



Manipur Industrial Development Corporation Limited

(A Government of Manipur Undertaking)

Industrial Estate Takyelpat, Post Box No. 46
Imphal - 795 001 (Manipur)

NOTICE INVITING TENDER


Imphal, the 2nd November, 2021

No: MANIDCO/IDC/MANPOWER/2020-21/01: The Managing Director, MANIDCO, Manipur on behalf of the Chairman of MANIDCO invites two bids system (Technical and Financial Bids) through offline tendering for **"Providing Manpower Services on Outsource Basis at Manipur Industrial Development Corporation Limited"**. Contractors having empanelled/registered with MANIDCO who has work experience of 5 (five) years in providing manpowered and similar activities under Central and State Government.

The critical dates of bids are as follows:

1.	Published Date	02/11/2021 (11:00 Hrs)
2.	Bid Submission Start Date and Time	02/11/2021 (14:00 Hrs)
4.	Bid Submission End Date and Time	10/11/2021 (16:00 Hrs)
5.	End Time and date for receipt of hard copies original documents as per Bid (sealed bid)	10/11/2021 (14:00 Hrs)
6.	Opening of Technical proposal	10/11/2021 (16:30 Hrs)
7.	Opening of Financial proposal	To be Intimate later
8.	Bid Document (Hard Copies) Submission Address & Contact No.	Managing Director, Industrial Estate Takyelpat, Imphal West, Manipur 795001 E-mail: manidco@gmail.com 0385-2410767

- The Details NIT documents can be obtained/ download from company website www.manidco.in. Tender document with all documents should be sent to **"The Managing Director** by Speed Post/ special messenger and sealed tender should be dropped in the tender box kept in the Office Building, of MANIDCO with the closing time limit. Bids received after prescribed time limit shall not be accepted under any circumstances.
- Modification/Amendment/Corrigendum, if any shall not be advertised in the newspapers, but shall be uploaded in the website only.


(Peter Salam)
Managing Director

Copy to:

- PS to the Hon'ble Chairman, MANIDCO, Manipur
- File concerned/Notice Board.



BID DOCUMENT (RFP)

for

**PROVIDING MANPOWER SERVICES ON OUTSOURCE BASIS
AT
MANIPUR INDUSTRIAL DEVELOPMENT CORPORATION LIMITED**

RFP No. : MANIDCO/IDC/MANPOWER/2020-21/01

Manipur Industrial Development Corporation Limited

Takyel Industrial Estate
Takyelpat, Imphal West,
Manipur - 795001
Email: manidco@gmail.com

TENDER INFORMATION

RFP No: MANIDCO/IDC/MANPOWER/2020-21/01

NAME OF WORK: Providing Manpower Services on Outsource Basis at Manipur Industrial Development Corporation Limited

Tender are invited by Managing Director, MANIDCO, Manipur on behalf of MANIDCO from contractors already empanelled/registered with Manipur Industrial Development Corporation Ltd. having work experience of 5 (five) years in providing manpowered service and similar activities under Central and State Government with valid PAN card, GST registration, Income Tax Return, financial turnover with a minimum of Rs. 1.00 crore for the last 3 years.

This Tender Document can be obtained/ download from company website www.manidco.in from 02/11/2021 to 10/11/2021, 16:00 hours. Due date of submission of bid is 10/11/2021 till 16:00 hours. Technical bid opening is on 10/11/2021 at 16:30 hours.

Further clarification/ corrigendum, if any, will be notified through the e-procurement portal.

Sd/-

Managing Director,
MANIDCO Ltd.
Takyel Industrial Estate
Takyelpat, Imphal West,
Manipur – 795001
Email: manidco@gmail.com

NOTICE INVITING TENDER

1. Offline Tender are invited on behalf of Manipur Industrial Development Corporation Ltd., Takyel Industrial Estate, Takyelpat, Imphal West, Manipur – 795001 from contractors already empanelled/registered with Manipur Industrial Development Corporation Ltd. having work experience of 5 (five) years in providing manpower service and similar activities under Central and State Government with valid PAN card, GST registration, Income Tax Return, financial turnover with a minimum of Rs. 1.00 crore for the last 3 years for **“Providing Manpower Services on Outsource Basis at Manipur Industrial Development Corporation Limited”**.
2. The Details NIT documents can be obtained/ download from company website www.manidco.in and Tender document with all documents should be sent to **“The Managing Director** by Speed Post or by special messenger and sealed tender should be dropped in the tender box kept in the Office Building, of MANIDCO with the closing time limit. Bids received after prescribed time limit shall not be accepted under any circumstances.

