OPEN INVITATION OF BIDS

Subject: - Invitation of Bids from manpower supply agency for services of Officer on Special Duty(Training), Internal Audit Officer, Office Assistant (IT), Data Entry Operators, Office Assistant (General), Stenographer, Driver, Cook, Electrician, Cook Helper and Sweeper in Board of Practical Training (Eastern Region), Kolkata.

Bids are hereby invited under two bid system i.e. Technical bid & Commercial / Financial bid from interested agencies having their office in Kolkata, for Outsourcing of services of Officer on Special Duty(Training), Internal Audit Officer, Office Assistant (IT), Data Entry Operators, Office Assistant (General), Stenographer, Driver, Cook, Electrician, Cook Helper and Sweeper in Board of Practical Training (Eastern Region), Kolkata for a period initially for one year, extendable for further period of one year maximum up to 3 years on mutual agreement and subject to satisfactory performance of the firm during the contract period. Bid documents can be downloaded through CPP Portal http://eprocure.gov.in/epublish/app , or BOPT (ER) website www.bopter.gov.in.

2. The bids completed in all respect will be accepted at office of Board of Practical Training, Eastern Region, Block-EA, Sector-I, Salt Lake City, Kolkata- 700064.

3. Schedule of Invitation of Bid:

<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>Activity</th>
<th>Date/Remarks</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Duration of 4 nos. of Officer on Special Duty (Training), 1 no. of Internal Audit Officer, 1 no. of Office Assistant (General), 3 nos. of Office Assistant (IT), 1 no. of Stenographer, 3 nos. of Data Entry Operator, 1 no. of Driver, 1 no. of Electrician, 1 no. of Cook, 1 no. of Cook Helper and 2 no. of Sweeper in Board of Practical Training (Eastern Region), Kolkata (Total heads = 19)</td>
<td>Initially for one year, extendable for further period of one year maximum up to three years on mutual agreement and subject to satisfactory performance of the firm during the contract period.</td>
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<tr>
<td>2.</td>
<td>Open Bid No.</td>
<td>BOPT/Admin/Outsourcing/2020/01</td>
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<tr>
<td>3.</td>
<td>Name of Organization</td>
<td>Board of Practical Training, Eastern Region</td>
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<tr>
<td>4.</td>
<td>Published Date</td>
<td>13/08/2020</td>
</tr>
<tr>
<td>5.</td>
<td>Bid Document Downloading Start Date</td>
<td>13/08/2020 at 3:00 PM</td>
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<tr>
<td>6.</td>
<td>Bid Submission Start Date</td>
<td>14/08/2020 at 9:00 AM</td>
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<tr>
<td>7.</td>
<td>Bid submission End Date</td>
<td>03/09/2020 (3:00 PM)</td>
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<tr>
<td>8.</td>
<td>Bid Opening Date &amp; Time</td>
<td>03/09/2020 (3:30 PM)</td>
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</tbody>
</table>
9. Amount for submission of Earnest Money Deposit (EMD) in the form of Demand Draft (DD) drawn in favour of “Board of Practical Training (Eastern Region), Kolkata”

<table>
<thead>
<tr>
<th>Amount for submission of Earnest Money Deposit (EMD) in the form of Demand Draft (DD) drawn in favour of “Board of Practical Training (Eastern Region), Kolkata”</th>
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<tbody>
<tr>
<td>Rs. 25,000/- (Rupees Twenty Five Thousand only)</td>
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10. Address for communication

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<th>Address for communication</th>
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<tbody>
<tr>
<td>The Director, Board of Practical Training (Eastern Region), Block-EA, Sector – 1, Opposite-Labony Estate), Salt Lake City, Kolkata- 700064</td>
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</table>

4. Technical bid and commercial bid/financial bid shall be submitted in separate envelop duly super scribed with Technical bid and Commercial/Financial bid, as the case may be, both envelope should be submitted in one envelope duly super scribed with “Bids for Outsourcing of Manpower” latest by 03/09/2020 (3:00 P.M.) in the tender box provided for this purpose.

