



## Regional Office, Central Board of Secondary Education,

2<sup>nd</sup> Floor, Block –B, LIC Divsnl. Office Campus, Pattom, Thiruvananthapuram – 695004

Phone – 0471-2534404, 2534406

### Tender Notice

Sealed competitive Tenders under two-bid system (Technical & Financial) are invited from reputed & well established Manpower Agencies/Firms to provide manpower services for a period of one year commencing from the date of signing of agreement. Tender form with T&C can be obtained from the cashier on any working day upto 2.30 p.m. on or before 17.02.2014 against cash payment of Rs. 200/-(non-refundable) or can be downloaded within the same period from Board's website <http://cbse.nic.in>; in such cases, a Bank Draft drawn on any Nationalized Bank in favour of "Secretary, CBSE payable at Trivandrum" should be enclosed with the form. Interested Manpower Agencies may submit duly filled in tender form with **Earnest Money Deposit Rs. 10,000/- in the shape of Bank Draft** on or before 17/02/2014 upto 03.00 p.m. by hand/post. Tender shall be opened on the **same day at 3.30 p.m.** in the presence of tenders who may wish to be present. The Office reserves right to accept or reject the tender without citing any reason.

REGIONAL OFFICER

**Price Rs 200/-**

http://cbse.nic.in  
Tender form No.....

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Last date for submission of sealed competitive tender is **17/02/2014 upto 3:00 p.m.**

Tender form to provide **Manpower Services** on contract commencing from the date of agreement.

M/s \_\_\_\_\_ are hereby authorized to submit their Tender in response to the Tender Notice appeared in news paper to provide Manpower Services on contract agreement and as per the terms and conditions enclosed.

**REGIONAL OFFICER**

I/We \_\_\_\_\_ hereby submit tender to provide Manpower Services on contract agreement as per the terms and conditions given in the tender form on page 2, 3 and 4.

Signature with stamp of  
The Proprietor of the  
Manpower Agency/Firm

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### **Terms and Conditions**

1. The contract is likely to commence from February, 2014 and would continue till January 2015. Period of contract may be further extended for a period of another one year with some modification. The modification of the rates shall be subject to the variation in the incidence of the statutory levies & contributions and revision of daily minimum wages at the time of obtaining the extension. The Competent Authority of the Board, however, reserves right to terminate this initial contract at any time after giving one month notice to the selected service providing Company/Firm/Agency.
2. The Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousand Only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the agency in the form of Bank Draft drawn on any nationalized bank in favour of Secretary CBSE payable at Thiruvananthapuram valid for a period of 90 days. Offer not accompanied by earnest money and tender fee will be summarily rejected.
3. The Successful tenderer will have to deposit Security money of Rs. 10,000/- through Bank Draft in favour of Secretary CBSE payable at Thiruvananthapuram for the contract period. The security money will be refunded after expiry of contract period. However, it can be forfeited in case of refusal or any serious lapse or default found during services...etc.
4. The tenderer are required to enclose self attested photocopies of the following documents along with the Technical Bid, **failing which their bids shall be summarily/out rightly rejected and will not be considered any further :**
  - a. Registration certificate and valid Licence under contract labour Act.
  - b. Copy of PAN card.
  - c. Copy of the IT return acknowledgements for the last two financial years.
  - d. Copies of EPF and ESI certificates.
  - e. Copy of the Service Tax registration certificate.
  - f. Work experience of similar work with Govt. Ministries / PSUs/ Autonomous Bodies during the past two years.
  - g. Documents for minimum financial turnover of Rs. 15 lakh per annum during the last two years.
  - h. Bank Draft of Rs. 10,000/- (refundable EMD)
  - i. Bank Draft of Rs. 200/- as cost of tender.