Bid Information:

Sl. No.	Item	Details
1.	Name Of Works	Providing Manpower Services on Outsource Basis at Manipur Industrial Development Corporation Limited
2	Duration of Contract	12 (Twelve) Months. (Expendable Annually base on performance)
3	Employer	Managing Director, MANIDCO Ltd.
4.	Employer’s Representative	Executive Engineer (EMRS), MANIDCO Ltd.
5	Tender Fee/ Cost of Tender Documents	Rs. 3,000/- (Three Thousand) only In form of Demand Draft drawn in favour of ‘Managing Director, Manipur Industrial Development Corporation Ltd. (A Govt. of Manipur Undertaking) Takyelpat Industrial Estate, P.B-46, Imphal West, Manipur, India from Nationalized Banks (payable at Imphal)
6	Bid validity period	90 days from the date of opening of Technical bid.
7	Bid Document (Hard Copies) Submission Address & Contact No.	Managing Director, Manipur Industrial Development Corpn. Ltd. Industrial Estate Takyelpat, Imphal West, Manipur 795001 E-mail: manidco@gmail.com 0385-2410767

Important Dates :

1.	Published Date	02/11/2021 (11:00 Hrs)
2.	Bid Submission Start Date and Time	02/11/2021 (14:00 Hrs)
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3. Modification/Amendment/Corrigendum, if any shall not be advertised in the newspapers, but shall be uploaded in the website only.
4. The undersigned reserves the right to accept or reject any tender/bid or the entire bids/tender without assigning any reason (s) thereof.
5. Not necessarily L1 bidder will be considered to award the works/projects.
6. Any firm/ company/ contractors on which penalty was imposed for any purpose relating to contract work will be liable to be rejected.

1. ELIGIBILITY CRITERIA: - The agency must fulfill the criteria mentioned below.

TECHNICAL:-

- a. Contractors must be already empaneled/registered with Manipur Industrial Development Corporation Ltd.
- b. The bidder should have sufficient experience in providing manpower. The bidder shall furnish details of the complete company profile, relevant experience, company's financial statements, details of the manpower as per the Tender documents etc.
- c. The offer(s) submitted by the bidder shall be valid for a period of 90 days from the date of submission.
- d. The last date of submission of Bid is 10/11/2021 up to 4:00 PM. The Technical bid will be opened on 10/11/2021 up to 4:30 PM at MANIDCO, bidder's representatives who would like to be present.
- e. Bid Processing Fee shall be paid in form of Demand Draft/ Banker Cheque in favour of Managing Director, Manipur Industrial Development Corporation Limited (MANIDCO) payable at Imphal.
- f. Incomplete Bid, conditional Bid received without incomplete documents and after the stipulated time shall out rightly be rejected.
- g. Employer reserves the right to reject any one or all of the Bids without assigning any reason thereof.
- h. In case of any dispute in the award of work or terms & condition of award and

execution of work, the decision of Tender Committee, MANIDCO is final and binding on all the parties

Scope of work

Scope of work broadly includes providing Technical inputs to client to Design, Construction Supervision, Contract Management, Project Management and Safety Aspects. The bidder would support the Employer in overall management of the project, including project Cost estimation, design, detailed projects reports necessary surveys and investigations, preparation of bid document and providing entire bid process management support as per the requirement of the Project.

In the event of award of work to MANIDCO, the core team of experts of the selected agency will provide the services as per the requirement for specific timeline in which a separate MoU/Agreement will be signed with the successful bidder.

The Bidder/Agency is required to provide the CVs of the following Experts in line with their Qualification and relevant experiences.

a) Key-Experts

Sl. No.	Position	No.
1.	Assistant Engineer	5
2.	Section Officer	15
3.	Office Assistant cum Computer Operator	5
4.	Road Mohori (Supervisor)	10
5.	Driver	3

Note:

1. All above experts must have basic knowledge of computer and English language.
2. The Agency shall provide detailed CVs of all the Key Experts only for Evaluation of the Bid.
3. The input of the Expert shall be as per the requirement of the upcoming projects in MANIDCO.
4. The Total No. of Man months are Indicative Only. This shall Change w.r.t the Project Specific and Man Month Input Requirement.

Eligibility Criteria

The bidder must satisfy the following eligibility criteria:

- a. Bidder must be a Company/Firm incorporated by any Law of India with a minimum of 03 years of operations.