5. Bid shall be submitted in separate sealed envelope to Board of Practical Training (Eastern Region), Block – EA. Sector – 1, (Opposite Labony Estate) Salt Lake City, Kolkata- 700 064

6. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Board reserves the right to accept or reject any of the tenders without assigning any reasons thereof.

(Director)
Board of Practical Training (ER)
Subject: - Invitation of Bids for Outsourcing of services of Officer on Special Duty (Training), Internal Audit Officer, Office Assistant (IT), Data Entry Operators, Office Assistant (General), Stenographer, Driver, Cook, Electrician, Cook Helper and Sweeper in Board of Practical Training (Eastern Region), Kolkata.

The Board of Practical Training (Eastern Region), Kolkata invites Bids from experienced and reputed manpower supplying firms/ agencies / companies for outsourcing of Duration of 4 nos. of Officer on Special Duty (Training), 1 no. of Internal Audit Officer, 1 no. of Office Assistant (General), 3 nos. of Office Assistant (IT), 1 no. of Stenographer, 3 nos. of Data Entry Operator, 1 no. of Driver, 1 no. of Electrician, 1 no. of Cook, 1 no. of Cook Helper and 2 no. of Sweeper under following criteria:-

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Name with number of Post required</th>
<th>Education Qualification and experience</th>
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</table>
| 1.      | Officer on Special Duty (Four nos.) | • B.E./B.Tech in any engineering discipline with good academic records.  
• Proficiency in speaking Hindi & English.  
• At least 3 years experience in Training / HR.  
• For Officer on Special Duty, total remuneration is **Rs. 35,000 to 40,000/-p.m.** consolidated + Agency Commission + Applicable Taxes. |
|         | One each at extension centres located at Guwahati, Jamshedpur, Bhubaneswar and Patna (in due course) respectively. | |
| 2.      | Office Assistant (General) (Skilled Category) (One no.) | • Graduate from recognized Board or University with good command over English and Hindi.  
• Well conversant with computers in MS Office.  
• At least 2 yrs work experience.  
• Capacity to analyse and make written notes.  
• Typing Speed English (35wpm)/ Hindi (30wpm). |
| 3.      | Office Assistant (IT) (Skilled Category) (Three nos.) | • Minimum qualification : B.E./B. Tech.  
• Skill of MS Office, OS, Networking etc. Spoken and written in English is desired.  
• Fresh candidate with exposure and intelligence may suffice. |
<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Qualifications and Experience</th>
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</table>
| 4.  | Internal Audit Officer         | • Commerce Graduate from recognized University/Institution.  
• Retired from organized audit/accounts department of Central/State Govt. having experience in the field of Audit.  
• Person having qualification of CA Inter/ICWA Inter may be given preference.  
• For Internal Audit Officer, total remuneration is Rs. 45,000/- p.m. consolidated + agency commission + applicable taxes. |
| 5.  | Data Entry Operator (Semi Skilled Category) | • 12th class.  
• A typing speed of 35 wpm (in English)/30 wpm (in Hindi) and well conversant with computers and essentially well trained in MS Office and also desirable possess knowledge of Scan functioning and MS power point packages/languages.  
• Typing Speed English (35wpm)/Hindi (30wpm).  
• Knowledge of E-office. |
| 6.  | Driver (Semi Skilled Category)  | • 10th class.  
• Having valid driving license.  
• Experience of at least 5 years in relevant field. |
| 7.  | Electrician (Semi Skilled Category) | • Electrician should be 8th Class Pass + National Apprentice Certificate or ITI Pass/possession of valid electrical workman’s permit-License issued by West Bengal Licensing Board (Electrical).  
• 3 years experience in relevant field. |
| 8.  | Stenographer (Semi Skilled category) | • 12th class.  
• Skill test norms:  
Dictation: 10 minutes @ 80 w.p.m.  
Transcription: 50 minutes (English) on computer  
• One year of working experience as a stenographer |
| 9.  | Cook (Semi Skilled Category)    | • 12th class.  
• 5 years of experience in relevant field. |
| 10. | Cook Helper (Unskilled category) | • Preferable 10th class with 3 years of relevant experience. |
11. **Sweeper (Unskilled category)** (Two nos.)

