarding this.

The tender document consists of 3 parts:

**I) General Conditions**

**II) Special Conditions**

**III) Bid Form**

**PART – I**  
**General Conditions**

1. **Name of the Bid:** Bid for Supply of Skilled, Semiskilled and Unskilled Manpower for Different Regions

2. **Important Dates :**

**Last Date of receipt of sealed tender bids:** The last date of receipt of sealed tender bids is upto 3:00 pm on April 21, 2015 After this time, no bids will be accepted.

**Date of opening of the tender bids:** The tenders will be opened on the same day (i.e. the last date of the receipt of the tenders) at 3:30 pm at the venue where the tenders are received. All the bidders are invited for the tender opening. In case, if due to a holiday or an emergency or due to some extra ordinary reasons, if the tenders remain unopened on this date, then the tenders would be opened on the next working day at the same time and at the same venue.

2A. **Prebid Meetings / Queries :**

The Pre-bid Meetings for this would be held on April 08, 2015 at 11:00 A.M to 12.00 PM. The queries should be addressed to the person to whom the tender has to be submitted as given below. However, all queries should be addressed to the email id hrd@utiitsl.com. No telephonic discussion or personal meeting would be entertained.

3. **Name and Address for the submission of the bids:** The bids should be addressed to “Head (HR), UTI Infrastructure Technology And Services Ltd, Plot 3, Sector 11, CBD Belapur, Navi Mumbai 400614” and deposited in the specified Tender Box at this address by the due date and time.

4. **Superscription:** The envelope containing the tender must be super\_scribed as “Bid for Supply of Skilled, Semiskilled and Unskilled Manpower for Different Regions”

If the tender is not super scribed then there are chances of accidental opening and for liable for rejection of the tender, therefore it is advised that the tender be superscribed as above and deposited in the tender box kept for the purpose at the address given.

5. **Earnest Money Deposit (EMD):** The tender should be accompanied by a Demand Draft / Pay Order as Earnest Money Deposit (non-interest bearing) of Rs.50,000/-- (Rupees Fifty Thousand Only)

The Earnest Money Deposit should be paid by way of Demand Draft/ Pay Order in favour of “UTI Infrastructure Technology And Services Ltd, Mumbai”.

For unsuccessful bidders, the same instrument may be returned without encashing. However, the EMD of successful bidder will be returned on the receipt of a Bank Guarantee as specified by UTIITSL either through the same instrument or through the cheque issued in their favour by UTIITSL.

If the EMD in the form of DD / Pay Order is to be placed in a specified envelope, and if the EMD is enclosed in the envelope other than the specified envelope or enclosed along with Price Bid, the bid will be considered valid only if the requisite amount of

EMD is found in the form of Demand Draft / Pay Order.

If the EMD is not enclosed then UTIITSL reserves the right to reject the bid.

The EMD may be forfeited if the bidder fails to honour the terms and conditions of work order placed on the basis of the tenders or does not start the work or does not supply the goods or does not render the services, or fails to provide the requisite Bank Guarantee or fails to enter into an agreement, as the case may be, which in the opinion of UTIITSL may delay or adversely affect the contract.

6. **Tender Fee:** A non refundable tender fee of Rs. 500/- (Rupees Five Hundred Only) should be paid by way of Demand Draft / Pay Order in favour of “UTI Infrastructure Technology And Services Ltd, Mumbai”.

This tender fee should be in a separate cover **superscripted as “Tender Fee”** and should be enclosed in Technical Bid cover.

1. The Tender Fee, EMD and Technical Bid should be enclosed in ONE cover and should be superscribed as “TECHNICAL BID”.
2. The Financial Bid cover to be enclosed in separate cover and superscribed as “FINANCIAL BID”.

Both the covers mentioned at a & b above to be enclosed in ONE LARGE COVER superscribed as “Bid for Supply of Skilled, Semiskilled and Unskilled Manpower for Different Regions” This cover should be deposited at the above location.

The Technical bid will be opened on the date of opening of bids i.e. 3:30 p.m.

Financial Bids of only those agencies whose bid is found qualified in Technical Bid of Technically Qualified Vendors shall be opened, i.e. Vendors who have qualified as per the terms and conditions of the Tender. The date of opening of Financial Bids shall be communicated to the Agencies by email mentioned at Sr. No.5 of Annexure II of this Tender Document (Format of Application for submission of Technical Bids). No other mode of communication shall be used.

7. **Bank Guarantee:** For successful bidder/s a Bank guarantee will have to be given by the L1 bidder at the time and date specified by UTIITSL for the respective region wherever he is L1 bidder. The EMD would be returned thereafter.
8. **Validity of the bids:** Generally, the bids will be valid for a period of ninety days (90 days) from the date of opening of the financial bid for acceptance, subject to increase in the validity of rates by mutual consent. However, in case of rate contract, the rates will be valid for a period of minimum three years, extendable by mutual consent for one more year. The agreement which would be entered into with the bidder / vendor or the work order which would be issued to the bidder / vendor would define the validity of the rates more specifically and that would be overriding this clause. In case of rate contract, the Purchase Order will be issued as and when the requirement arises.
9. **Authorized Signatory:** The bid can be forwarded by bidder or bidder’s representative.

Representative will have to enclose the Letter of Authority/ the Power of Attorney duly attested by the Bidder along with this offer or when demanded by UTIITSL, otherwise the offer is liable to be considered null and void at any stage as per the decision of UTIITSL.

10. **Conditions for tenders sent by post/courier:** The tenders may also be sent by post/courier to reach before the scheduled date and time as indicated above. The following are essential conditions to be followed for the tender sent by post, failing which the tender may not be opened and not considered or may be treated invalid:
- A. Tender should be preferably sent by Speed Post or Registered Post if it is not possible to deposit the tender in the specified Tender Box.
  - B. Tender should be sent only to the address as given above in the name of the person / designation specified.
  - C. Acknowledgement will be given to Department of Post only for tender sent by Speed Post and Registered Post.
  - D. Tender should be superscribed as advised above. The tenderer has to necessarily superscribe the envelope, failing which the tender may not be considered and may remain unopened, or be opened with some other tender or may be accidentally opened before due date rendering it to be treated invalid as per the discretion of UTIITSL.
  - E. UTIITSL takes no responsibility for any tender not reaching in time.
  - F. UTIITSL takes no responsibility for tender not reaching at all.
  - G. UTIITSL takes no responsibility for tenders received in torn, opened or mutilated conditions. Such tenders may not be accepted at all and are liable for rejection.
  - H. In case of tenders sent by post or any other mode, if it reaches the address given for submission, duly superscribed, then the role of UTIITSL is limited and restricted to put it in the appropriate tender box if the aforesaid tenders are received in time as stipulated in the conditions laid out.
  - I. It is, therefore, advised that prospective bidders should deposit the tender directly in the tender box to avoid any delay in submission of the tender or to avoid any tearing / accidental opening during sending by post. Tenders, which are not super scribed or which are not addressed properly, are liable to be not considered.
11. **Taxes, Cess, Duty, VAT, Excise, Sales Tax, WCT, Service Tax and other taxes:** The bid should be exclusive of all the applicable taxes, Cess and any other outgoing payable to any authority. The rates should be inclusive of any other present or future outgo (for the period of contract) by whatever name called. The Service Tax, GST, if applicable now, or if made applicable in future, would be on account of the bidder/vendor. TDS as applicable will be deducted by UTIITSL.

