

**EXPRESSION OF INTEREST  
FOR**

**Selection of HR agency to provide Human Resources on  
outsourcing basis to Planning Department, Government of  
Manipur**

**PLANNING DEPARTMENT  
Government of Manipur, Babupara,  
Imphal – 795001, Manipur, India**

## 1. INVITATION FOR PROPOSAL

1.1 E-tender in two-bid system are invited from eligible Agency for the Selection of HR Agency to provide Human Resources on outsourcing basis to Planning Department as per the Scope of Work at **Annexure A & B** as per the terms and conditions mentioned in this EOI. The selection of agency will be based on Least Cost Selection (LCS). Bids shall be submitted through online only at the [www.manipurtenders.gov.in](http://www.manipurtenders.gov.in). Manual bids shall not be accepted except for the original documents/instruments as mentioned in the tender documents.

### 1.2 Data Sheet

SN	Information	Details
1	Tender Reference No and Date	No.PLG3-201/25/2022-PLG-PLANNIG 07/11/2022
2	Availability of RFP Document	From 07/11/2022 (office hour) till 3:00 PM of 28/11/2022 through Government of Manipur's e-Procurement Portal website <a href="http://www.manipurtenders.gov.in">www.manipurtenders.gov.in</a> and <a href="http://www.planningmanipur.gov.in">www.planningmanipur.gov.in</a> .
3	Last date and time for submission of proposal (Technical and Financial) online and hard copy (only technical)	3:00 PM on 28/11/2022
4	Place, Time and Date of Opening of Technical Bids	28/11/2022, 4:00 PM @ Office of Planning Department , Government of Manipur, Babupara
5	Contact Person for Queries	Shri Boby Singh Moirangthem, Senior Finance Officer, Planning Department, Government of Manipur, Imphal Contact - 9436291774
6	Address at which proposal in response to RFP notice is to be submitted	Online bid to be submitted through <a href="http://www.manipurtenders.gov.in">www.manipurtenders.gov.in</a> and hard copy of technical bid at the Office of the Director, Planning Department, Babupara, Imphal 795001, Manipur
7	Bid Validity	90 days from the date of financial bid
8	Bidding Method	Two-bid system

## **2. ELIGIBILITY CRITERIA**

- 2.1 Agency should be a Proprietary firm /Partnership firm/Private Limited/Limited Company/Corporate body etc. and should be legally constituted / registered with appropriate registration authority. Copy of Certificate of Incorporation/Registration to be furnished.
- 2.2 Agency should have average turnover of **Rs. 80.00 lakh** during the financial years (FY 2019-20, 2020-21 & 2021-22) from the audited statement.
- 2.3 The Agency should also possess average positive **Net worth of Rs 20 lakhs** during the financial years (FY 2019-20, 2020-21 & 2021-22) from the audited statement.
- 2.4 Agency shall have at least 5 years' experience in providing human resources/ human resources on outsourcing basis as on date of submission of bid.
- 2.5 Agency should have successfully completed similar contract (Similar contract means human resources having minimum education qualification Degree should be provided / supplied to Central /State /Semi Govt. /Government undertaking organization / Local self Govt. /PSUs on outsourcing basis. The contract period should not be less than one year.) for providing Human resources as on date of submission of tender. Agency should fulfil any ONE of the following criteria
  - a) THREE contracts where minimum 10 human resources in each contract per month should be provided/supplied. Each contract period should be minimum one year OR
  - b) TWO contracts where minimum 15 human resources in each contract per month should be provided/supplied. Each contract period should be minimum one year OR
  - c) ONE contract where minimum 30 human resources per month should be provided/supplied. The contract period should be minimum one year.
- 2.6 Agency should have successfully completed at least ONE similar contract providing human resources in the State of Manipur as on date of bid submission.
- 2.7 Agency should be registered with appropriate authorities under Employees Provident Fund Act.
- 2.8 Agency should be registered with appropriate authorities under Employees State Insurance Act.
- 2.9 Agency should be registered under Goods and Services tax Act, 2017.
- 2.10 Agency should have valid ISO certification.
- 2.11 Agency has not been blacklisted or debarred by any State Government or Central Government Department/ Union Territory/ Local Authority/ Central and State Government Undertaking or Government Organizations as on the date of submission of bid.