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<td></td>
<td>• Preferable 10th class with 3 years of relevant experience.</td>
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12. Minimum and Maximum ages in all above categories

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<td></td>
<td>Minimum 18 years and maximum 60 yrs. in all categories except 65 years for Internal Audit Officer.</td>
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13. Number of persons required

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<td></td>
<td>The number of persons required against each categories indicated above may vary as per requirement.</td>
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14. Period within which the manpower is to be supplied

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<td>Within 7 days of award of contract.</td>
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2. The initial period of contract would be for a period of one year extendable up to a further period of one year maximum 3 years on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the Competent Authority.

3. Service Charges / Administrative Charges / any other charges quoted by the firm / agency / company Would be fixed for the entire period of contract.

4. The manpower will have to be supplied by the firm / agency within 7 days of award of contract.

5. The Terms and Conditions of the contract are as contained in Annexure -B. Please submit your Bids only if you are in a position to furnish the requisite services in accordance with the conditions / requirements stated in the attached schedules.

6. Only such agencies which fulfil the minimum criteria laid down in (Annexure -A) and are willing to accept the terms mentioned in Annexure -B unconditionally, may submit their Bid.

7. Though rates will be sought for the eleven different categories of manpower viz., Officer on Special Duty, Internal Audit Officer, Office Assistant (IT), Data Entry Operators, Stenographer, Office Assistant (General), Driver, cook, cook-helper, Electrician and sweeper separately, the work will be awarded to single contractor on the basis of average of cost of all categories i.e. only one eligible and the lowest one will be awarded contract for supply of all category of manpower. Rates should not conflict any law or rules of the Govt. of India like Minimum Wages Act etc.

8. An Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty Five Thousand only) in form of Demand Draft Drawn in favour of ‘Board of Practical Training, Eastern Region’ payable at Kolkata may be submitted along with the Bid, failing which the Bid shall not be considered valid.

9. The Bid should be accompanied by the following documents:-

   a) The proforma at Annexure -C (Part-I, Part-II & Part-III) duly filled in.

   b) Firm / Agency profile, including previous experience of manpower supply to Government Board / Department (enclose valid documents in support).

   c) Acceptance of terms and conditions at Annexure - B (All pages duly signed and stamped).

   d) Tender Acceptance Letter at Annexure - D.

   e) Financial bid for Bid for outsourcing of manpower at Annexure – E.
f) Demand Draft (DD) for Earnest Money Deposit (EMD).

g) Turn over the company.

h) C.V. of three key personnel.

All other documents required in support of Eligibility Conditions laid down in annexure- A.

10. The Bid documents shall be submitted in a sealed envelopes super scribed “Bids for Outsourcing of Manpower” addressed to the Director, Board of Practical Training (Eastern Region) Block – EA. Sector – 1, (Opposite Labony Estate) Salt Lake City, Kolkata - 700 064 submitted latest by 03/09/2020 at 3 PM. No addition / deletion in Bid would be allowed by any firm. Unilateral withdrawal of Bid will result in the forfeiture of EMD. However, Board of Practical Training (Eastern Region) reserves the right to seek clarifications to all or any of the points mentioned in the Bid document. Such clarifications would need to be submitted in writing, as it shall form an integral part of the tender. No objection/ representation will be entertained against the same from other firms / agencies.

11. Financial bids will be the part of Bid and the same should be quoted separately. Financial bid will be considered for the bidder who qualifies technical bidding.

12. In case of more than one L-1 Bids, Director, Board of Practical Training may set up a committee to finalize the award of tender on basis of other criterion including but not limited to, annual turnover, experience of supplying manpower to Central Government offices etc. The decision of the Director, Board of Practical Training shall be final and binding on all bidders. Acceptance of all bids will necessarily be subject to this condition.