It is clarified that the vendor should clearly indicate the base price and other taxes/all

outgoings/cess as applicable thereon. These outgoings like taxes, cess, etc. should be specified with the percentage applicable at the time of submitting the tenders so that there is clarity on the base rates and the taxes, cess, etc.

UTIITSL reserves the right to call for the clarification on the break-up of the base rate, taxes, cess and other outgoings (and their percentages, etc.) with proof, if required, as and when needed to aid to evaluate the bids. However, the original quoted overall value would remain as quoted in the original tenders.

In any case, the bid should be inclusive of all the outgoings, by whatever name called, unless specifically indicated by UTIITSL.

12. **Central Excise:** Only in case of the applicability of the excise duty, the bidder/ vendor merely by filling the tender form confirms that the payment to the central excise would be on his account and that if required under the applicable government law, they would get registered with Central Excise. Merely by filling in this tender, the bidder indemnifies UTIITSL of any liability from Central Excise by virtue of this contract coming into force.
13. **Insurance:** The insurance for the work carried out upto the stage of handover or insurance for the goods to be supplied upto the stage of handover and the requisite insurance policy as required by law for the personnel involved in the services to be rendered would have to be necessarily be taken by the bidder. In addition to this, the bidder should take insurance for any liability towards Third Party. Merely by filling in this tender, the bidder indemnifies UTIITSL of any liability on the part of UTIITSL. UTIITSL may at its discretion take insurance policy and deduct the amount from the payment to the bidder/vendor. However, this does not absolve the bidder of his responsibility of not taking the requisite insurance policy as required. To clarify, the bidder is responsible for taking the insurance policy and is also responsible for the consequences of not taking it.
14. Only if applicable the liability of the work carried out or the goods supplied would remain with the bidder / vendor till such time UTIITSL takes possession of the work / goods in writing. The bidder / vendor would be responsible for any loss before taking over by UTIITSL.
15. **Safety Norms:** The bidder hereby undertakes to follow all the safety norms as specified in the law for the assignment awarded to him through this tender. The bidder, merely by filling in this tender, indemnifies UTIITSL of any consequences due to non-adherence of the safety norms as prescribed by the law. It is also clarified that any order, whether verbal or written, given by any official / representative of UTIITSL, would not be valid if it is in contravention of any safety norms prescribed by law and the bidder is advised to follow the prescribed safety norms.
16. **Agreement:** A suitable agreement would have to be entered into with UTIITSL, failing which the EMD/ the Bank Guarantee as given may be forfeited or the work order would not be issued. If the terms and conditions of the agreement are not acceptable to the Vendor, then UTIITSL reserves the right to reject the tenders or forfeit the EMD / revoke the Bank Guarantee. In the absence of any specific agreement, any offer made in response to this tender, when accepted by UTIITSL, will constitute a contract between UTIITSL and vendor / bidder.

17. **Right of Rejection:** UTIITSL reserves the right to reject all / any bids / quotations without assigning any reasons thereof and without entitling the tenderer to any claim whatsoever.
18. UTIITSL reserves the right:
- i) To accept in its sole and unfettered discretion any tender for whole or part quantities/ part work.
  - ii) To award the contract to one or more number of bidders / vendors, either on lowest price, equal price or on different prices.
  - iii) To enter into parallel contracts simultaneously or at any time during the period of the contract with one or more tenderer(s) as UTIITSL may deem fit.
  - iv) To place adhoc order simultaneously or at any time during the period of the contract with one or more tenderer(s) for such quantity and for such jobs as UTIITSL may deem fit.
  - v) UTIITSL does not bind itself to accept the lowest or any tender to assign any reason for non-acceptance of the same.
19. **Negotiation:** Generally, no negotiations would be carried out. However, if deemed fit, negotiation may be carried out only with the lowest bidder and if the order has to be split to more than one bidders then it could be done on L1 or negotiated rates with L1, whichever is lower.
20. **Testing:** Only if applicable UTIITSL reserves the right to get the material tested at the cost of the vendor/bidder.
21. **Samples:** Only if applicable wherever required, the bidders are advised to acquaint themselves with the samples and specifications before bidding to have more clarity. For this, they may contact the designated officer to whom the tender has to be submitted as per the address given herein above.
22. **Eligibility:** The bidder should adhere to the eligibility criteria. In any case, they should have prior experience of **not less than two years** in the same area as put to bid, for supply/service to other organizations of repute. UTIITSL reserves the right to check their credentials with the organizations they have been associated with and if found incorrect, the tender is liable to be rejected
23. **Availability of requisite permissions and licenses and compliance with the statutory provisions:** The bidder/agency/contractor is required to follow all the statutory acts as may be applicable for such type of work / supply / services for which they are bidding through this tender.

For manpower Tender contract, then the bidder merely by filling the tender confirms that the bidder has all the requisite permissions and licenses to carry out all the works as stipulated by this tender. Further, merely by filling the tenders, the bidder reconfirms that the bidder has complied with all the statutory provisions of the central, state, local and municipal laws inforce including manpower. The bidder also confirms merely by filling the tenders, to comply with any future laws that may be enforced upon by the statute.

Agencies which do not have requisite permissions / licenses or who do not comply with the statutory provisions are requested to fill in the tenders only if they are eligible in this respect.

Valid registrations viz., Sales Tax / VAT / Central Excise and with any other authorities as per requirement should be available with the vendor and be produced as and when required.

Consequences of insufficient permissions / licenses or compliances on the part of the vendor would be to the vendor's account and the vendor merely by filling in the tender indemnifies UTIITSL of any or all such consequences.

24. **Blacklisting/Debarring:** The bidder merely by filling the tender confirms that the bidder has not been blacklisted / debarred by any government department / agency, Reserve Bank of India, Nationalized Bank, or any Public Sector Unit or body. The bidder is advised not to fill in the tenders if they have been disqualified by any of the government agencies.
25. **False Information:** In case if it is found that the vendor has not given the correct information and flouted any condition or the vendor does not have all the appropriate licenses and all the statutory permissions, whatsoever required, to carry out the activity as required in these tenders and allied works then UTIITSL reserves the rights to cancel the work order issued to him and award his quantum of work in the manner as deemed fit. This can be done at any stage.
26. **Indemnity:** Further, by submitting this bid, the vendor/bidder indemnifies UTIITSL for any of the consequences arising out of non availability of any of the requisite permissions/ licenses / insurances / any other statutory permission whatsoever required for carrying out this work. Also by submitting this bid, the vendor/bidder indemnifies UTIITSL for any of the consequences arising out of non-compliance of any of the conditions laid by the statute for vendors/bidders or their representatives/ officials in carrying out this work.
27. **Claim for increase in rates:** Any claim for increase in rates on account of any reason whatsoever will not be entertained for the period as stipulated in the agreement.
28. **Extension of contract:** As stipulated by UTIITSL, after the period of expiry, the agreement can be extended on mutual consent for a further period of one year or upto the period till new contract comes in force. However this option can be exercised only by UTIITSL.
29. **Readiness:** The Agency should ensure that the manpower/ machine/materials are procured well in time to ensure quality of work and adherence to the time period and the work / supply / service is not interrupted / delayed irrespective of volume assigned.
30. **Delay:** If the agency does not start the work or if it is felt at UTIITSL that the pace of work is slow and is likely to delay the work/ service / supply, UTIITSL reserves the right to terminate the contract, levy the penalty and also reserves the right apart from legal remedies available, to carry out such work / service / supply at the risk and cost

of the contractor / bidder.