## **3. GENERAL CONDITIONS**

- 3.1 Bidding document may be obtained via website [www.planningmanipur.gov.in](http://www.planningmanipur.gov.in) and [www.manipurtenders.gov.in](http://www.manipurtenders.gov.in). **Bidders are to submit their e-bids in the website [www.manipurtenders.gov.in](http://www.manipurtenders.gov.in) only.**

- 3.2 All bids must be accompanied by Earnest Money Deposit (EMD) as specified in the bid document and must be furnished with the bid. Micro and Small Enterprises (MSEs), as defined in MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or Recognised StartUps or are registered with the Central Purchase Organization are exempted from Bid Security. Certificate to be enclosed. In place of Bid Security, Bidders shall sign a Bid Security Declaration.
- 3.3 Bids shall be opened in presence of bidders/ representatives who intend to attend, on the specified date and time.
- 3.4 At any time prior to the date of submission of bid, the authority inviting tender may, for any reason, whether at his own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All prospective bidders who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid, the authority inviting tender, may at his discretion, extend the date and time for submission of bids.
- 3.5 The bid and all correspondence and documents shall be in the English language.
- 3.6 Planning Department reserves the right to reject any or all tenders and shall not be bound to assign any reasons for such rejection.

#### **4 TECHNICAL BID**

The bidder shall furnish in the e-bid, the following:

- 4.1 Tender Acceptance Form: Form 1
- 4.2 Agency Information: Form 2
- 4.3 All bids must be accompanied by **EARNEST MONEY DEPOSIT** of an amount of **Rs 1,00,000/-** (Rupees One Lakh) in the form of Demand Draft/Bankers Cheque in favour of **“Research Officer, DDO of Planning Department, Manipur”**. EMD submitted in any other form or bids without EMD shall not be accepted. Bidder has to upload scanned copy / proof of the DD along with bid. The EMD of the successful bidder shall be retained till completion of the tender period but shall not carry any interest. If the successful bidder fails to execute the agreement and/ or fails to deposit the performance security within the specified time, or withdraws his bid within the validity period of the bid, the EMD shall be forfeited. The EMD of the unsuccessful bidders will be returned within 30 days after the finalization of the tender.
- 4.4 Micro and Small Enterprises (MSEs), as defined in MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or Recognised StartUps or are registered with the Central Purchase Organization are exempted from Bid Security. Certificate to be enclosed. In place of Bid Security, Bidders shall sign a Bid Security Declaration as at **Form 3**.
- 4.5 Details of Number of Years' Experience in providing human resources: Form - **4A** along with all relevant documents



- 4.6 Details of successfully completed similar contract: Form **4B** along with all relevant documents
  - 4.7 Details of successfully completed similar contract providing human resources in the State of Manipur as on date of bid submission: **Form 4C** along with all relevant documents
  - 4.8 Annual Turn Over Statement and Net Worth for the last 3 financial years along in the specified format (**Refer Form 5**) certified by the Auditor/ Chartered Accountant.
  - 4.9 Description of Approach, Methodology for Performing the Assignment / Job – **Form 6**
  - 4.10 Copy of Certificate of Incorporation/Registration under Companies Act, 1956/2013 to be furnished.
  - 4.11 GST registration certificate
  - 4.12 The bidder shall submit GST clearance certificate and Professional Tax Receipt from the Department of Taxes, Manipur as per OM No. FR-8/1/2021-e-FD dated 1st June 2021 of the Finance Department, Manipur in case the bidder is registered in Manipur otherwise the bidder shall furnish copies of the latest GST return filing report.
  - 4.13 Copy of PAN/TAN.
  - 4.14 Undertaking in the form at **Form 7** confirming acceptance of all terms and conditions of the tender.
  - 4.15 EPF registration certificate
  - 4.16 ESI registration certificate
  - 4.17 Valid ISO certificate
- 5 All the above documents **shall be uploaded as part of the technical e-tender bid in [www.manipurenders.gov.in](http://www.manipurenders.gov.in) and the original technical documents/instruments shall also be submitted in hard copy in separate sealed cover superscribed as “Technical Bid Tender for Selection of HR Agency to provide Human Resources on outsourcing basis to Planning Department due at 3:00 PM on 28/11/2022 addressed to the Office of the Director, Planning Department, Babupara, 795001, Manipur.**