5. **The conditional bids shall not be considered and will be out rightly rejected in very instance.**
6. The Technical Bid shall be opened first on the scheduled date and time (At 03:30 p.m. 17.02.2014), in the Regional Office, CBSE Pattom, Thiruvananthapuram-695004 in presence of the Representatives of the Firms/Agencies, if any who wish to be present at that time. Performance on Technical Bids shall be evaluated by the competent authority. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date & place to be notified later in presence of short listed contractors or their authorized representatives.
7. The Competent Authority of the Board reserves the right to annul any or all bids without assigning any reason.
8. The bidder shall quote the technical & financial bids as per the format enclosed at **Annexure I & II.**
9. The contracting Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of the Board.
10. The requirement of the Board may increase or decrease during the period of contract. The tenderer would have to provide additional Attendants, if required, on the same terms and conditions.
11. The tenderer will be bound by the details furnished by him/her to the Board, while submitting the tender or at subsequent state. In case, any or such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
12. The manpower employed by the agency shall be required to work normally as per the Board's working days, i.e. from Monday to Friday from 0900 hrs. to 1730 hrs. with a lunch break of ½ hour from 1300 hrs. to 1330 hrs. The manpower may also be called upon to perform duties on Saturday, Sunday and other gazette holidays, if required. No extra wages will be paid for attending the office on such holidays.
13. The tenderer shall furnish the following documents in respect of the individual Attendants deployed by it in the Regional Office before the commencement of work:
  - a. List of attendants shortlisted by the agency for deployment containing full details i.e. Date of Birth, Marital Status, Address, Photographs, Identification Mark etc.
  - b. Bio-data of the persons.
  - c. Certificate of verification of antecedents of persons by local police authority.
14. In case, the person employed by tenderer commits any act of omission/ commission that amounts to misconduct/ indiscipline/ incompetence and security risks, the successful Company / Firm / Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the competent authority. The tendering company/ firm/ agency shall replace within two days any of its personnel who is found unacceptable the Board. Any loss caused to Board by acts or omissions of deployed manpower shall be indemnified by the tenderer.
15. The tendering company shall provide identity cards to the personnel deployed in the Board carrying the photograph of the personnel and personal information as to name, DOB, age and Identification mark etc.

16. The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in the Board.
17. The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, tobacco chewing, smoking, loitering without work, chewingum or any other material which may cause unnecessary spitting.
18. The person deployed shall be required to report for work at 9000 hrs. to the Section Officer (Rectt.) and would leave at 1730 hrs. In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted. In case of repetition of such instances, clause 18 will be applicable.
19. The agency shall depute a co-ordinator, out of the deployed personnel, who would be responsible for immediate interaction with the Board so that optimal services of the persons deployed by the agency could be availed without any disruption.
20. It will be the responsibilities of the service providing agencies to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in the board and the Board will have no liabilities in this regard.
21. For all intents and purposes, the service providing agency shall be the “Employer” within the meaning of different Labour legislations in respect of Attendants so employed and deployed in the Board. **The Persons deployed by the agency in the Board shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against Central Board of Secondary Education.**
22. The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. The Board shall, in no way, be responsible for settlement of such issues whatsoever.
23. The Board shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
24. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of the Board during the currency or after expiry of the contract.
25. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in the Board.

## **LEGAL**

26. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in the Board.
27. The tendering agency shall be liable to submit to this Department every month the list of employees deployed by them in the Board and their contribution towards Provident Fund, ESI and salary details.
28. Tendering agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Board to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

29. The tendering agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of the Board or any other authority under Law.
30. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by the Board.
31. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Board is put to any loss/ obligation, monetary or otherwise, the Board will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

## **FINANCIAL**

32. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable (without interest) of Rs. 10,000/- (Rs. ten thousand only) in the form of Demand Draft drawn in favour of Secretary, CBSE payable at Thiruvananthapuram.
33. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second competitive stage) shall be returned to them without any interest. However, the E.M.D. in respect of the successful tenderer shall be adjusted towards security money deposit. **Further, if the agency fails to deploy manpower against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice.**
34. In case of breach of any terms and conditions attached to this contract, the Security Money Deposit of the agency will be liable to be forfeited by the Board besides annulment of the contract.
35. The agency shall raise the bill, in duplicate, along with attendance sheet and submit to the Regional Officer in the first week of succeeding month. As far as possible the payment shall be released by the second week of the succeeding month, if the Regional Office satisfy that the tendering agency has abide by all terms & conditions of the contract. However, it shall be the liability of tenderer to pay wages to manpower deployed by it before 7<sup>th</sup> of succeeding month as per provisions of payment of Wages Act, 1936.
36. The claims in bills regarding Employees State Insurance, Provident fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of the competent authority.
37. The Board reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

**REGIONAL OFFICER**

**TECHNICAL BID**

(To be enclosed in a separate sealed envelope)