13. Board of Practical Training reserves the right to change any bid condition even after inviting the bids, with prior notification / corrigendum. BOPT reserve the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior or awarding the Contracts, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such decision.

14. Eligibility criteria along with experience of the outsourced manpower should be verified by the vendor and a certificate along with copies of certificates in proof of eligibility criteria should be submitted to this Board along with certificates of the vendor that he has checked and satisfied. In addition, character and antecedents needs to be submitted duly verified by the competent authority.

15. All correspondence should be addressed to: Director, Board of Practical Training (Eastern Region) Block – EA. Sector – 1, (Opposite Labony Estate) Salt Lake City, Kolkata - 700 064

(Director)
Board of Practical Training (ER)
### Eligibility Criterion

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>The bidder should have had average annual financial turnover of Rs.50 lakhs during the each of the last three years.</td>
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<tr>
<td>2.</td>
<td>The bidder should have experience of having executed/completed supply of manpower for carrying out various jobs and providing assistance in various offices during the last 3 years in Government, PSU, autonomous bodies to the satisfaction of the contracting organization anywhere in India. The bidder must submit work done certificate from the clients. The work done certificate should mentioned the details of work executed, the value of the work done, the date of commencement and date of work. Tenders not accompanied by certificate of experience issued by the client Department/Organization/Institute will be disqualified.</td>
</tr>
<tr>
<td>3.</td>
<td>The bidder must be having a PAN. An attested copy of PAN card of the Agency shall be submitted.</td>
</tr>
<tr>
<td>4.</td>
<td>The bidder shall have all the statutory compliances and licenses required for undertaking the above work under the Contract Labour (Regulation a Abolition) Act and he should submit the proof of the same. The bidder should possess the certificate or Registration/Licence under ESIC Act and EPFO Act, etc. and comply with all relevant laws &amp; statutory requirements.</td>
</tr>
<tr>
<td>5.</td>
<td>The bidder should submit an affidavit, in original, duly certified by a Notary to the effect that there is no police case/vigilance enquiry pending against the partners of the firm or sole Proprietor or company, as the case may be, and that none have even been punished by any Court of Law.</td>
</tr>
<tr>
<td>6.</td>
<td>An affidavit, in original, duly certified by a Notary to the effect that the partners of the Agency or sole Proprietor or Company, as the case may be, have never been black listed is required to be submitted.</td>
</tr>
<tr>
<td>7.</td>
<td>Income Tax returns of last three years duly certified by the Chartered Accountant/Cost Accountant are required to be submitted.</td>
</tr>
<tr>
<td>8.</td>
<td>Balance Sheets of the firm for last three years duly certified by the Chartered Accountant/Cost Accountant are required to be submitted.</td>
</tr>
<tr>
<td>9.</td>
<td>The bidder should be registered with the GST and should be having a valid GST Registration number.</td>
</tr>
<tr>
<td>10.</td>
<td>Successful tenderer will have to enter into a detailed contract agreement with BOPT on Non-judicial stamp paper of Rs. 100/- (Rupees One Hundred only) for work.</td>
</tr>
<tr>
<td>11.</td>
<td>C.V. of three key personnel with contact no. and email id.</td>
</tr>
<tr>
<td>12.</td>
<td>Documents in support of the entire above are required to be submitted along-with the Bid.</td>
</tr>
</tbody>
</table>

***
TERMS AND CONDITIONS

1. The bidder shall go through all instructions, forms, terms, conditions and specifications in the bidding documents carefully. Failure to furnish any/all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid. The bids are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders are not fully filled in.

2. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) sole proprietor of the firm or constituted attorney of such sole proprietor or (ii) a partner of the firm in the case of partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.

3. In case of partnership firms, where no authority have been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must the signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to have the authority to do so. If it is found, on enquiry, that the person have no authority to do so, the BOPT shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tender and annexure(s), if any, should be signed by the tenderer.