- b. The average annual Turnover of the Bidder shall be not less than Rs. 1.00 Crores in the last three financial years.
- c. Audited Balance Sheet for Last 3 (three) years is to be enclosed. Year in which no turnover is shown would be considered for working out the average.
- d. Bidder must not have been blacklisted or deregistered by any government Bidder or Public Sector Undertaking. If so the same shall be brought to the notice of the MANIDCO. A declaration is to be made by bidder to that effect that firm is not blacklisted as on date.
- e. The Bidder must have GST registration; copy of Certificate of Registration must be enclosed.
- f. The Bidder whosoever qualifies in eligibility criteria, their Technical bids shall be evaluated as per the evaluation criteria
- g. The bidder should not have incurred any loss in more than 2 years in the last three financial years and the profit after tax certificate shall be attested by the Independent Chartered Accountant.

Terms of Reference

1.0 Background

MANIDCO is bidding for the upcoming Projects in North East, India. In view of this, MANIDCO intends to hire an Agency which can provide Specific Manpower on need basis and Bid specific.

2.0 Essential Documents

Bidders are required to submit following documents/ certificates online:

- a) Registration, Ownership as well as Constitution and legal status of the Applicant
- b) The average annual Turnover of the Bidder shall be not less than 1.00 Crores in the last three financial years.
- c) Certified copies of the audited Balance sheets for last three years.
- d) Power of Attorney in favour of the person signing the Bidder covering letter and price bid.
- e) Copy of PAN /ESI/PF.
- f) Copy of Certificate of GST Registration
- g) Certified copies of Income Tax Return forms of last three years
- h) List of Experts with Qualification & Experience. The educational certificates for each expert is required to be submitted along with the CV. The proof of experience is essential to be furnished on request by MANIDCO Litigation History/Arbitration cases pending with details.
- i) Documentary proof of experience /ongoing work of Similar projects

Note:

- Bidders not giving the above details shall be liable for rejection.

- Incomplete Bid, conditional Bid and Bid received without incomplete documents and after the stipulated time shall out-rightly be rejected.
- In case of any dispute in the award of work or terms & condition of award and execution of works, the decision of Tender Committee, MANIDCO shall be final and binding on all the parties.

0.3 GENERAL GUIDANCE:-

- a. The successful Tenderer/Tenderers will submitted Performance Guarantee @ 3% of the quoted rate from the date of issue of letter of acceptance within 15 days in the approved format of MANIDCO.
- b. During scrutiny, if it comes to the notice to Tender Inviting Authority that the credential or any other Papers Found incorrect / manufactured / fabricated, that tenderer will not be allowed to participate in the tender and that Application will be out rightly rejected without any prejudice.
- c. Before issuance of the work order, the Tender Inviting Authority may verify the credential & other Documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacture or false in that case, work order will not be issued in favour of the tenderer under any circumstances.
- d. Penalty for suppression / distortion of facts: If any tenderer fails to produce the original hard copies of any documents on demand of the Tender Inviting Authority within a specified time frame or if any deviation is detected in the hard copies or if there is any suppression of documents, the tenderer will be suspended from participating in the tenders for 3 (three) years. Besides, MANIDCO may take appropriate legal action against such defaulting tenderer.
- e. Tenderers should quote as per the Price Bid format in sheet and in the allotted space only.
- f. The Tenders shall be valid for a period of 03 (Three) months i.e. 90 days from the date of opening of the Tender or any extension thereto.
- g. Tender documents submitted by a Tenderer shall become the property of the MANIDCO
- h. The Employer shall have no obligation to return the same to the Tenderer. MANIDCO reserves the right to accept or reject any tender/bid or the entire bids/tender without assigning any reason thereof.
- i. To postpone/change/cancel the above mentioned date, modify the terms and conditions include new items and conditions, split and distribute the work amongst more than one agency etc. in the interest of the Project(s)/ Company, without assigning any reason whatsoever.
- j. To ask for further Clarifications etc. anytime, as and when required.
- k. To cancel the Advt./ Enlistment of the Agency against the above Notice, anytime without assigning any reason whatsoever for which no claim on any ground shall be entertained.
- l. To verify the particulars furnished by the tenderers independently, if any information furnished by the tenderer is found incorrect at any stage, the agency shall be liable to be debarred from tendering/cancellation of order including imposition of penalty, any other action is deemed necessary.
- m. To accept or reject any or all the tenders received, as its own discretion, without assigning any reasons whatsoever for which no claim on any ground

shall be entertained. NIT's in which additional conditions put forth by the agencies, shall be summarily rejected.