**To Provide Services of Manpower to Regional Office, Central Board of Secondary Education,  
Pattom, Trivandrum-695004**

1. Name of Tendering Firm / Agency : \_\_\_\_\_  
(Attach certificate of registration with statutory authorities)
2. Name of proprietor / Director(s)/partners 1. \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_  
of Firm/agency 2. \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_  
3. \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_
3. Full Address of Firm/agency \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No. : \_\_\_\_\_  
FAX No. : \_\_\_\_\_  
E-Mail Address : \_\_\_\_\_
4. PAN / TAN / GIR No. : \_\_\_\_\_  
(Attach self attested copy)
5. Service Tax Registration No. : \_\_\_\_\_  
(Attach self attested copy)
6. E.P.F. Registration No. : \_\_\_\_\_  
(Attach self attested copy)
7. E.S.I. Registration No. : \_\_\_\_\_  
(Attach self-attested copy)
8. Financial turnover of the tendering Firm / Agency for the last 2 Financial Years:  
(Attach supporting documents)

Financial Year	Amount (Rs. lacs)	Remarks, if any
2011-12		
2012-13		

9. Give details of the major similar contracts handled by the tenderer in PSUs and Government Departments during the last two years in the following format. (attach attested copies of work orders)

S.No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs.lacs)	Duration of Contract		Nature of contract
			From	To	
1					
2					
3					

(if the space provided is insufficient, a separate sheet may be attached)

10. Additional information, if any (Attach separate sheet, if required)

Signature of Authorized Person

Date :

Name :

Place :

Seal :

**FINANCIAL BID**

(To be enclosed in a separate sealed envelope)

**For Providing services of manpower to Central Board of Secondary Education**

1. Name of tendering Firm / Agency:

2. Details of Earnest Money Deposit: Rs.

D.D. / P.O. No. &amp; Date : \_\_\_\_\_

Drawn on Bank: \_\_\_\_\_

**A. The competitive rates for the following categories of post may be quoted based upon the qualification and experience against the column meant for Emoluments per Month inclusive of EPF and ESI.**

Sl. No.	Name of Post	No of Post Required	Age Limit	Qualification	Experience and skill Knowledge	Emoluments /Month (to be quoted By Firm/Agency Accordingly )
1.	<b>Accountant</b>	<b>1</b>	Between 56 to 62 Years	Post Graduate or Graduate in Commerce Desirable- Knowledge of Accounting Software, Maintenance of Cash Register, Income Expenditure, Bank Reconciliation	Should have working experience in Government / PSU Regular Services	
2.	<b>Computer Assistant</b>	<b>2</b>	Between 18 to 40 Years	Graduate with Diploma in Computer Application, Proficiency in Typing, MS-Office Desirable-Good Communication Skill	Typing Speed English-35wpm Minimum of 2 Years Experience	
3.	<b>Public Relation Assistant</b>	<b>1</b>	Between 18 to 40 Years	Graduate with Good Communication Skill in Malayalam, English and Hindi Desirable-Basic Knowledge of Computer	Minimum 2 Years Experience in Public Relation	
4.	<b>Junior Assistant</b>	<b>2</b>	Between 18 to 40 Years	Graduate with Diploma in Computer Application, Proficiency in Typing, MS-Office Desirable-Good Communication Skill	Typing Speed English-35wpm Minimum of 2 Years Experience	
5.	<b>Tele-Caller</b>	<b>1</b>	Between 18 to 40 Years	12 <sup>th</sup> Pass & above Fluent in English, Malayalam & Hindi Preference-Graduate	1 Year of Tele-calling Experience	
6.	<b>Multi Tasking Staff (MTS)</b>	<b>8</b>	Between 18 to 40 Years	10 <sup>th</sup> Pass	2 Years Working Experience in any Organization	
7.	<b>Housekeeping Personnel for Sweeping and Cleaning of Office Premises</b>	<b>4</b>	Between 18 to 40 Years	N/A	N/A	

**Note: No. of Required Post mentioned above may vary.****B. Applicable Service Tax on total emoluments (percentage) \_\_\_\_\_****C. Service / Administrative Charges in percentage (%) of the wages of contract staff \_\_\_\_\_**Date:  
Place:Signature of authorized person  
Full Name:

Firm/Agency Seal:

Notes: The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each deployed person during the month.