4. BOPT reserve the right to accept or reject any or all the tenders without assigning any reasons whatsoever and decision of the BOPT in this matter shall be final and binding. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure or settlement dispute shall be referred to the sole arbitrator to be appointed by the BOPT. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Conciliations Act 1996 as amended from time to time.

5. After submission of the tender, the bidder shall not resile from his offer or modify the terms and conditions thereof. If the bidder fails to observe and comply with this stipulation, the aforesaid amount of EMD will be forfeited by the Board. The EMD of unsuccessful bidder may be returned to them within a period of 30 days on the date of award of the contract.

6. The conditional bids shall not be accepted in any case.

7. No subletting of contract will be permitted. The contract is liable to be cancelled forthwith if subletting is noticed.

8. The Tender shall be kept open for acceptance by Board up to 30 days from the date of opening.

9. The bidder is at liberty to be present or to authorize a representative to be present at the time of opening of the bids. The name and address of the representative who would be attending the opening of the bids on his behalf should be indicated in the tender. Name and address of permanent representative of the bidder, if any, may also be indicated.

10. The contract shall normally be awarded for a period of one year from the date of award and extendable for one more year maximum up to 3 years on mutual understanding and subject to satisfactory performance by the contractor. The BOPT in its capacity as Principal Employer, reserve
the right to modify any of the terms and conditions, at its discretion, in the interest of the job / work. The agreement is terminable with one calendar month's of notice by BOPT and three calendar month's of notice by the contractor. Part of the month will be ignored for the purpose of notice.

11. The contract shall, however, be reviewed on quarterly basis for its continuation or otherwise keeping in view of the performance of the firm over a period of previous three months. However, if any glaring shortcomings or deficiencies are noticed during the month preceding three monthly periods, the contract can be terminated giving a one month's notice.

12. The amount quoted shall be in Indian rupees and to be written both in figure and word and there shall be no correction or overtyping etc. The offers with any correction / deviation in prices either in words / figures shall be summarily ignored.

13. The rates should be quoted for one calendar month for supply of outsourced workers under each category separately. The rates quoted shall be in whole rupees and exclusive of service charges and service tax which should be shown separately.

14. THE CONTRACTOR IS ENTITLED TO KEEP WITH IT ONLY THE CONTRACTOR'S ADMINISTRATIVE / SERVICES CHARGES. THE CONTRACTOR SHALL NOT CHARGE THE PERSONS DEPLOYED OR PROPOSED TO BE DEPLOYED WITH THIS BOARD ANY MONEY IN ANY NAME IN ANY FORM. ANY COMPLAINT AGAINST THE CONTRACTOR IN THIS REGARD BEFORE (I. E. AFTER SELECTION OF L - 1) OR AFTER AWARDING THE CONTRACT WILL BE VIEWED VERY SERIOUSLY AND THE CONTRACT WOULD BE CANCELLED WITH FOR FEITURE OF THE SECURITY AND BLACK LISTING OF THE CONTRACTOR.

15. The rates quoted must include the compulsory contributions of Employees Provident Fund, Employees State Insurance and all such mandatory contributions compulsorily enforceable under the Labour law and Rules of the Central Govt. / West Bengal Government.

16. The rates will be sought for the seven categories of manpower separately, the work will be awarded on the basis of average of per unit cost of each of the seven categories to only one agency.

17. In accordance with O.M. No. 29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Ministry of Finance, bids quoting ‘Nil’ charges / consideration or quoting an amount which in the opinion of the competent authority in BOPT is so low with respect to the work / expenditure involved that the bidders cannot be trusted to provide the services at such costs for the full period of contract, shall be treated as unresponsive and will not be considered.

18. The contract shall normally be awarded to the lowest evaluated bidder meeting all the terms and conditions of the tender essentially the contract relating to availability of requisite infrastructure / facilities. BOPT however does not bind itself to accept / award tender to the lowest evaluated bidder. The final decision lies with BOPT and no reason shall be furnished for the above decision.

19. If a bidder does not accept the offer, after issue of the letter of award by BOPT within 07 (Seven) days, the offer made shall be deemed to be withdrawn without any notice and the earnest money will be forfeited.