- n. Rate Quotation, consisting of Technical and Financial Bids, if submitted without being sealed, the bids will be liable for rejection without any notice.
- o. The Financial Bid of only those bidders who are technically qualified shall be opened.
- p. Tender Inviting Authority shall notify all the technically qualified bidders of their technical qualification indicating the date, time and venue for opening of Financial Bids.
- q. In the event of the tenderer unable to present during opening of the sealed rate quotation/ bids on the appointed date and time he may opt to nominate a representative on his behalf subject to the condition that a letter of introduction with signature of the representative attested by the tenderer is produced.
- r. Last date- no sealed rate quotation will be accepted after the last date and stipulated time without assigning any reason thereof.
- s. The sealed Envelop consisting of Technical and Financial bid documents shall have entries addressed to the **Managing Director, MANIPUR INDUSTRIAL DEVELOPMENT CORPORATION (MANIDCO), TAKYELPAT, IMPHAL** on the covers along with the bidders name, details and address. The name of the work should be superscribed on the top of the covers and should be clearly written in Block letters. It is mandatory that the envelopes should be sealed (glued with fevicol/other gluing substances, and waxed properly)

BIDDER INFORMATION FORM

In Company Letter Head

Sl. No.	Particulars	Details to be filled in
1	Name of Organization	
2	Address:	
	Email Id	
	Telephone No.	
	Fax No.	
3	Years of Establishment/ incorporation	
4	Status of Firm (PSU/Govt. Dept.)	
5	Empanelment with other Govt. Organizations	
6	GST No.	
	PAN No.	
7	Name of Contact Official:	
	Designation:	
	Mobile No.	
	Tel No:	
	Fax No:	
	e-mail id:	

Place :

Signature of the Authorized Signatory

Date :

Name & Designation with Stamp

FORM -II**FINANCIAL INFORMATION: DETAILS OF PROFIT AND LOSS IN LAST THREE (03)
FINANCIAL YEARS**

Sl. No.	Financial Year	Turnover (Rs. in Crores)	Profit/Loss (Rs. in Crores)
1.	2019-2020		
2.	2018-2019		
3.	2017-2018		
TOTAL			

****NOTE :**

Certified copies of audited Balance Sheets / Chartered Accountants "Certificates" and Income Tax Return (ITR) to be enclosed for each financial year.

Signature of Chartered
Accountant with Seal

Signature of the Authorized Signatory
Name & Designation with Stamp

FORM -III

(Affidavit to be submitted by the Agency on a non-judicial stamp paper of value
Rs. 100/- duly notarized, in the Portal as well as hard copy to the TIA)

Ref:

Date:

AFFIDAVIT

I/We, ,S/D/W/O
..... resident of
Contractor / Partner or sole Proprietor (strike out which is not applicable) of firm M/s
..... do hereby solemnly affirms and declare that our
Individual / Firm / Companies is not blacklisted by any State / Central Govt. Deptt. or any PSUs.
DEPONENT

Place:

Date:

Address :

PROFORMA OF BANK GUARANTEE

01. In consideration of **Manipur Industrial Development Corporation Ltd. (A Govt. of Manipur Undertaking) Takyelpat Industrial Estate, P.B-46, Imphal West, Manipur** (hereinafter referred to as "MANIDCO" which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having award towith its Registered / Head Office at (hereinafter referred to as the "Contractor" which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a contract by issue of MANIDCO's Letter of Intent No. dated and the same having been unequivocally accepted by the Contractor resulting in a "Contract" bearing No. dated valued at Rs. (Rupees only) for and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to Rs. (Rupees only) 5% (five percent) of the said value of the Contract to MANIDCO, we having its Head Office at (hereinafter referred to as the "Bank", which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay MANIDCO, on demand immediately without protest or demur any and all money payable by the Contractor to the extent of Rs. (Rupees only as aforesaid at any time and/or without any reference to the Contractor. Any such demand made by MANIDCO on the Bank shall not be questioned and shall be conclusive and binding notwithstanding any difference between MANIDCO and Contractor or any dispute pending before any Court, Tribunal or any other authority.
02. We, the Bank undertake not to revoke with guarantee during its currency without previous consent of MANIDCO and further agree that the guarantee herein contained shall continue to be enforceable till MANIDCO discharges this guarantee or whichever is earlier.
03. MANIDCO shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to vary any of the terms & conditions of the contract and extend the time for performance of the Contract by the Contractor. MANIDCO shall have the fullest liberty, without affecting this guarantee, to post-pone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor, and to exercise the same at any time in any manner and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between MANIDCO and the Contractor or any other course or remedy or security available to MANIDCO. The Bank shall not be released of its obligations under this guarantee by any exercise by MANIDCO of its liberty with reference to the matters aforesaid or any of them or by reason of any other acts of omission or commission on the part of MANIDCO or any other indulgence shown by MANIDCO or by any other matters or thing whatsoever which under law would, but for this provision have the effect of relieving the Bank.
04. The Bank also agrees that MANIDCO and its option shall be entitled to enforce this guarantee against the Bank as a Principal debtor, in the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee that MANIDCO may have in relation to the Contractor's liabilities.
05. This guarantee shall not be affected by the litigation or winding up, dissolution or any