## 6 **FINANCIAL BID**

- 8.1 Administrative /Service Charges should be submitted in % of the total amount to be paid to the deployed human resources.
- 8.2 Administrative charges shall be inclusive of all statutory charges including cost towards group accidental insurance.
- 8.3 Administrative charges should be excluding employer contribution towards EPF, ESIC etc.
- 8.4 Administrative charges should be excluding GST.
- 8.5 The rates once offered must remain fixed and should not be change for whatsoever reason during the contract period.

*Note: The consulting firm has to quote their consultancy fee in % against the approximate estimated cost mentioned in BOQ as per **Form 9**. This quoted figure (%) shall be considered as financial quote for consultancy fee.*

- 7 Technical Bids shall be opened at the **Office of the Director, Planning, Planning Department**, Babupara, Imphal, Manipur at **4:00 PM on 28/11/2022** in presence of the intending bidders or their authorized representatives.
- 8 Price Bids of the bidders who meet the eligibility criteria, evaluated based on the details furnished in the technical bid shall only be opened and the date and time of opening shall be intimated to the eligible/ short listed bidders.

## 9 VALIDITY OF BIDS

Bids shall remain valid for acceptance for a period of 180 days after opening of Technical bid i.e. Technical bids with shorter validity shall be rejected. Purchaser may solicit bidders' consent to an extension of bid Validity period. A bidder may refuse extension request without forfeiting the bid Security.

## 10 VALIDITY OF TENDER

The validity of tender of the successful bidder shall be at least 1 year from the date of finalization of the order and the successful bidder(s) are bound to supply the items at agreed rates during this period. This validity period may be further extended with mutual consent.

## 11 TENDER EVALUATION

11.1 Mode of Selection: Selection of agency will be based on the Least Cost Selection (LCS) Method.

11.2 Evaluation of Technical Bid- The evaluation of the technical bids will be carried out in the following manner:

- 1) Technical bid will be initially scrutinized based on eligibility criteria mentioned in the tender document clause 2.
- 2) Agencies not fulfilling any of the eligibility criteria shall be rejected.
- 3) The agencies who will fulfil minimum eligibility criteria mentioned in clause 2 will be further evaluated based on the documents submitted by the agency.
- 4) **Award Criteria:** -The agency who quoted lowest financial quote (L1) shall be invited for negotiation and signing of contract.

SN	Details	Maximum marks
1	Agency's number of years of experience in providing human resources on outsourcing. (Calculated from the date of first contract date). 5 years-10 marks Above 5 years-10+2 marks for each year subject to maximum 20marks	20
2	Agency average annual turnover during three financial years (2019-20, 2020-21,2021-22) Rs 80.00 lakh -10 marks Above Rs.80 lakh -10+5 marks each for Rs80 lakh subject to maximum 20 marks	20

3	Agency average annual positive Net worth during three financial years (2019-20, 2020-21,2021-22) Rs. 20 lakh-10 marks Above Rs. 20 lakh-10+1 marks for each 5 lakhs subject to maximum 15marks	15
4	No of similar contracts successfully completed for providing minimum 10 human resources in each contract per month and contract period shall not less than 1 year. No of contracts completed-3 contracts-15 marks No of contracts completed-Above 3 contracts-15+5 marks for each contract subject to maximum 30 marks	30
5	No of similar contracts successfully completed for providing minimum 10 human resources in the State of Manipur No of completed contract-1 Contract- 5 marks More than 1 contract- 10 marks	10
6	Approach, Methodology and work plan for Performing the Assignment/Job	5
	Total	100