20. The successful bidder will have to deposit an amount of Rs. 1,00,000/- (Rupees One Lakh only) towards Performance Guarantee (Security Deposit) within 7 days from the date of receipt of communications regarding acceptance of Tender. The EMD of Rs. 25,000/-already deposited along with Technical bid will form part of the security deposit and the remaining Rs. 75,000/- shall be furnished in the form of Demand Draft / Bank Guarantee within the above mentioned 7 days period. In the event of failure to deposit the said amount the earnest money already submitted may be forfeited. No interest /charges on deposit of performance security shall be paid by the BOPT to the renderer.
21. Minimum monthly wages to be paid to the outsourced manpower shall be regulated in accordance with the directions of circular issued by Deptt. of Labour & Employment of Central Govt. The Contractor/ Tendering Agency will be reimbursed for the payment of remuneration to each person at the rates detailed in the Offer form (Annexure -C) plus Service Charges and Service Tax. The Tendering Agency shall be responsible for compliance of all statutory provisions relating to minimum wages. EPF & ESI in respect of personnel deployed by it in BOPT. All such statutory requirements must be carefully considered / incorporated while quoting the rates. The escalation clause towards payments to the engaged manpower shall not be accepted on any ground during the initial period of contract.

22. The salary shall be disbursed to the worker through RTGS/ NEFT.

23. The contracting agency shall ensure payment of salary before 7th of the succeeding month without uninitiated or unknown deductions.

24. The contracting agency shall submit its invoice in duplicate after making payment to the employees supported by the following documents irrespective of release of payment to the agency:

i. Details of disbursement including the amount to be received from the BOPT in respect of each work, amount deducted towards employee's contributions and the net amount paid to the workers along with payment details.

ii. Documentary proof of payment EPF and ESI subscriptions recovered from the workers together with the details of amounts paid in respect of workers.

iii. Documentary proof of payments towards service tax etc.

25. The contractor shall ensure that all statutory dues such as EPF/ ESI etc. as applicable under any law, rule or notification of Government of India / State Govt. are paid well in time.

26. It shall be sole responsibility of the Tenderer to abide by the provisions of the following Acts for engaging the workers.

a) Employment of Children Act;
b) Workmen Compensation act;
c) Employment of labour/ contract labour act;
d) Industrial employment act;
e) Minimum wages act;
f) Employee Provident Fund Act;
g) Employees State Insurance Act;
h) Any other Act or legislation as may be in force from time to time.

Non adherence of any of the Statutory Acts will result in disqualification at the cost of the bidder.

27. The contractor shall be liable for depositing all taxes, levies, cess etc., on account of service rendered by it to the BOPT to the concerned tax collection authorities from, time to time as per extant rules and regulations on the matters.

28. Payment in settlement of the bills will be subject to the deductions of income tax at applicable rates under Tax Deducted at Source (TDS).
29. BOPT shall have no liability, financial or otherwise, for any harm / damage. Injury caused to the worker / machinery deployed by the firm and in the course of performing work of the Directorate for compensation or financial assistance on this account. If any dispute arises between the firm and its manpower in the matter of wages or any service conditions the same will be settled by the agency and the workers engaged by it themselves. BOPT in no case shall be a party to such a dispute.

30. The personnel deployed shall not claim any Master and Servant or employer - employee relationship with this office. In other words, it should be made clear to the manpower so deployed by the successful bidder as per the tender that no employer/worker/employee/relationship is established between the Board and workers by virtue of such deployment and no claims for temporary or permanent employment in Govt. service shall be entertained from any or group of such workers.

31. In case of termination of the contract on its expiry or otherwise, the personnel deployed by the service provider shall not be entitled to or have a claim for absorption in regular / any other capacity in BOPT.

32. The Contracting Agency will ensure that employees are medically fit and free any communicable diseases.

33. The contracting agency shall be solely responsible for the redressal of grievances / resolution of disputes related to personnel deployed by it and the BOPT shall is no way be responsible for settlement of such issues whatsoever.

