

H.P. State Agricultural Marketing Board, Vipnan Bhawan Khalini, Shimla-2

No. HMB (G) e-NAM/2-30 /2017-

NOTICE INVITING BIDS.

Sealed Bids are invited from out sourcing agencies for Data entry and Assaying Lab work relating to on line auction/Trade of farmers produce (e-NAM) at various mandies in Himachal Pradesh. The firm must have minimum five years experience of such work in HP Government Department/Boards/Corporations. The intended bidders may assess the nature and volume of work in APMC Shimla & Kinnaur at Dhalli/ APMC Solan before quotating their bids. The detailed Terms & Conditions can be had from the office of the undersigned against payment of Rs. 500/-(Five hundred) only or downloaded from official web site www.hpsamb.nic.in, and in such case Demand Draft, the cost of tender should be submitted along with bid documents. The bids must reach in the office of the undersigned on or before 30th March, 2017 not later than 11.00 A.M and shall be opened at 11.30 A.M on the same day in the presence of bidders or their representatives.

Sd/-

(Dr. H.S. Baweja)
Managing Director
H.P. State Agricultural Marketing Board,
Vipnan Bhawan Khalini, Shimla-2

**H.P. State Agricultural Marketing Board,
Vipnan Bhawan Khalini, Shimla-2**

No. HMB (G) e-NAM/ 2-30 /2017

Dated: 14.03.2017

From

**Managing Director,
H.P. State Agricultural Marketing Board.**

To,

**The Director,
Department of Information and Public Relation,
Shimla-2**

Subject: Publication of Tender Notice

Sir,

Please find enclosed herewith tender notice regarding **out sourcing of Data entry and Assaying Lab work relating to e-NAM project on line auction/Trade**. The same may be published in Hindi daily news paper as under:

Sr. No.	Name of News Paper	Date of publication
1	Amar Ujala	16.03.2017
2	Divya Himachal	16.03.2017
3		

You are, therefore, requested to ensure the publication of the tender notice on date as stipulated above. The bill in duplicate along with copies of publications be sent for payment please.

Thanking You.

Yours faithfully.

**(Dr. H.S. Baweja)
Managing Director
H.P. State Agricultural Marketing Board,
Vipnan Bhawan Khalini, Shimla-2**

Endst. No. As above.

Dated: 14.03.2017

Copy forwarded to the editor Giriraj, H.P. Govt. Press Ghora Chowki, Shimla-5 for similar necessary action please.

**(Dr. H.S. Baweja)
Managing Director
H.P. State Agricultural Marketing Board,
Vipnan Bhawan Khalini, Shimla-2**

GENERAL CONDITIONS OF THE TENDER & CONTRACT

1 Definition:

Unless repugnant to the subject or context of usage, the following expressions used shall carry the meaning hereunder respectively assigned to them, namely:

- (i) The expression "HPSAMB/or "BOARD" occurring in the tender document shall mean HP Agricultural Marketing Board, Khalini, Shimla-2.
- (ii) The expression "Bidder" shall mean the Tenderer who submits the tender for the work and shall include the successors and permitted assigns of the tenderer.
- (iii) "Competent Authority" shall mean the Managing Director of HPSAMB or any other Officer designated by him for the purpose of this work.
- (iv) "The Contract" means an agreement regarding outsourcing of data entries/assaying lab services entered into between the HPSAMB and the Supplier, as recorded in the Contract Form signed by the parties, including all appendices thereto and all documents incorporated by reference therein.
- (v) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

2. TECHNICAL BID:Experience/Eligibility Criteria(attach proof)

- | | | |
|----------|--|--|
| 1 | Relevant experience | Experience of providing manpower in Govt., Departments, Public Undertakings, Board & Corporations. (Details of institutions and personnel on rolls /deployed). |
| 2 | Turn over | The average turnover of the bidder in the last three consecutive financial year ending 31.03.2016, from outsourcing business should be 5.00 crore(Rupees Five crore) and above. |
| 3 | Statutory obligations (Mandatory) | Income tax return for last three years, up to31.03.2016.
Registration under EPF Act and EPF Challans randomly for March, August, December, 2015 & January, July, December, 2016.

Registration under ESI Act.
Registration under Service Tax & latest ST clearance certificate.
PAN Number. |

TAN Number.

Registration under the Private Security Agency Registration Act,2011.

Balance sheet duly attested by Chartered Accountant of the last three years upto 31.03.2016.

- 4 **Affidavit of Non Black Listing** An affidavit on Rs.100/- Stamp paper duly attested by Executive Magistrate/Public Notary that the firm has not been declared defaulter/bankrupt, black listed/ debarred from the bidding process by any Central/State Govt. or Public Sector Undertakings owned and controlled by the Central/State Govt. (As per Annexure – A)
- 5 **EMD** 2.50 lakh (Rupees Two Lakh fifty thousand) only in the form of bank demand draft in favour of Managing Director, H.P.State Agricultural Marketing Board.
6. Firm/Agency must have its registered office in Himachal Pradesh (copy of registration).