- a) The agencies are required to submit all required documentation in support of the criteria specified as per the formats specified in this tender document.
- b) **Agencies scoring minimum 70 marks out of 100 in technical evaluation based on the above-mentioned marking system shall be declared as technically qualified.**

## 12 PERFORMANCE SECURITY DEPOSIT:

- 12.1 The successful bidder, within 15 days of receipt of Purchase Order, shall be required to submit Performance Security Deposit of 5% of the one-year contract value in the form of Account payee Demand Draft/Fixed Deposit Receipt from a commercial bank/Bank Guarantee from a commercial bank or online payment in an acceptable form safeguarding the Purchaser's interest in all respects. Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Agency. However, if the supplier fails to execute the order or fails to perform the services as per contract, in addition to other penal actions, the Performance Security Deposit shall be encashed & the amount forfeited.
- 12.2 The Planning Department shall also be entitled to make recoveries from the Performance Security on the following grounds:
  - a. Any amount imposed as a fine for irregularities Committed by the agency.
  - b. Any amount which the TIA becomes liable to the Government /Third party on behalf of any default of the agency or any of his/her/their agent/ employees or staff.
  - c. Any payment/fine made under the order/judgment of any court/consumer forum or law enforcing agency or any person working on his behalf.
  - d. Any other outstanding amount.

### **13 AGREEMENT**

The successful tenderer shall execute an agreement on non-judicial stamp paper of value of Rs.100/- (stamp duty to be paid by the tenderer) as per proforma in **Form 8** within 15 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted.

### **14 ANNULMENT OF AWARD, FORFEITURE OF SECURITY DEPOSIT & FRESH AWARD**

Failure of the successful bidder to comply with the requirements of signing of contract and /or submission of performance security within the time schedule as stipulated above shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security. Under such a situation, the proposal may be reviewed for award of the contract on the next lowest evaluated technically qualified bidder or go for a fresh bid depending on the circumstance. In case it is decided to go for the next lowest bidder, negotiation may be considered to bring down their price nearer to the originally evaluated & lowest bidder.

### **15 PAYMENT TO THE AGENCY**

#### **15.1 Payment Terms**

- a) Agency shall first release salary of their deployed human resources on or before 5th (or any agreed date) of every month from his own resources and then raise the invoice for payment.
- b) Agency will raise invoice in respect to of a particular month in the subsequent month to Planning Department. The invoice should be submitted along with biometric attendance sheet duly verified by competent authority authorised by Director, Planning Department in respect of the human resources deployed and upon submission of statutory payment receipts.
- c) The Agency shall submit the invoice to Planning Department by 3rd day or any date finalized by Director, Planning Department of the succeeding month or date agreed between Planning Department & selected agency.
- d) All payments to the Agency will be made subject to deduction of TDS (Tax deduction at Source) as per the Income Tax Act, 1961, penalty and other taxes, if any.
- e) Applicable GST will be paid by Planning Department.
- f) Agency shall be responsible for making the payment directly to the deployed human resources in to their bank account, even though there may be delay in releasing payment by Planning Department to the Agency due to contingencies. The payment of salary to the deployed human resources by Agency should not be linked with receipt of payment from Planning Department.
- g) Agency shall submit retain the entire documentary proof/papers of the amount deposited to the respective statutory bodies/Government departments, i.e., Employees State Insurance, Provident Fund and GST.
- h) The Director, Planning Department reserves the right to withdraw / relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage for the smooth and timely provision of services.
- i) The penalty if applicable will be calculated and deducted from the payment due.

## 15.2 Mode of billing and payment

- (a) The Client shall cause the payment due to the Agency to be made within 20 (Twenty) days after the receipt by the Client of duly completed bills with necessary particulars (the “Due Date”). Any amount which the Client has paid or caused to be paid in excess of the amounts actually payable in accordance with the provisions of this Contract shall be reimbursed by the Agency to the Client within 20 (twenty) days after receipt by the Agency of notice thereof. Any such claim by the Client for reimbursement must be made within 1 (one) year after receipt by the Client of a final report.
- (b) All payments under this Contract shall be made to the account of the Agency as may be notified to the Client by the Agency.