31. **Right to reject the work/ service which is not as per the specifications or the terms:** UTIITSL has right to reject the work/ services if they are not found to meet the specifications laid out or are not as per the terms of the tender / work order. No Charges will be paid for the defective work. UTIITSL reserves the right to reject the items of brand other than specified. This can be done at any stage of the work.
32. **Penalty:** UTIITSL reserves the right to levy penalty at its discretion for the delay in execution of the work/ delay in supply/ delay in service. The penalty amount would be one percent of the amount put to tender per week subject to a ceiling of 10%. This penalty would be more clearly specified in the agreement to be entered into.
33. **Termination of Contract:** In case it is found that the work/supply/service is not as per requirement / standards, time lines, or the frequency of corrective measures required is high then UTIITSL retains the right to terminate the Contract with the selected vendor and in such case, the Vendor will not be entitled to claim any damages from UTIITSL or make any claim for fees in respect of such unsatisfactory / substandard services / supply / work.

As also UTIITSL reserves the right to terminate this contract if it is established on the basis of price discovery that it would be beneficial for UTIITSL to go in for a fresh contract.

34. **Volume/Quantity of work:** Volume/Quantity is only indicative and the same may vary as per the requirement of UTIITSL. The volume indicated is for one year or the period specified in the work order / tenders. The work order would be more specific and binding.
35. **Confidentiality:** The Agency shall maintain strict confidentiality of all the documents, information, data coming in possession of the Agency as a result of awarding the contract and also any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the Agency.

**Only if applicable** to this tender, the Agency should certify in writing that the design / colour scheme of any document being printed/ processed for UTIITSL is not used / shall not be used by the Agency for any other Organization / Entity under any circumstances. Any violation of the same will be liable for action under the law which shall entitle UTIITSL to claim damages apart from taking action under the appropriate Law.

**Only if applicable** to this tender, the Agency will delete the data on daily basis, once the same is not legally required further. In short, no data / document of UTIITSL should be with the agency once the work is over on a daily basis.

36. **Usage of data / documents / information :** **Only if applicable** to this tender, the Agency shall ensure that the documents , data, information etc if imparted by UTIITSL or if come to the knowledge of the bidder, are / is not used or permitted to be used in any manner (directly or indirectly) incompatible or inconsistent with that

authorized by UTIITSL in writing. The confidential information will be safeguarded and the Agency shall take all necessary actions to protect UTIITSL's, its customers, and Government of India's interest against misuse, loss, destruction, alterations or deletions thereof. Any violation of the same will be liable for action under the law which shall entitle UTIITSL to claim damages from the vendor apart from taking action under the appropriate Law. This is an irrevocable condition and it will continue to be in force even if the agreement between the vendor / bidder/agency is terminated with UTIITSL.

37. **Breach of clause:** In the event of any breach or threatened breach of any clause by the Agency / bidder and/or individual assigned by the Agency for the performance of the services, the Agency shall be liable to pay damages as may be quantified by UTIITSL. Apart from the above, UTIITSL shall have the right to proceed against the Agency and/or its assigned person/s under appropriate law.
38. **Essence of contract:** The Vendor shall carry out the work / provide the services/ complete the supply as per the specifications and standards laid out within the stipulated time. **It is clarified that carrying out the work or providing services or supply of manpower as per specified qualifications in specified quantity in specified time is the essence of the contract.** Not adhering to above shall entail UTIITSL to rescind the contract and forfeit the security deposit and in which case, there shall not be any claims for damages against UTIITSL by the Vendor. Further the UTIITSL shall have the right to get the unfinished services done/supply made, if any by virtue of the said revocation of the contract, through other sources and the expenses incurred thereof shall be borne by the Vendor in default. The Vendor shall also indemnify UTIITSL against any loss, damage, expenses, costs etc, incurred by UTIITSL as a result of the said delay in timely completion of the said services / jobs, by the Vendor.
39. **Jurisdiction:** All matters pertaining to the present bid / tender / quote, shall be subject to the jurisdiction of the courts in Mumbai only.
40. **Submission of bills:** The Vendor shall submit the bills correct/accurate in all respects with required challans / receipts and with all relevant documents as specified by UTIITSL from time to time, by 10<sup>th</sup> of every month (or any other date specified) for the work carried out / services rendered / material supplied in the previous month and the same shall be settled by UTIITSL by the end of the month or earlier. Applicable TDS, etc. will be deducted at source as per rules. The bidder may choose to send the bills early if they decide to do so and UTIITSL will take required steps to settle the bill if it is complete in all respect and the goods/ services covered by it are rendered to the satisfaction of UTIITSL.

The bidders/agencies / contractors/vendors are advised to submit the bills complete in all respects for immediate clearance.

41. **Inspection:** Wherever required, UTIITSL reserves the right to depute its Officers, Auditors, other officials as it may decide etc. to visit the office / commercial / manufacturing site/s of the selected vendor/s for checking their infrastructure, man power and other related documents mentioned and for checking stock records, quality controls, work processes without advance intimation and the vendor/s will have to provide the necessary documents etc to UTIITSL to help UTIITSL ensure presence of

appropriate and adequate controls on various processes. Inspection will be done, if so decided by UTIITSL on periodic basis also.

42. **Nomenclature:** In the said tender, the bidder or the agency or the vendors or the contractor or the supplier and the service provider have the same meanings with reference to the context. As also, reference to any gender covers both the genders and reference to singular also covers plural also.
43. **Corrections:** All the corrections made anywhere in the tender form will have to be authenticated. The corrections without authentication are liable to be rejected. This is an important condition as the correction may have a bearing on the rate/amount quoted resulting in altering L1 or L2 or L3 or any other position. Decision of UTIITSL will be binding in this case. The bidder/Vendor/ Agency merely by filling in this tender agree to this delegation of power to UTIITSL to decide in this matter.
44. UTIITSL reserves the right to give preference to Public Sector Enterprises/ Government undertakings.
45. The Bidder must stamp and initial all pages and sign all forms at the end. The Bidder's participation in the bid shall be deemed to imply unqualified acceptance of the Terms and Conditions.
46. UTIITSL reserves the right to call for further information / documents/ break-up of rates, taxes, etc. to decide on the tenders.

## PART II

### UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LIMITED

#### Special Conditions

#### Bid for Supply of Skilled, Semiskilled and Unskilled Manpower for Different Regions

- A. **Specifications and Quantity**
- B. **Right to place the orders in parts**
- C. **Validity of Bids**
- D. **Unit Rate**

#### A. **Specifications and Quantity**

The validity of the Contract shall be for three years. For successful bidder/s Bank Guarantee Rs. 15,00,000/- (Rupees Fifteen Lakh Only) will required to be provided for **each region separately** by the L1 Agency/ Bidder issued by the Nationalized Bank. The Bank Guarantee shall be valid for 5 years.

The agency/ bidder on receipt of Work Order shall be required to provide the required Bank Guarantees within 10 days after accepting the Work Order. In case, if the agency/ bidder fail to comply the same, the EMD shall be forfeited without assigning any reason.

The EMD would be returned thereafter as per the terms of this tender document and the L1 bidder/ agency shall enter into suitable agreement with UTIITSL, failing which the EMD/ the Bank Guarantee as given may be forfeited.