changes in the constitution of Contractor nor shall it be affected by any charges in the constitution of MANIDCO or by any amalgamation or absorption thereof or therewith but will ensure for and be available to and enforceable by absorbing or amalgamated company or concern.

06. Notwithstanding anything contained hereinabove, our liability under this guarantee is restricted to Rs. (Rupees only) subject to the clauses as stated immediately hereafter. This guarantee shall remain in force till

07. This guarantee shall continue and hold good until it is released by MANIDCO on the application of the Contractor after expiry of the relative guarantee period of the said Contract and after the Contractor has discharged all their obligations under the said Contract and produced a certificate from MANIDCO's representative certifying the due completion of the works under the said contract and submitted a "No-demand certificate" provided always that unless extended this guarantee shall remain in force till Should it be necessary to extend this guarantee beyond the said date on account of extension being granted by MANIDCO to the Contractor in respect of completion of works under the said contract or otherwise, we undertake to extend forthwith the period of guarantee on MANIDCO's request till such time as may be required by MANIDCO.

08. We, Bank shall be discharged of our liability under this guarantee unless a claim is made by MANIDCO within 3 (three) months from the date of expiry of this Bank guarantee.

DECLARATION

I () hereby declare that the documents submitted / enclosed are true and correct. In case any document at any stage found fake / incorrect, action as deemed fit by MANIDCO can be taken against me.

Place :

Date :

Signature
Authorized Signatory of the contractor/ Firm

UNDERTAKING

Date:

To,
The Managing Director,
MANIDCO Ltd.
Takyel Industrial Estate
Takyelpat, Imphal West,
Manipur – 795001

Sir,

ACCEPTANCE OF MANIDCO'S TENDER CONDITIONS

1. The tender documents for the work **“Providing Manpower Services on Outsource Basis at Manipur Industrial Development Corporation Limited”** have been sold to me/us by Manipur Industrial Development Corporation Limited (MANIDCO) and I/we hereby certify that I/we have inspected the sites and read the entire terms and conditions of the tender documents made available to me/us which shall form part of the contract agreement and I/W e shall abide by the conditions/clauses contained therein.
2. I/We here by unconditionally accept the tender conditions of MANIDCO'S tender documents in its entirety for the above work.
3. The contents of Notice Inviting Tender of the Tender Document have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any additional file or put any remarks/conditions(except unconditional rebate on quoted rates, if any) in the tender put in Envelope-I. In case, any condition(s) are found in Envelope-I then Envelope-II i.e. Price Bid shall not be opened. The tender shall be rejected and MANIDCO shall without prejudice to any other right or remedy beat liberty.
4. I/We declare that I/We have not paid and will not pay any bribe to any officer of MANIDCO for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of MANIDCO asks for bribe/ gratification, I/We will immediately report it to the appropriate authority in MANIDCO.
5. I/We hereby submit the Declaration for Bid Security.
6. I/We agree that “If at any stage, any information/documents submitted by us are found to be false, we shall be liable for debarment from tendering in MANIDCO, apart from any other appropriate/legal action”.

Thanking you,

Yours faithfully,

Authorized Signatory of the contractor/ Firm
with Stamp

ANNEXURE-B**FINANCIAL BID FORMAT**

Sl. No.	Position	Cost per Month (in Rs.)	No.	Amount (in Rs.)
1.	Assistant Engineer		5	
2.	Section Officer		15	
3.	Office Assistant cum Computer Operator		5	
4.	Road Mohori (Supervisor)		10	
5.	Driver		3	
TOTAL :				