## 16 LIQUIDATED DAMAGES AND PENALTIES

- 16.1 In case any error or variation is detected in the reports submitted by the Agency and such error or variation is the result of negligence or lack of due diligence on the part of the Agency, the consequential damages thereof shall be quantified by the Client in a reasonable manner and recovered from the Agency by way of deemed liquidated damages, subject to a maximum of 10% of the monthly payout.
- 16.2 Penalty for deficiency in Services
  - a) The Agency must provide the required human resources within 6 Weeks from the date of award of contract. For any delay of more than 6 weeks (or the extended time allowed by Director, Planning Director), Rs. 1000/- per day per human resource shall be deducted. This amount shall be recovered from the Commission amount of the succeeding month.
  - b) In case of additional human resources required by Planning Department, it should be deployed within 5 weeks (or within such additional time as may be allowed by Director, Planning Department) from the date of request received. For any delay, Rs. 1000/- shall be deducted per day per human resource. This amount shall be recovered from the Commission amount of the succeeding month.
  - c) The Selected agency must ensure that the salary of their deployed human resource is released latest by 5th day of every month (or date agreed between Planning Department & selected agency), irrespective of receipt of payment from Planning Department. If selected agency fails to pay salary within the specified date, 1.0 % per week of total amount due shall be deducted from the billing amount.
  - d) The Selected agency would ensure replacement of a deployed human resources of equal capability within a period of 2 weeks in case a resource leave the job or goes on long leave for whatever reasons or is found unfit for the job assigned or its unsatisfactory performance. For any delay of more than 2 weeks Rs. 1000/- shall be deducted per day per human resource. This amount shall be deducted from the payment amount of the succeeding month.
  - e) In addition to the liquidated damages not amounting to penalty, as specified in Clause 16 warning may be issued to the Agency for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Project or on the reputation of the Client, other penal action including debarring for a specified period may also be initiated as per policy of the Client.

## **17 FORCE MAJUERE**

The above condition of delivery period, price reduction & termination etc. are subject to force majeure conditions which are beyond the control of the supplier, do not involve fault or negligence of the supplier and are not anticipated. Such events may include but are not limited to riots, mutinies, war, fire, storm, tempest, flood, epidemics, or other exceptional causes like quarantine restrictions, freight embargoes. On specific request made by the tenderer the time period of supply may be extended by the purchaser at his discretion for such period as may be considered reasonable. However, the condition shall not include scarcity of raw materials, power cut, labour dispute, failure of sub-vendor and increase in cost of raw material.

## **18 ADJUDICATION/REVIEW BOARD**

18.1 Any dispute arising out of or during execution of the contract shall be settled with mutual agreement through an Adjudication/Review Board appointed by the appropriate authority of the purchasing organization.

## **19. SAVING CLAUSE**

19.1 No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

## **20. LAWS GOVERNING THE CONTRACT & JURISDICTION**

20.1 The contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender such dispute would be subject to the jurisdiction of the Civil Court within the city of Imphal only.



**SCOPE OF SERVICE**

- a) The Selected agency shall deploy quality human resources (HR) as per the requirement within 4 weeks from the date of letter of acceptance by the Planning Department. At times, Planning Department may convey its requirement of the posts as and when required. In such case, the selected agency is expected to deploy these newer human resources requirements within 4 weeks from the date of intimation as per the agreed financial norms.
- b) The responsibility of pre-selection of the preferred candidate and deployment of the Person shall lie with selected agency.
- c) The Selected agency shall indemnify Planning Department against all claims arising as a result of any dispute between the selected agency and the human resource so deployed.
- d) The number of positions, designation, educational qualification, experience, Age limit, Remuneration and indicative responsibility of personnel to be deployed is given in **Annexure-B**.
- e) The required human resources should be deployed at Planning Department, Babupara and anywhere within Manipur, as required.
- f) Selected agency may be asked to give preference to the candidates who have worked for Government of Manipur subject to fulfilment of qualification criteria.