#### **1. Essential Conditions for Contract Execution**

- a) The Agency should accept / agree for transfer of existing manpower from the existing agency(ies) to its rolls and carry out all necessary/ statutory formalities for transfer of Provident Fund, ESIC and any other statutory compliance as required under the Legislations/ Acts of the Government and as amended from time to time.
- b) The Agency should also supply the Manpower such as Data Entry Operator, Supervisor, Housekeeping, Electrician, Scanning Operators, Claim verifier in Healthcare Domain, IT Engineer and Facility Management staff etc as and when UTIITSL gives the requisition. The requirement may change as per the UTIITSL may get future Business.
- c) The Agencies shall be Registered at area of work with the following Authorities:-
  - A. Shops and Commercial Establishment
  - B. Profession Tax state wise/ Municipality wise
  - C. Employees State Insurance Scheme (Sub- codes)
  - D. Labour Welfare Fund

The Agencies shall submit to UTIITSL the copies of above Registration certificate along with the Tender document.

d) **Methodology:**

1. The requirement of manpower will be assessed by UTIITSL and conveyed to the agency (bidder in this case) and such manpower shall be deployed at various offices of UTI ITSL and its Clients (PSU's, Insurance Companies, Income Tax etc.)
2. The place of deployment of manpower and the number of required manpower in each category would be conveyed to the agency / bidder from time to time.
3. The requisite skill sets / experience / qualifications etc. would be conveyed to the agency / bidder for each of the categories.
4. The approximate period of deployment of each of the category of manpower would be conveyed to the agency/ bidder.
5. UTIITSL would inform / specify the bidder time to time regarding the qualification requirement and skill set expected from the prospective resource to the Agency and agency shall ensure to supply the resource as per requirement of UTIITSL as per the prescribed qualification and skill set.
6. The bidder in mutual coordination with UTIITSL would arrange the resources as specified above within maximum 03 working days of the intimation by UTIITSL to the agency / bidder and in a manner that the resource should join the organization/services within 10 working days from the date of intimation by UTIITSL to Agency.
7. The fixation reimbursement of the salary/ emoluments etc. to the manpower would be entirely fixed by UTIITSL.
8. The necessary verification of credentials, health check up and police verification would be carried out by the agency/ bidder for each selected resource within 10 days from the date of the intimation by UTIITSL.
9. Agency/ bidder would issue appointment letter to the resources for the particular period of deployment after medical checkup and Police verification as specified in clause no.31.
10. UTIITSL would reimburse the actual amount of Salary and all outgoings towards Statutory Compliances plus Service Tax as applicable to the Agency/ Bidder and the same shall not be a part of Financial Bid / Tendering Process.
11. In addition to the reimbursement of expenses as given in Clause no. 10 above, UTIITSL would pay fixed service charges as decided through this invitation of Financial Bids. The agency will have to quote single rate of fixed service charges for all categories of manpower for all Branches within that Region on per person per month basis.

12. The agency should provide copies of Form -16 issued to its employees, deposited challans of Provident Fund Contribution, ESIC subscription alongwith ESIC paid at Subcode where UTIITSL has its Branches, Service Tax Challan, Profession Tax Challan (if applicable in the respective state where UTIITSL has its Regional Office/Branches), copies of PF Electronic Challan cum Return (ECR), ESIC Contribution statement and Labour Welfare Fund (if applicable in the respective state where UTIITSL has its Branches) within one month from the date of payment of above mentioned charges otherwise UTIITSL will stop the payment of the charges to the Agency.
13. The Agency shall submit the bills correct/accurate in all respects with required challans / receipts duly verified for attendance by the person authorised by UTIITSL and any relevant documents as specified by UTIITSL from time to time, by 2nd of every month for the manpower supplied in the previous month for checking of the bill by the representative of UTIITSL and claim reimbursement of the same after salary payment to the employees. The agency/ bidder shall make payment of salary to the employees/ resources on or before 7<sup>th</sup> day of the month. The payment of the bills shall be made to the Agency after receipt of statutory compliances mentioned above in the clause no. 12 of the previous month and alongwith the Compliance Certificate stating above mentioned Statutory compliances are complied. UTIITSL will not be responsible for payment of any interest in case of delay payment due to any reason.
14. The agency will keep the record of attendance for future reference.
15. The onus of verification of attendance is on the agency/ bidder. The reimbursement bill would be considered complete and payable only after the verification from the authorized personnel as decided by UTIITSL.
16. The agency should ensure that the applicable Minimum Wages to be paid to the resources is being paid and further should ensure to provide supporting notifications from time to time for approval from UTIITSL for effecting the revised minimum wages. The Agency should also ensure that all statutory compliances are fully complied and are paid as per the local applicable State laws. The Agency shall maintain various registers required under Shops & Commercial Establishments Act, Contract Labour (Regulation & Abolition Act),1970, Payment of Bonus Act, Maternity Benefit Act etc. at all Regional / Branches of UTIITSL.
17. All the applicable taxes, cess, service tax and any other applicable tax by whatever name called levied on the salary/ emoluments payable to any authority on actuals, would be payable by UTIITSL either directly or through reimbursement to the bidder/ agency.
18. The deployment of manpower will be throughout India.
19. The manpower deployed at one station/branch could be posted /transferred to any other station/Branch of UTIITSL.
20. The agency would have to agree to take manpower from other agencies as and when required.

21. If UTIITSL decides not to continue with a particular resource or all resources the same would be conveyed to the agency/ bidder and the agency / bidder would withdraw their resource from the project/ UTIITSL site.
22. In such cases either by efflux of time or sooner determination of contractual employment as per Clause no. 21 above the agency/ bidder would take all the steps for smooth exit of the resource.
23. The agency, if applicable, undertakes to return all the goods/ equipments /documents/office papers etc./ cash issued to the resource on removal of the resource to the UTIITSL.
24. The agency merely by filling in the tender indemnifies UTIITSL of any legal action by the resource/ employee.
25. UTIITSL would reimburse the agency within 10 working days of submission of bills after verification of attendance etc. and all the statutory required documents submitted alongwith the bills.
26. It is an essential condition that the tendering agency should facilitate the Department of Labour both Central and state for various clarification/ documentation and other co-ordination. If such facilities are not provided by the agency, then the contract is liable to be terminated at any stage.
27. Strength of Resource: Requirement of Resources shall be indicated by UTIITSL from time to time
28. The Agency and its resouces shall not carry out any personal business or any other activity which contradict with the interest of UTITISL (directly or indirectly in any form) in the premises of the UTIITSL.
29. The Agency shall keep at a conspicuous place a complaint register in which complaints and suggestions, if any, could be recorded and the complaint register shall be open for inspection by the Incharge of the premises or any other officer of UTIITSL. The Incharge of the premises will take such action in respect of each complaints or suggestions as the case may be and the Agency shall be obliged to take remedial /rectification measures as instructed by the Incharge.
30. No hired resources shall be allowed to work beyond prescribed without prior permission of competent authority and agency will provide every resource a Identity Card.
31. The Agency shall provide the following certificates duly attested to UTIITSL after successful appointment of the resources provided by them:
  - A. Medical fitness Certificate
  - B. Police Verification Certificate
  - C. Character Certificate
  - D. Identity Proof
  - E. PAN card
  - F. Permanent Address Proof.