3. **FINANCIAL BID**

The rate should be quoted for outsourcing data entries and assaying labs services on the format attached at **Annexure-I** with the bid document and duly signed and stamped by the authorized signatory. The rates must be mentioned in figures as well as in words overwriting & cutting should be avoided. The contractor shall have to ensure invariably the payment of minimum wages, EPF/ESI/Service tax etc. and all other statutory obligations under the Contract Act & Labour Laws as applicable from time to time. The bidders have to furnish the offer in two separate envelopes clearly mentioning envelope Number -I “Technical Bid” and envelope Number -2 “Financial Bid”. Both the envelopes should indicate description of bid, date of opening and then both the envelopes be kept in one sealed cover indicating **“Bid for providing manpower in H.P. State Agricultural Marketing Board/APMCs”**.

4. **TERMS AND CONDITIONS:-**

1. The service contract shall be awarded initially for one year subject to performance, which may extendable for another one year. The extension beyond two year up-to five can also be considered by the Managing Director, H.P.State Marketing Board.

2. The bidder shall deploy manpower as per minimum requirement detailed in Price Bid Format.
3. The EMD of unsuccessful bidders shall be refundable only after signing of contract with the lowest bidder. The EMD deposited by the bidder(s) shall be forfeited in the following events, namely:-
 - a) a modification or withdrawal of bid after the deadline for submission of bid(s) and during the validity period;
 - b) Refusal by the bidder(s) to accept an arithmetical error or otherwise appearing on the face of bid(s);
 - c) Failure on the part of the successful bidder to sign the contract in accordance with the terms & conditions stipulated in the tender documents;
 - d) Failure on the part of the successful bidder to deposit performance security under condition No.4 for the execution of the contract; and
 - e) Failure on the part of successful bidder to execute the contract as per terms and conditions stipulated in the bidder documents.
4. The successful bidder on the award of contract shall deposit performance security @ 5% of total value of contract in shape of Bank Guarantee of FDR duly pledged in favour of Managing Director and shall be returned after sixty days from the date of successful completion of contract to the best satisfaction of the Managing Director of the Board/ Secretary of APMC's, as the case may be. In case the contract is renewed for subsequent periods the amount of performance security shall be equivalent to 5% of the value of the contract so extended.

The volume of work/ manpower to be supplied by the service provider is tentative. The same can be increased /decreased as per the actual requirement of the APMCs.
5. The Service provider shall be responsible for payment of all kinds of statutory duties for carrying out the contractual obligations.
6. It shall be the sole responsibility of the Service Provider to indemnify the losses suffered by the worker in the event of injury, illness or miss-happening during rendering the services.

7. In case of any damage, loss including theft by the worker of the agency, the same shall be deducted from the bill/performance security of the Service Provider.
8. That the service provider shall ensure that the workers deployed in the Board/APMCs are medically fit and free from any contagious diseases and shall have to abide the Himachal Pradesh Agricultural and Horticultural Produce Marketing (Development and Regulation) Act, 2005, The General Rules, 2006 and Bye laws, 2007 made there under.
9. The service provider shall have to provide sufficient personnel to complete the outsourced job. The Managing Director /Secretary of the APMC or any other duly authorised officer will have the right to inspect the work and performance of the personnel deployed on job. If the work is found unsatisfactory the contract shall liable to be terminated and any loss caused to the Committee/Board at the behest of deployed personnel(s) by committing embezzlement, forgery or impersonation, fraud, breach of trust in any manner shall be recovered from the service provider. In such event the security deposit in whole or apart thereof shall be forfeited.
10. If Service provider intends to close contract he shall have to serve notice of thirty days explaining the reason of retract from the Contract, in default the security as well as other dues will be forfeited.
11. Service provider shall submit the bill to the Managing Director/Secretary as the case may be, on or before 10th of every month.
12. That in case of any dispute the matter shall be adjudicated upon under the Arbitration and Conciliation Act, 1996.
13. The Managing Director reserves the right to cancel the contract during the currency of contract agreement at any time without assigning any reason thereof.

Annexure – A

**AN UNDERTAKING ON NON JUDICIAL STAMP PAPER WORTH OF RS. 100/-
DULY ATTESTED BY PUBLIC NOTARY OR EXECUTIVE MAGISTRATE.**

1. I undertake that I have never been blacklisted by the Govt. departments/agency/PSUs.
2. I further undertake that I shall abide by the provisions of Minimum Wages Act, 1948 and shall ensure the disbursement of wages as notified by the H.P. State Govt. from time to time to the personnel(s) to be deployed against outsourced work/services.
3. I shall abide by all statutory provisions to discharge contractual obligation.
4. I understand that I have to provide quality services during the whole term of contract.

**Signature of the Bidder
with Seal of the Agency**

**H.P. State Agricultural Marketing Board,
Vipnan Bhawan Khalini, Shimla-2**

Financial Bid

Sr. No.	Description of Services	Rates inclusive all taxes/ Services and agency charges.	Minimum qualification of personnel (s)
1	Data entries of e-Auction trade/Bids on computer system : i) In-Gate =1 computer system ii) Auction hall =2 computer system iii) Assaying Lab =1 computer system (Each e-NAM Mandi)		1. Computer System: i) 10+2 from recognised Board of school Education/University. ii) One year diploma in computer science/Information Technology/computer application/O or A level diploma from NIELIT/Diploma in information technology from recognised ITI. NOTE: Preference be given to B.Tech.Computer Science. 2.Assaying Lab. Assistant: i)10+2 Science from recognised Institution. Desirable: Diploma in Lab Technicians / ITI Electrical.
	Grand Total:		

Date:

(Name & Signature of Service provider)
With complete address