**B) Functions to be carried out by selected agency:**

The Selected agency shall be required to undertake the following functions:

- a) Recruitment of human resources as per requirement
- b) Payroll Management
- c) Statutory compliances of all Human resources deployed

**a) Recruitment Functions**

- 1) The Selected agency would have to undertake its own human resources quality testing through pre-proven methods like written tests, Group Discussions/Presentation etc. as per the requirements of the respective positions.
- 2) The Selected agency is expected to co-ordinate and works in consultation with Planning Department and share the final assessment results with Planning Department.
- 3) The Selected agency would be required to undertake background verification and reference check / character check/ police verification of the preferred candidates using appropriate methods.
- 4) The Planning Department may take / supervise interview of the shortlisted candidates before their final deployment.

**b) Payroll Function**

- 1) Consultancy firm is responsible for Payroll Management of all deployed Human Resources.



- 2) All statutory compliances should be done by the selected agency.

**c) Performance Review of the Deployed Personnel**

- 1) Selected agency will undertake Performance Appraisal every 6 months in consultation with Planning Department. The outcome of the same shall be shared with Planning Department and upon their request the personnel may be replaced.

**C) Terms & Conditions:**

- 1) All the recommended candidates shall have good working knowledge of English and Manipuri both in oral and written communication. All the recommended candidates (professional staff) shall have hands on experience on Computer/ Laptop & Internet. (Not applicable for driver position)
- 2) It shall be the responsibility of the deployed human resources and the selected agency to see that all the designated human resources perform the tasks allotted to them by the Planning Department effectively, efficiently and speedily. A monthly Performance Reporting will be done by Supervising Officer of Planning Department.
- 3) The responsibility of statutory / compulsory deductions and submission of it to the respective authority/office on behalf of employer and employee like ESIC/EPF/Income Tax /professional tax and other statutory dues etc. for the human resources deployed will be of the Selected agency. No extra payment shall be made by the Planning Department in this regard. The Selected agency will have to submit compliance report to this effect every quarter /as per statute of the Financial Year to the Planning Department.
- 4) No extra payments towards Telephone charges, Data Card usage, transport etc., will be made by the Planning Department. Expenses towards official field duty visit may be paid as per Planning Department's TA/DA policy subject to prior approval of competent authority.
- 5) The Selected agency shall submit the stamped salary bills/ invoice (in triplicate) to the Planning Department on monthly basis as stated in Payment Terms after ending of the calendar months for payment.
- 6) It is expected that selected agency would deploy honest and good character human resources and shall make adequate enquiry about the character and antecedents of the personnel whom they are recommending. The Selected agency shall ensure that the human resources engaged by them is pre-verified for character and antecedents before deploying them for duty to the Planning Department.
- 7) The Selected agency will provide all selected candidates laminated Identity Cards with their Names, Designations, Place of work with signatures of a person duly authorized by the selected agency. The candidates shall have to carry the card with them at all times.
- 8) Medical Fitness: All the deployed human resources must be in good mental and physical health required for efficient discharge of her/his duties. Disabled candidates must be free from those physical defects which are likely to interfere with the efficient discharge of her/ his official duties. Medical fitness certificate of registered medical practitioner should be submitted.