32. UTIITSL would reimburse at actual or upper limit amount of Rs.500/- for a medical check up by a medical practitioner and Rs.500/- for the police verification after receipt of the medical certificate and police verification certificate. This will be paid within 10 days after submission of a complete bill with necessary enclosures , for the resources for whom it is asked for by UTIITSL in writing.
33. If there is any stoppage of service in any area of operation due to any reason, the Agency shall be liable for penalty including termination.
34. For the information of the bidders the minimum qualification requirement for different categories of resources has been categorized as given in Annexure IV of this document, however, there can be other specialized requirements which may need specific qualifications and experience which would be intimated by UTIITSL from time to time.
35. **Locations:**

Locations where the Skilled / Semi Skilled / Unskilled Manpower may be required is given in **Annexure V (a to d) of this document.**

1. While the locations are mentioned in Annexure V (a to d), and the same may be change /vary based on client/business requirements. **Agency / service provider must be in a position to supply resource for conducting at various locations in all the States under the respective Regional Offices as enumerated in Annexure V(a to d) after placing the work order within 10 days.** UTIITSL is also in the process of expansion of network of Branches across the length and breadth of the country. Agency should provide manpower as and when such Branches are opened in those states.
2. UTIITSL shall not be responsible for any amount/fees/ charges by whatever name called, which the agency may charge from the prospective resource.

## **2. Eligibility :**

**Following are the minimum criteria which the bidder should fulfill to become eligible for bidding (Complete Information to be given in the Letter of Technical Bid Form and the Format of Information in Respect of the Bidder given as Annexure I & Annexure II).**

1. The Bidder should have prior experience of not less than two years in the same area as put to bid, for supply of manpower services to other organizations. UTIITSL reserves the right to check their credentials with the organizations they have been associated with and if found incorrect, the tender is liable to be rejected.
2. Manpower service provider, placement agencies, autonomous bodies, firms, companies and societies are eligible to participate in the bidding process.
3. The agency should have a minimum annual turnover of Rs. 1.75 crores in India during the last financial year in providing manpower to various clients/ companies.

4. The copy of the Audited financial statement for last two years with Net worth certificate on 30.09.2014 from CA should be submitted along with the Tender.
5. The agency should have EPF code, ESI registration no., PAN, Service tax registration, Profession Tax no. (if applicable) and registration under all applicable labour laws and should submit the certified copy of the same.
6. Consortium bidding shall have sustainable documentation as mentioned in Tender BID Letter (Annexure II) otherwise liable to be rejected at any stage.
7. The agency should provide copies of Form -16 issued to its employees, deposit challans of Provident Fund Contribution and ESI subscription whenever asked for.
8. Experience certificate of the areas as above of which award of contract is to be made by UTIITSL, of at least 02 years continuously must be submitted by the parties.
9. Bidder/Vendor having his office establishment/infrastructure set up in the same city where UTIITSL is having its Regional Office (as specified in Annexure III) is an essential /mandatory condition of eligibility for participating in the bidder Process. The Tender /Bidder should submit documentary evidence in support of the same. Locations where UTIITSL is having its Regional Office is given in Annexure III. If this condition is not fulfilled, UTIITSL reserves the right to reject the Technical Bid/Financial Bid. In case, after the award of the contract, if UTIITSL find that the Bidder/Vendor does not have a well set up establishment in the same city as that of Regional Office of UTIITSL, then UTIITSL reserves the right to reject the contract/terminate the Agreement and forfeit the Bank Guarantee.
10. The agency should submit the satisfactory performance report from their existing clients from Govt. / PSUs / Reputed organizations.
11. Vendor/Bidder should have capabilities to provide manpower under all categories in all locations/Branches in the respective Region where he is submitting the Tender Bids. Regionwise names of Locations/Branches of UTIITSL are given in Annexure V (a to d)

**3. Availability of requisite permissions and licenses and compliance with the statutory provisions:**

The bidder/agency/contractor is required to follow all the statutory acts as may be applicable for resources supply / services for which they are bidding through this tender.

Further, merely by filling the tenders, the bidder reconfirms that the bidder has complied with all the statutory provisions of the central, state, local and municipal laws in force including manpower.

Agencies which do not have requisite permissions / licenses or who do not comply with the statutory provisions are requested to fill in the tenders only if they are

eligible in this respect.

Valid registrations viz., Service Tax No., ESIC no. along with Subcode, Provident Fund No., Profession Tax No. (if applicable) registration at Labour Office and with any other authorities as per requirement should be available with the agency and be produced as and when required. Wherever there are more than 20 temporary/contractual employees in the Corporate Office /Regional office/ Branch Agency has to obtain Labour Licence from the Labour Office.

Consequences of insufficient permissions / licenses or compliances on the part of the vendor would be to the vendor's account and the vendor merely by filling in the tender indemnifies UTIITSL of any or all such consequences.

4. **Additional Information:** During the evaluation of appointment, UTIITSL may, at its discretion, ask the agency for a clarification. If the response to the clarification is not received, UTIITSL reserves the right to make its own reasonable assumptions at the total risk and cost of the applicant. As also, the agency is required to update UTIITSL on any developments which may affect the evaluation. During the period of appointment if the name of the firm/company (or its division) has undergone a change due to acquisition, amalgamation etc., the firm/company shall inform UTIITSL. In such cases, all the obligations under the contract with UTIITSL should be passed on for compliance to the new company or division.
5. **Selection Procedure:** The Ranking of the agencies will be decided only on Service Charges quoted by the agencies in the Financial Bid form. Agencies who had quoted the lowest Service Charges will be ranked as L1 (Lowest Bid) and so on. UTIITSL reserves the right to appoint one or more agency or may not appoint any agency in any Region whatever the case maybe. UTIITSL reserves the right to appoint one or more than one agencies in each Region at the L1 (Lowest Bid) rate received from the agencies. UTIITSL has the right to deploy any resource from any agency/bidder anywhere.

In case of tie, i.e. if more than one agency quoting the same lowest rate i.e (Service Charges) then they will be considered as L1 vendor. However the proportionate allotment of work will be decided by UTIITSL only.

However, UTIITSL does not guarantee that the order will be placed for the supply of manpower to any agency as the requirement is based on the business of UTIITSL.

In the Financial Bid form the Agency is required to quote for the Service Charges only.

The Agency may Quote for one Region or two Regions or three Regions or for all four Regions. **The agencies are advised to quote only for such of the Regions where they are able to provide Man Power effectively within the required quantity, quality, location, requirement of statutory compliance of the respective Region / Branch and time frame. The bidder if he has quoted for manpower supply for any region, it implies that he is able to supply manpower for all categories for all the Branches in that Region. Also it implies that Agency complied all the statutory compliances as required under the respective region.**

**B. Right to place the orders in parts**

As indicated above, UTIITSL reserve the right to place the orders in parts with more than one vendor at L1 rates without assigning any reason whatsoever to anyone for the distribution of the work. The decision of UTIITSL will be final in the distribution.

<b>Ranking</b>	<b>Rate</b>	<b>Percentage Allocation</b>
L1 (1st lowest)	L1 rate	100 %

A ranking list will be prepared in which ranks would be given to each of the vendor with respect to the rates quoted by them. L1 will be given 1<sup>st</sup> rank. If there are more than one vendor in L1 Category in any particular Region, then the distribution pattern shall be as follows :

- (a) With Two L1 Vendors, the distribution shall be 50% Each.
- (b) With Three L1 Vendors, the distribution shall be 33.3% each and so on.

UTIITSL reserves its right to empanel initially L2 agency/ bidder to match the L1 rate, if L2 is not willing to match the same then UTIITSL may offer the same L3, L4 and so on with the same terms and conditions stipulated to L1.

UTIITSL reserves the right to distribute the work. This condition would be more specified in the work order to be issued and the conditions in the work order would override these conditions.