34. The contractor will furnish to BOPT the full particulars of the personnel sponsored, telephone number etc. and will also ensure the verification of Antecedents of such personnel from their ex-employer and ensure that they possess the requisite academic qualifications and experience for rendering the requisite service to the BOPT. The contractor shall verify and submit copies of certificates in support of age and qualification to the BOPT.

35. The Contractor or the work shall not misuse the premise allotted them for any purpose other than for which the contract is awarded.

36. The contractor shall ensure that the workers are punctual and alert and vigilant in performance of their duties. The contractor shall engage physically fit persons.

37. The personnel provided shall be under the direct control and supervision of the given on day to day basis, by the officer(s) authorized by BOPT for time to time. They will be bound by the office timings, duty, placement, locations etc. as decided by BOPT.

38. The office timing for the outsourcing worker is 9:30AM to 6:00PM with lunch break from 1:30PM to 2:00PM. However BOPT reserve the right to deploy the contractual staff on duty on weekends and holidays as also beyond office hours on requirements. No extra payment will be made to the contractor on this account. Any payment required to be made by the contractor to the workers for the above shall be absorbed by the contractor.

39. The persons deployed shall be available in the premises throughout the working time on all work days.

40. The contractor shall take all precautions to prevent any unlawful acts or disorderly conduct of his manpower deployed in the office of BOPT and its extension centres for the preservation of peace and protection of persons and property.

41. The damage caused, if any, to BOPT’s property through the acts of the contractor or its employees shall be made good by the Agency and the decision of BOPT in this regard shall be
final and binding.

42. In case of any loss, theft / sabotage caused by / attributable to the personnel deployed by the Contractor, BOPT reserve the right to claim / recover damage from the Contractor.

43. Whenever and wherever it's found that the work is not up to the mark and any section, it will be brought to the notice of the Contractor by BOPT and if no action is taken within one working day, an amount of Rs. 5000/- will be levied as liquidated damages per day.

44. In case of breach of any terms and conditions attached to this contract, the security deposit of the contracting agency will be liable to be forfeited by BOPT besides annulment of agreement.

45. In case of default / inordinate delay in payment to the outsourced workers by the Agency, BOPT reserves the right to make alternative arrangement through available sources and shall recover the entire cost and penalty charges after adding 10% administrative cost from the contractor and its shall be unconditionally binding on him. The amount can be recovered from any amount due to the contractor whether against this order or from any other order or from EMD or security deposit.

46. If any provision / terms of this document is held invalid or otherwise unenforceable, the enforceability of the remaining provisions / terms of the documents will not be impaired thereby.

47. If any term of this document is confecting then whichever is beneficial to BOPT shall prevail and it shall be acceptable unconditionally to the service provider.

48. The terms and conditions as stipulated herein shall be part of the agreement.

(Director)
Board of Practical Training (ER)
Schedule

Name of the Firm / Agency

1. Full address with e-mail and Telephone No.

2. Constitution of firm / Agency (Attached copy)
   (i) Indian Company Act, 1956
   (ii) Indian Partnership Act, 1932 (Please give name of partners)
   (iii) Any other Act.
   (iv) Sole Proprietorship

3. i) For partnership firms whether registered under the Indian partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the tender.
   ii) If the answer to the above is in negative. Whether there is any general power of attorney executed by the partners of the firm authorizing the partner who has signed the tenders to refer dispute condemning business of the partnership to arbitration.
   iii) If the answer to point (i) and (ii) above is affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.
   iv) Name, address, Telephone No., email of the proprietor / partner of the Agency / firm or if it is a copy, the same details of the Director(s) of the company.

4. Name and full address of the your banker:

5. Permanent Account No. (PAN) / TAN and GST No. (Copies of PAN / TAN and GST etc.):

6. Date of establishment of the Agency / Firm/ Company

7. Whether registered with all concerned Govt. authorized agency (EPF / ESI etc.) and having license under Contractual labour (Regulation & Abolition) Act. (Copies of all certificates of registration to be enclosed.)