- 9) Remuneration for each position mentioned in Annexure –B is maximum i.e., total cost inclusive of contribution towards ESIC (both contribution), EPF (both contribution), Income tax, Professional Tax and other statutory requirements etc.
- 10) Statutory Obligations: The Selected agency shall be obliged and solely responsible to comply with all statutory requirements in respect of the human resources engaged by him. The Planning Department shall not be a party to any dispute arising out of such deployment by the selected agency. The Selected agency shall provide such facilities like EPF, ESI etc. under any law for the time being in force. The Selected agency is required to obtain and deposit a valid license from the competent licensing authority under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971 within 15 days of the date of the award of the contract.
- 11) Statutory deductions: The income Tax/ TDS and other statutory deductions, as applicable will be deducted from the payments made to the selected agency. Tax deduction certificate will be issued to the selected agency by the Planning Department.
- 12) The Selected agency shall be responsible for all acts of commission and omission on the part of the human resources engaged for the purpose. The Planning Department shall not be responsible in any manner, whatsoever, in matters of injury/death/health etc. of the human resources deployed by Selected agency during performing duties under the contract.
- 13) The Selected agency would ensure replacement of a deployed human resources of equal capability within a period of 2 weeks in case a resource leave the job or goes on long leave for whatever reasons or is found unfit for the job assigned or its unsatisfactory performance. 15) The Selected agency will be responsible for any damages done to the property of the Planning Department by the personnel so employed, and shall reimburse/replace or rectify any damage done. The Planning Department shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the selected agency. Any liability or circumstances created by the deployed staff resulting in financial and material losses to the Planning Department shall be recovered from the selected agency.
- 14) The Planning Department has the right to the demand for change/replace the personnel at any point of time.
- 15) The human resources so deployed shall have to report for duty at any designated place in the State. The place may be changed and intimated from time to time as per the requirement. The normal working hours of the human resources deployed shall be as per Govt of Manipur orders. The Planning Department will have discretion to change the normal working hours of some or all of the human resources deployed under intimation to the selected agency. The human resources so deployed shall have to adhere to the punctuality strictly. Late arrivals, early departures and short leaves shall not be permitted.
- 16) In emergent cases such as the human resource deployed falls sick or is not able to attend the office for the reason beyond his control continuously for more than 2 weeks, the selected agency shall deploy a suitable substitute on demand from concern authority. If the Selected agency fails to deploy the substitute, without prejudice to any other right or remedy available under the law to the Planning Department on account of such breach,

pro-rata recovery along with penalty @ 2 % of the monthly charges per day (of person remuneration) will be recovered from the monthly bill of the Selected agency.

- 17) Leave Entitlements: All personnel deployed would be entitled for leave as per the Govt of Manipur policy for which prior approval will have to be obtained from the Department head and subsequently sanctioned by the official designated by the Planning Department. Maternity leave and other statutory leaves shall be provided by the selected agency to all the personnel in accordance with prevailing laws. In case maternity leave, selected agency should give replacement for the said period. All Leave applications for the month shall be submitted duly approved and sanctioned, otherwise salary for that particular month shall be withheld till needful is completed or payment may be recommended with deduction on pro rata basis.
- 20) The Selected agency shall replace immediately any of its personnel, if they are unacceptable to the Planning Department because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty/misconduct on the part of human resources supplied by the selected agency upon receiving written notice from the Planning Department.
- 17) The Selected agency's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters as all are of confidential/secret nature.
- 18) The selected agency's personnel shall not exhibit substantial insubordination to the officers concerned with Planning Officers of the Departments in Government.
- 19) The Selected agency's personnel shall not claim any benefit / compensation / absorption / regularization of service with the Planning Department under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 24 1970 or any statute etc. Undertaking from the Personnel to this effect will be required to be submitted by the selected agency to the Planning Department. The Selected agency shall indemnify the Planning Department from any such liability.
- 20) The payment shall be made through RTGS/ online transfer in the personal account of the candidates.
- 21) The Selected agency shall provide a substitute well in advance if there is any probability of the personnel leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the selected agency.

## Details of Human Resource Requirement

Sl No.	HR/ Manpower Designation	Educational Qualification and Experience	Nos.	Indicative Remuneration per month	Max Age
(a)	Research Consultant	Post Graduate Degree or higher in Economics or Social Work or Statistics. Preferably with knowledge or work experience of government schemes/programmes.	5 nos.	Rs. 1,75,000/- @ Rs.35,000/-	40 years
(b)	Data Entry Operator	One year diploma in computer application or higher. Conversant in MS Word, MS Excel, MS Power point.	10 nos.	Rs. 2,20,000/- @Rs.22,000/- Staff	40 years
(c)	Multi-Tasking Staff including sweeper duties	Class X passed and having sincerity to work.	5 nos.	Rs.80,000/- @Rs.16,000/- per staff	40 years
(d)	Driver	Class X holding valid LMV Driver License for at least 3 years.	3 nos.	Rs.60,000/- @Rs20,000/- per staff	40 years