**Comparison of bids and placing of orders:**

- a. The Financial bid will be compared on the basis of service charges quoted by the manpower service provider/ bidder in the “Annexure- VI” (Financial Bid). Agencies who had quoted the lowest Service Charges for all the categories in ‘Annexure- VI’ will be consolidated and ranked as L1 (Lowest Bid).
- b. The bids most favorable to UTIITSL i.e. with the lowest service charges would be selected for implementation.

In order to decide L1, the average value “Percentage of Agency Service Charge” of all the agencies whose Financial bids have been opened, would be calculated. The Agencies whose “Percentage of Agency Service Charge” as per Financial bids is below - 30% of the average Value will not be considered for deciding L1.

- c. UTI ITSL reserves the right to place the orders in parts with more than one vendor at L-1 rates without assigning any reason whatsoever to anyone for the

distribution of the work. The decision of UTIITSL will be final in the quantum of distribution/location of distribution.

- d. After fixation of service charge the work order shall be given to the agency/agencies/ bidder. In all the cases, the decision of the UTIITSL regarding allocation of the work location wise to the agency/agencies/ bidder shall be final and binding to the bidders and no further discussion will be held with the bidder on this matter under any circumstances.

### **C. Validity of bids**

As mentioned under the heading “Validity of the bids”, in General Conditions, it is clarified that this tender is a rate contract and accordingly the rates will be valid for a minimum period of three year and the manpower supply will have to be made as per the orders placed from time to time. During this period of three year, there shall be no increase in rates.

### **D. Unit Rate**

Service Charges are on per person basis per month.

**E. Till the time of execution of the agreement the terms and conditions specified in this document will be binding.**

### **IMPORTANT NOTE FOR FINANCIAL BID SUBMISSION**

1. Please read carefully all the terms & conditions of the tender, before filling up this form.
2. Complete the format in all respects with signature on each page with seal.
3. If space provided in the format is not sufficient, please provide the information in a separate sheet, duly signing the same.
4. The service charges will remain fixed for the contract period and in no condition there will be increase in the charges during this period.
5. In case of any ambiguity between arithmetic calculations, the rates will be considered correct and the amount will be derived on the basis of the rates quoted and the quantity originally mentioned in the tender.

**(To be submitted on the letter head of the Agency)  
LETTER OF TECHNICAL BID FORM**

**Date :**

**Head HR**

UTI Infrastructure Technology And Services Limited,  
Plot 3, Sector 11, CBD Belapur, Navi Mumbai 400614.

**Sub:** Bid for Supply of Skilled, Semiskilled and Unskilled Manpower for Different Regions

Sir,

This is with reference to your tender due on April 21, 2015. We are in the Manpower outsourcing business. We have provided adequate number of manpower to various government/ Public Sector Undertakings / Private Organizations. We are agreeable to provide the copies of work orders. We are interested in getting our Company / firm empanelled in your organization for supply of Skilled, Semi-skilled, Un-skilled manpower for \_\_\_\_\_ Region.

We understand UTITSL is not bound to accept any proposal they may receive and that the evaluation would be verified based on the applicable eligibility criteria and the supported specific documents submitted by us.

We have read and understood the details as given in the tender information (Part I and Part II) regarding the Scope of Work and Terms and Conditions for the selection of vendors for this tender and bidding for the contract. The tender conditions are acceptable to us. We have been given all the required information from UTITSL. We certify that we are eligible and qualified as per the said Terms. The duly signed copies of the terms are attached herewith. We understand that separate cost comparative statement will be prepared for Service Charges and L1 will be decided by UTITSL.

A Tender Fee of Rs.500/- (Rupees Five Thousand Only) is enclosed vide Demand Draft/Pay Order No. \_\_\_\_\_ dated \_\_\_\_\_ drawn in favour of UTI Infrastructure Technology And Services Limited, payable at Mumbai, drawn on \_\_\_\_\_ Bank, \_\_\_\_\_ Branch.

An EMD of Rs.50,000/( Rupees Fifty Thousand only) is enclosed vide Demand Draft /Pay Order No. \_\_\_\_\_ dated \_\_\_\_\_ drawn in favour of UTI Infrastructure Technology And Services Limited, payable at Mumbai, drawn on \_\_\_\_\_ Bank, \_\_\_\_\_ Branch.

**Yours faithfully**

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

**Name of Firm:**

**PAN Number of the agency:**

**Address:**

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ANNEXURE II**

Format of Application for submission of Technical Bids (Continuation of Technical Bid Letter)

<b>FORMAT OF INFORMATION IN RESPECT OF THE BIDDER</b>		
<b>Sr. No.</b>	<b>Particulars</b>	<b>Details (to be filled in by the Bidder)</b>
1.	Name of the Company	
2.	Type of Organisation (Please provide copies of Memorandum & Articles of Association, etc.)	
3.	Year of Establishment	
4.	Address of Corporate Office of the Vendor	
5.	Telephone / Telefax / Numbers, corporate email-ID and website URL name	
6.	Full Address of the Agency where UTIITSL has Regional office is located (Attach copy of Telephone / Electricity Bill/ Agreement copy). Also provide name of the Contact Person, Telephone no. and Email id.	
7.	Addresses of all the Branches (Attach separate sheet if required)(Attach Copy of Telephone /Electricity Bill)	
8.	Name and addresses of Directors / Partners / Proprietors / Key Managerial Personnel	
9.	Service Tax Registration Number (with certified copy)	
10	Provident Fund Code (with certified copy)	
11	ESIC Code (with certified copy)	
12	Profession Tax Code (With certified copy, if applicable)	

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details (to be filled in by the Bidder)</b>
13	Shops and Establishment Code (With certified copy)	
14	Company or Firm PAN Number. (Bidder/Vendor should necessarily have its own Office Establishment where UTIITSL is having its Regional office)	
15	Name of the Bankers, Branch address with IFSC & MICR Codes (please attach photocopy of a cancelled cheque)	
16	Account Number & nature of Account maintained	
17	Names, Address and Email IDs & mobile numbers of Authorized Representatives / contact persons	
18	Nature of present or previous association with UTIITSL for providing similar or any other nature of service	
19	Furnish the Audited Balance Sheet for the last three Financial Years and Networth Certificate of the Company as on 30 <sup>th</sup> September 2014.	
20	Organizational Hierarchy Structure of Contractual Manpower in the Company (where Contractual Manpower is supplied by the Vendor) and Details of Staff Strength in each Hierarchy.	
21	Details of various categories of manpower supplied for various organizations (Give names of organizations, strength and category of manpower (technical / administrative/clerical / Officer / Managerial Staff etc) giving details of Minimum Basic qualifications of each category manpower supplied etc. and number of years of continued business relationship with each of them - Bidders may attach separate sheets as well as supporting to authenticate their claims). Also give location details of manpower supplied.	

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details (to be filled in by the Bidder)</b>
22	Any business association with any of the Central/State Government Organizations / Public Sector Undertakings / Quasi Government Organizations /Municipal /Local Government Authority for supply of various categories of manpower. Please give details of organization where manpower supplied, category and statistics for manpower and providing services since how long. Please enclose supporting documents in support of the same.	
23	Have you been blacklisted /debarred by any of the Government Undertakings / Companies /Organizations, and if so, name of the Company as well as period of debarring.	
24	Reference Name and contact details of Persons in Client organizations for verification of credentials of the bidder.	

