

## **EXPRESSION OF INTEREST FOR EMPANELLEMENT FOR MANPOWER AGENCIES**

Flavourit Spices Trading Limited (FSTL), an enterprising initiative started by Spices Board India to promote quality spices, intends to empanel technically competent and experienced manpower agencies for providing manpower through the process of tendering. The eligible firm shall be empanelled for a period of one year, extendable based on performance.

The Applicants for this tender should have all valid statutory registrations like:

- 1) Registration with EPF
- 2) Registration with ESIC
- 3) Registration under Contract Labour (Regulation & Abolition) Act 1970 and Rules
- 4) Registration of GST
- 5) Pan number

### **Essential Eligibility Criteria:**

The manpower agency should fulfil the following criteria:

1. The applicant should be a legal entity registered in India.
2. The firm should have a full-fledged office in Kerala preferably in Kochi with adequate man power.
3. Minimum 05 years experience in providing manpower services.
4. Minimum annual turnover of Rs. 15 lakhs during last three years with documentary proof for the year 2014-15, 2015-16 and 2016-17, certified by Chartered Accountant.

### **General Terms and Conditions:**

1. The Contract is to commence from the date of signing the Contract with the Agency and shall continue initially for a period of one year, unless it is curtailed or terminated by FSTL owing to deficiency of service, sub standard quality of manpower deployed, breach of contract, reduction or cessation of the requirement of work.
2. The Contract shall automatically expire after one year from commencement of the Contract unless extended further by the mutual consent of the parties to the Contract.
3. Agency should not be involved in any litigation that may impact or compromise the delivery of services as required under this EOI of empanelment and in execution of agreement.
4. No advance payment will be made to the manpower agency for any of the work assigned. The payments shall be released by Board against the bills received from the agency along.
5. Agency must have permanent EPF Code and ESIC registration (as applicable). Copies of PF registration & ESIC Registration (as applicable) to be submitted as documentary proof along with EOI.
6. Agency must be registered with Income Tax Authorities and a copy of the PAN issued by the authorities shall be attached with EOI.

7. Agency must be registered with Service Tax Department under the category of “**Providing manpower services**” and a copy of service tax registration issued to the agency shall be attached with EOI.
8. FSTL reserves the right to remove any such agency from the empanelled list along with forfeiture of EMD, if the service provided by the Agency is found to be unsatisfactory or if the information provided for empanelment is proved to be false.
9. The Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Manpower Company/Firm/Agency/Contractor without the prior written consent of FSTL.
10. The Agency will be bound by the details furnished by it to FSTL, while submitting the tender or at subsequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed to be a breach of terms of contract making the firm liable for legal action besides termination of contract.
11. The working days of the manpower engaged through the Manpower Agency shall be as per the of Minimum Wages rules fixed by the Government of National Capital Territory of Delhi from time to time.
12. It is obligatory on the part of the Agency to ensure that wages paid should not be less than the minimum wages fixed by the Government from time to time and all relevant statutory requirements must be incorporated in the amount to be paid to each employee
13. That on the expiry of the agreement as mentioned above, the service provider will withdraw all the contract worker and clear their accounts by paying them all their legal dues. In case of any dispute on account of termination of employees or non employment by the workers of the service provider, it shall be the entire responsibility of the service provider to pay and settle the same.
14. FSTL reserves the right to reject any application without assigning any reason.
15. The performance security will be forfeited in the event of a breach of contract by the agency in terms of the relevant contract.

### **Submission of Tender:**

The interested agency should submit the Expression of Interest with following details:

1. Application Form ( Annex I , II and III)
2. Agency Profile
3. Accreditation certificate of ESIC
4. Copy of PAN card and GST registration certificate
5. Supporting documents of five years’ experience in the field
6. Copies of Chartered Accountant certified audited balance sheet for the years 2014-15, 2015-16 and 2016-17 along with the turnover details filled and certified by Chartered Accountant in prescribed format – Annex II.
9. EMD of Rs 20,000/- in the form of DD from any nationalized bank, drawn in favour of

'Flavourit Spices Trading Limited' payable at Cochin

10. Self declaration that "Agency is not involved in any litigation that may impact or compromise the delivery of services as required under this EOI of empanelment and execution of agreement with FSTL."

A bidder can submit only one proposal. If the Bidder submits more than one proposal, such proposals shall be disqualified. Bids received after the closing date and time mentioned above will be rejected without any further communication on the matter.

## **GENERAL INSTRUCTIONS TO CONTRACTORS AND SPECIAL CONDITIONS**

Sealed Tenders shall be submitted in two envelopes consisting of the following:

Cover 1: Part – I - Technical Bid accepting terms and conditions of the tender furnishing details as per Annex I and II

Cover 2: Part – II - Financial Bid as per Annex III

Both the covers should be properly sealed and clearly super-scribed as

**“Part-I Technical Bid – Tender for Supply of Manpower ”**

and

**“Part-II Financial Bid – Tender for Supply of Manpower”**

Please note that:

- Bids not submitted in two separate bids will be rejected.
- The financial bid for only the technically acceptable tenderer shall be opened and reckoned for selection of agency.

## **SELECTION PROCEDURE FOR EMPANELMENT OF MANPOWER AGENCIES**

1. Shortlisting of the agencies will be done strictly on the basis of the information furnished in the bid.
2. The decision of empanelling number of agencies shall be vested with FSTL.
3. FSTL reserves the right to amend, modify, add or delete, accept or reject in part or full, one or all conditions mentioned above without assigning any reason thereof.

The completed bids must be submitted along with necessary documents in a sealed cover super scribed **“EXPRESSION OF INTEREST FOR MANPOWER AGENCY”** and addressed to **Shri. Prathyush T P, Director, FSTL, Sugandha Bhawan, NH Bypass, Palarivattom – 682025** on or before 16.11.2017 the November 2017, 3.pm.

**TECHNICAL BID****A. Expression of Interest – For selection as Manpower Agency for Spices Board**

Sl no.	Specifications	Details
1	Name	
2	Year of Establishment	
3	Place of Incorporation	
4	Address of Registered Office	
5	Address of Office in Kerala	
6	Details of branches/associates outside Kerala	
7	Company profile :	
8	Legal status of Bidder :(proprietor/partnership/private ltd/public ltd)	
9	GST Registration (enclose copy) :	
10	EPF Registration number:	
12	ESIC Registration number:	
13	PAN no (enclose copy) :	
14	Contact details of CEO/head of the agency : (name, address, phone, email, mobile)	
15	Work Experience (provide details of Government /Ministries/PSUs clients )	
16	Turnover : (Enclose supporting documents and duly filled Annex II)	

**B. FINANCIAL STATUS OF THE APPLICANT**

Fill in the blanks for each of the last three fiscal years, duly certified by Chartered or Public Account or Chamber of Commerce

Turnovers during last 3 years:

Amount	2014-15	2015-16	2016-17

(Signature & Name of Applicant)

**FINANCIAL BID**

<p><b>Commission taken by the agency per person (in percentage)</b></p>	
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