8. Any other relevant information:

   Part –II

9. Earnest Money Deposited: Yes / No (Write draft No. date / issuing bank details)

   Part III

10. Name and address of the firm's representative and whether the firm would be representing at the opening of the tenders.

11. Name of the permanent representative to be visiting BOPT Kolkata regarding the contract.

   Date:___________________
   Place:___________________

   Authorized Signatory
   Please add supplementary pages to be numbered wherever needed by the Tenderer.
Annexure-D

Tender Acceptance Letter
(To be given on Company Letter Head)

To,
The Director
Board of Practical Training (Eastern Region)
Block – EA, Sector – I,
(Opposite Labony Estate)
Salt Lake City
Kolkata – 700 064

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No: -BOPT/BID/290/8/2020 dated 20th July, 2020

Name of Tender / Work: - Expression of Interest for Outsourcing of services of Officer
on Special Duty (Training), Internal Audit Officer, Office Assistant
(IT), Office Assistant (General), Stenographer, Data Entry, Data
Entry Operators, Cook, Driver, Electrician, Cook Helper and Sweeper
in Board of Practical Training (Eastern Region), Kolkata.

1. I / We have downloaded / obtained the tender document(s) for above mentioned Tender / Work for the web site(s) namely: "Outsourcing of services of Officer on Special Duty (Training), Office Assistant (IT), Data Entry Operators, Office Assistant (Accounts), Office Assistant (General), Driver and Electrician in Board of Practical Training (Eastern Region), Kolkata." as per your advertisement, given in the above mentioned website(s).

2. I / we hereby certify that I / We have read the entire terms and conditions of the tender documents from page No. ________ to ___________ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions/ clauses contained therein.

3. The corrigendum(s) issued from time to time by your Board/organization too have all been taken into consideration, while submitting this acceptance letter.

4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in it's totally / entirely.

5. In case any provisions of the tender are found violated, then your Board / organization shall without prejudice to any other right or remedy be at liberty to reject this tender / bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully

(Signature of the Bidder, with Name & Officers)
Open Bids No. BOPT/Admin/Outsourcing/2017/01

Financial bid
(To be enclosed in a separate sealed envelope)

Expression of Interest for Outsourcing of services of Officer on Special Duty (Training), Internal Audit Officer, Office Assistant (IT), Data Entry Operators, Office Assistant (General), Stenographer, Driver, Cook, Electrician, Cook Helper and Sweeper in Board of Practical Training (Eastern Region), Kolkata.

1. Name of tendering Service Provider Company Firm / Agency:

2. Rates / remuneration for Outsourcing of services of Officer on Special Duty (Training), Internal Audit Officer, Office Assistant (IT), Data Entry Operators, Office Assistant (General), Stenographer, Driver, Cook, Electrician, Cook Helper and Sweeper.

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<tr>
<th></th>
<th>Amount (In Rs.) (per person, per month)</th>
<th>Amount (In Rs.) (per person, per month)</th>
<th>Amount (In Rs.) (per person, per month)</th>
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<td>Internal Audit Officer</td>
<td>45,000</td>
<td>35,000 to 40,000</td>
<td>23,500</td>
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*Basic Salary (In hand) should be as per minimum wages

EPF

*EPF Employer's Contribution

35,000 to 40,000

*EPF Employee's Contribution

23,500

ESI

*ESI Employer's Contribution

Applicable as per Govt. rule

*ESI Employee's Contribution

Applicable as per Govt. rule

*Any other Payment to Employee the Agency wishes To include in the quote (please specify)

NIL

*Service Charges / Administrative charges etc.

As per minimum wages applicable to central sphere (Central Govt. Offices)

Applicable as per Govt. rule

Applicable as per Govt. rule

Applicable as per Govt. rule

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<th>*GST/Service Tax</th>
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<td>*Total Rate</td>
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Note: - There should be no correction or overtyping in price / financial bid rate.

Signature of Bidder with seal

*All the columns must be mandatory filled in.*