**ANNEXURE III****LIST OF FOUR REGIONAL OFFICES**

Sr. No.	Region	Concerned Official	For Branches	Address	Telephone No.
<u>1</u>	Western Regional Office (Corporate Office)	Head-HR	For all Branches in Western Region	UTIITSL Plot 3, Sector 11, CBD Belapur, Navi Mumbai- 400614	022-67931006
<u>2</u>	Northern Regional Office	Vice President (NRO)	For all Branches in Northern Region	UTIITSL Ground Floor Jeevan Tara Building, Opp Patel Chowk Metro Station , 5 Parliament Street , New Delhi - 110001	011- 23741282-86
<u>3</u>	Southern Regional Office	Deputy Vice President (SRO)	For all Branches in Southern Region	UTIITSL STC TRADE CENTRE, FIRST FLOOR, A-29 THIRU- VI-KA INDUSTRIAL ESTATE GUINDY, CHENNAI 600 032.	044- 22502472 / 22500283
<u>4</u>	Eastern Regional Office	Vice President (ERO)	For all Branches in Eastern Region	UTIITSL 29, N.S. Road, Ground Floor, Opp. Gilander House & Standard Chartered Bank, Kolkata-700 001	033-22435258 / 22424775

**ANNEXURE IV**

Category of Workers	Nature of Work being Done	Minimum Basic /Essential Qualifications Required of the Resource
Skilled Workers	A skilled employee is one who is capable of working efficiently of exercising considerable independent judgment and of discharging his duties 'with responsibility. He must posses a thorough and comprehensive knowledge of the trade, craft or industry in which he is employed.	Specialized Post Graduate Degree/Diploma Qualification in a particular area of relevance with a Minimum of 1-2 Years of working experience.
Semi-Skilled	A semiskilled worker is one who does work generally of defined routine nature wherein the major requirement is not so much of the judgment/skill and but for proper discharge of duties assigned to him or relatively narrow job and where important decisions made by others. His work is thus limited to the performance of routine operations of limited scope.	Graduate in Arts / Commerce / Science (for Administrative /Office Work) Semi Skilled - XIIth/10+2 and ITI / Trade License in the relevant field (For Technical Works on field /at Worksite) Generally these resource will have some exposure to the computers and should be able to carry out various office works but not limited to assignments like Data entry, scanning, processing, routine office works, manning the counter, receipt and dispatch etc./ General Technical Field Work.
Unskilled Category	An unskilled employee is one who does operations that involve the performance of simple duties, which require the experience of little or no independent judgment or previous experience although familiarity with the occupational environment is necessary. His work may thus require in addition to physical exertion familiarity with variety of articles or goods.	Non Matriculate and relevant experience in the field.

**ANNEXURE V(A).****LOCATION:**

Skilled / Semi Skilled / Unskilled Manpower may be required in Corporate Office, Belapur and different locations / Branches (as per Branches in Western Region) as given below-

<b>Sr. No.</b>	<b>States</b>	<b>Branches of Western Region</b>
1.	Maharashtra (Navi Mumbai)	Belapur Branch
2.	Maharashtra (Mumbai)	Andheri
3.	Maharashtra (Mumbai)	Lotus Court
4.	Maharashtra (Mumbai)	BKC, Bandra
5.	Maharashtra (Mumbai)	Borivali
6.	Maharashtra (Mumbai)	JVPD
7.	Maharashtra (Mumbai)	Thane
8.	Maharashtra (Mumbai)	Ghatkopar
9.	Maharashtra (Navi Mumbai)	Vashi
10.	Maharashtra (Mumbai)	Fort
11.	Maharashtra (Mumbai)	Dharavi
12.	Maharashtra (Sub-urban Mumbai)	Virar
13.	Maharashtra (Sub-urban Mumbai)	Dahanu
14.	Maharashtra ( Navi Mumbai)	Uran
15.	Maharashtra ( Navi Mumbai)	Panvel
16.	Maharashtra	Kolhapur
17.	Maharashtra	Pune
18.	Maharashtra	Nasik
19.	Maharashtra	Nagpur
20.	Madhya Pradesh	Indore
21.	Madhya Pradesh	Bhopal
22.	Madhya Pradesh	Gwalior
23.	Gujarat	Ahmedabad
24.	Gujarat	Surat
25.	Gujarat	Rajkot
26.	Gujarat	Baroda
27.	Chattisgarh	Raipur
28.	Goa	Panaji

Vendor should necessarily have capabilities to provide all categories of manpower in all Branches of Western Region as determined by UTIITSL from time to time and also to comply the statutory compliances as per the requirement of the respective state.

**ANNEXURE V(B)****LOCATION:**

Skilled / Semi Skilled / Unskilled Manpower may be required in Regional Office and different locations/ Branches (as per Branches in Northern Region) as given below -

<b>Sr. No.</b>	<b>States</b>	<b>Branches of Northern Region</b>
1.	Delhi	Parliament Street
2.	Delhi	Pratap Bhawan
3.	Delhi	Preet Vihar
4.	Uttar Pradesh	Agra
5.	Uttar Pradesh	Allahabad
6.	Uttar Pradesh	Varanasi
7.	Uttar Pradesh	Lucknow
8.	Uttar Pradesh	Ghaziabad
9.	Uttar Pradesh	Kanpur
10.	Punjab	Ludhiana
11.	Punjab	Amritsar
12.	Haryana	Faridabad
13.	Chandigarh	Chandigarh (UT)
14.	Rajasthan	Jaipur
15.	Rajasthan	Jodhpur
16.	Rajasthan	Jhotwara
17.	Rajasthan	Sanganer
18.	Himachal Pradesh	Shimla
19.	Uttarakhand	Dehradun

Vendor should necessarily have capabilities to provide all categories of manpower in all Branches of Northern Region as determined by UTIITSL from time to time and also to comply the statutory compliances as per the requirement of the respective state.

**ANNEXURE V(C)****LOCATION:**

Skilled / Semi Skilled / Unskilled Manpower may be required in Regional Office and different locations/ Branches (as per Branches in Southern Region) as given below -

<b>Sr. No.</b>	<b>States</b>	<b>Branches of Southern Region</b>
1.	Tamilnadu	Chennai Branch
2.	Tamilnadu	Trichy
3.	Tamilnadu	Coimbatore
4.	Tamilnadu	Madurai
5.	Karnataka	Bangalore
6.	Karnataka	Bangalore IRCS
7.	Karnataka	Hubli
8.	Karnataka	Mangalore
9.	Karnataka	Mysore
10.	Kerala	Trichur
11.	Kerala	Cochin
12.	Kerala	Calicut (Kozhikode)
13.	Kerala	Palakkad
14.	Kerala	Trivandrum
15.	Kerala	Aluva
16.	Andhra Pradesh	Tirupati
17.	Andhra Pradesh	Hyderabad
18.	Andhra Pradesh	Vijaywada
19.	Andhra Pradesh	Viskhapatnam

Vendor should necessarily have capabilities to provide all categories of manpower in all Branches of Southern Region as determined by UTIITSL from time to time and also to comply the statutory compliances as per the requirement of the respective state.

**ANNEXURE V(D)****LOCATION:**

Skilled / Semi Skilled / Unskilled Manpower may be required in Regional Office and different locations/ Branches (as per Branches in Eastern Region) as given below

<b>Sr. No.</b>	<b>States</b>	<b>Branches of Eastern Region</b>
1.	West Bengal	Kolkata Branch
2.	West Bengal	Bidhan Nagar Branch
3.	West Bengal	Durgapur
4.	West Bengal	Siliguri
5.	Orissa	Bhubaneswar
6.	Jharkhand	Jamshedpur
7.	Jharkhand	Ranchi
8.	Bihar	Patna
9.	Assam	Guwahati
10.	Sikkim	Gangtok
11.	Mizoram	Aizwal
12.	Tripura	Agartala

Vendor should necessarily have capabilities to provide all categories of manpower in all Branches of Eastern Region as determined by UTIITSL from time to time and also to comply the statutory compliances as per the requirement of the respective state.

**PART III**

**(ANNEXURE VI)**

**FINANCIAL BID FORM**

(To be submitted on the letter head of the Agency)

Date :

Head- HR  
UTI Infrastructure Technology And Services Limited  
Plot 3, Sector 11, CBD Belapur,  
Navi Mumbai 400614.

Sir,

**Sub : Bid for Supply of Skilled, Semiskilled and Unskilled Manpower for Different Regions**

This is with reference to your tender due on April 21, 2015. We are in the Manpower outsourcing business. We have provided adequate number of manpower to various government/ Public Sector Undertakings / Private Organizations. We are agreeable to provide the copies of work orders. We are interested in getting our Company / firm empanelled in your organization for supply of Skilled, Semi-skilled, Un-skilled manpower in different States.

We understand that UTIITSL is not bound to accept any proposal they may receive and that the evaluation would be verified based on the applicable eligibility criteria and the supported specific documents submitted by us.

We have read and understood the details as given in the tender information (Part I and Part II) regarding the Scope of Work and Terms and Conditions for the selection of vendors for this tender and bidding for the contract. The tender conditions are acceptable to us. We have been given all the required information to UTIITSL. We certify that we are eligible and qualified as per the said Terms. The duly signed copies of the terms are attached herewith. We understand that separate cost comparative statement will be prepared for items and L1 will be decided by UTIITSL.

In case of any ambiguity between arithmetic calculations, the rates will be considered correct and the amount will be derived on the basis of the rates quoted and the quantity originally mentioned in the Tender.

Signature of the Bidder

- 30 -

Comparison of bids and placing of orders:

1. The Financial bid will be compared on the basis of service charges quoted by the manpower service provider/ bidder in the Financial Bid for Region.
2. The bids most favorable to UTIITSL i.e. with the lowest service charges would be selected for implementation in each Region.
3. Such lowest bids would be declared as the basic rates for each Region on which the order would be placed to the bidders.
4. After fixation of rates for each of the Region through the lowest rates received, the orders would be placed to the agency who has quoted that lowest rate. On his (lowest bidders) inability to provide the required manpower either number wise or location wise or experience/qualification wise, within the specified time frame of 03 days/10 days for arranging the resources for confirming their candidature as per Clause no. A(d)(6) of Part II and clause 3 of Part II failure in providing the required statutory provision as per the state/ region then UTIITSL reserves the right to offer the assignment to any other agency/ bidder on the lowest rates so quoted for the said category.
5. UTIITSL reserves the right to reject any or all the tenders without specifying any reason thereof.

In case of difference in price quoted, the price in words will be taken as final.

I am submitting my Tender Bid for the \_\_\_\_\_ Region.

Financial Bid - Part V (1) : OUR QUOTE

It is understood that salary and all other emoluments payable to the resource and all other statutory benefits as applicable as per actual would be on account of UTIITSL.

The Agency submitting the bid necessarily needs to quote a single rate of Service Charges for all categories of manpower for all the Branches in any particular region where he intends to supply manpower.

The Agency /Bidder has to bid only his Service Charge per resource per month for comparison of financial bid as per the Table below :-

Sr. No.	Particulars	Only <u>Service Charges</u> to be quoted for Skilled, Semi Skilled and Unskilled staff <u>(Only Single Rate to be Quoted for all Categories)</u> (Rate quoted per month per man power in Numerical and in words]
1.	Service Charges for Western Region (Cities in states of Maharashtra, Gujarat, Madhya Pradesh, Chattisgarh and Goa)	Rs.(in Figure) _____ (Rupees in Words) _____)
2.	Service Charges for Northern Region (Cities in states of Delhi, Uttar Pradesh, Punjab, Haryana, Chandigarh, Rajasthan, Himachal Pradesh and Uttarakhand)	Rs.(in Figure) _____ (Rupees in Words) _____)
3.	Service Charges for Eastern Region (Cities in states of West Bengal, Assam, Orissa, Jharkhand, Bihar, Mizoram, Tripura and Sikkim)	Rs.(in Figure) _____ (Rupees in Words) _____)
4.	Service Charges for Southern Region (Cities in states of Tamilnadu, Karnataka, Andhra Pradesh and Kerala)	Rs.(in Figure) _____ (Rupees in Words) _____)

\*\*\* Note- Wherever Agency is not quoting for any Region please write there Not quoted

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of Firm:

PAN Number of the agency:

Address:

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

**CHECK LIST FOR SUBMISSION OF BIDS**

<b>Forms for Submitting Bids</b>	<b>Yes / No</b>
<p>1. Superscription on ALL the envelopes (Total3 Envelopes) <u>“Bid for Supply of Skilled, Semiskilled and Unskilled Manpower for Different Regions”</u>.</p> <p align="center"><b><u>AND</u></b></p> <ul style="list-style-type: none"> <li>• Envelope No. 1 Must Contain “Technical Bid Letter, Technical Bid Form, Tender Fee and EMD amount” with superscription as marked above and “TECHNICAL BID”</li> <li>• Envelope N. 2 Must contain “Financial Bid” only and superscription as marked above and FINANCIAL BID”</li> <li>• Envelope No.3 Must Contain Envelope No.1 and Envelope No.2</li> </ul>	
2. Signature on all the pages conveying the acceptance of all terms and conditions	
3. Technical Bid Form (Annexure I & II) – Envelope I	
4. EMD of the required amount in Envelope 1 alongwith Technical Bid Form	
5. Check if all the required documents certifying all the qualifying conditions- (has it been enclosed in Envelope I as enumerated in Annexure II).	
6. In case the bidder is a non-individual, then the letter authorizing the signatory to sign the tender documents must be enclosed. This letter would be on the Bidders Letter Head (in Envelope No.1)	
7. Financial Bid (Part - III) Annexure VI Financial bid should be submitted only in the relevant format duly signed	

### **DETAILS OF THE BID**

<b>Sr. No.</b>	<b>PARTICULARS</b>	<b>DETAILS</b>
1	Name of the Company and Address	UTI Infrastructure Technology And Services Limited (UTIITSL) Plot No. 3, Sector 11, CBD Belapur-400614
2	Date of Issue of the Bid Document	_____
3	Last date for Submission of Queries	_____ (Upto 12.00 PM)
4	Email ID for seeking clarifications on the Bid Document	Email: hrd@utiitsl.com with tender number in the subject.
5	Date, Time and Venue of Pre-Bid meeting	_____, between 10:30 AM to 12:00 PM UTIITSL, Plot No. 3, Sector 11, CBD Belapur-400614
6	Date and Time for submission of bid including Technical & Financial Bids	_____ 15:00 Hours (Same as at Sr. No. 1)
7	Date , Time and Address of Opening of Eligibility Criteria & Technical Bid	_____ 15:30 Hours (Same as at Sr. No. 1)
8	Date and Time of Opening of Financial Bid	The technically qualified bidders will be notified of the date and time of the Financial Bid opening through email id.
9	Tender Fee	INR 500/-
10	Bid Security Amount	INR 50,000/-

Please note carefully the requirements for submitting bids as set forth in this bid document, and the date and time for submission of bids. Late or delayed bids shall not be considered for evaluation and shall either not be received or returned unopened.

UTIITSL reserves the right to reject any or all bids without assigning any reason thereof at anytime.