1. Planning Department reserves the right to change the above mentioned details at any time during the contract period as per requirement.
2. Number of above human resources may change during the contract period as per the need of the mission i.e. number of human resources may increase or decrease during actual implementation.
3. The remuneration mentioned is consolidated amount which is inclusive of all statutory contributions towards employer & employee contribution towards EPF & ESIC and deduction under applicable law etc.
4. Roles & responsibilities:

## a) Research Consultant

- Collect information/ literature for reviews and analyse data.
- Prepare materials/notes for Committee review meeting, PPT, etc.
- Maintain accurate records of review, safeguarding the confidentiality of subjects, as necessary
- Summarize review meetings/prepare draft minutes
- Provide ready access to all data / literature information related to task assigned by Superior.
- Manage and respond to task related email
- Prepare, maintain, and update website materials
- Supervise task given (maintaining records on assignment completion, etc) and coordinate with officials of deptts and districts, etc as assigned by the Superior.

- Prepare progress reports/ Status reports of the task assigned.
- Prepare other reports, and presentations assigned
- Any other duties and responsibilities assigned from time to time by the Superior.

**b) Data Entry Operator**

- Entering data from source documents.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- Scan documents and print files, when needed.

**c) Multi-Tasking Staff including sweeper duties**

- Physical maintenance of records of the Section.
- General cleanliness & upkeep of the Section/Unit.
- Carrying of files & other papers within the building.
- Photocopying, sending of FAX, etc.
- Other non-clerical work in the Section/Unit.
- Assisting in routine office work like a diary, despatch, etc., including on computer
- Delivering of dak (outside the building).
- Watch & ward duties.
- Opening & closing of rooms.
- Cleaning of rooms.
- The dusting of furniture, etc.
- Cleaning of buildings, fixtures, etc.
- Any other work assigned by the superior authority.

**d) Driver**

- Transporting officials assigned.
- Carrying out vehicle maintenance checks.
- Picking up office purchases or other administrative needs.
- Ensuring that vehicles have sufficient gas and are always ready for use.
- Report to DDO in time for arranging repair of vehicle when necessary.
- Updating monthly mileage records.

**TENDER ACCEPTANCE LETTER**  
**(To be given on Letter Head)**

Date: / /2022

To,

Director  
Planning Department  
Babupara, Imphal 795001

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No .....

**Tender:** Selection of HR agency to provide Human Resources on outsourcing basis

Dear Madam,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://manipurtenders.gov.in> as per 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 of all pages (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 department/ organization too has also 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 its totality / entirety.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Private organization.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit /Security deposit or both absolutely and may black list our firm for the period of next 3 years to participate in any tender issued by Government of Manipur.

Date:

Place:

Signature of authorized person

Full Name & Designation:

Firm/Company's Seal



**AGENCY INFORMATION (To be given on Letter Head)**

Particulars	Details
Name of agency	
Full address of the Registered Office with Telephone and email id	
Full address of Branch offices	
Contact person details regarding tender name and contact details	
Date of Registration of the Firm/Agency and Registration No	
Details of first contract /Supply order for providing manpower on outsourcing basis 1. Client Name : 2. Order No & Date 3. Period of Contract 4. Value of Contract Please attach supporting document...	
Website details	
Status of agency (individual/proprietorship / partnership /private limited /Limited company etc	
Permanent account number	
GST registration number	
E.P.F. registration Number	
E.S.I. Registration Number	
Annual turnover of financial year i.e. 2019-20, 20-21 & 21-22	2019-20 20-21 21-22

Date:

Place:

Signature of authorized person

Full Name &amp; Designation:

Firm/Company's Seal



**Bid Securing Declaration Form on Agency's letter head  
(Only for MSEs exempted in paying EMD)**

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding / any contract with Central and any Government of Manipur tenders/RFPs for a period of three years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- (i) Have withdrawn bid or increases quoted prices during the period of bid validity or its extended period, if any.
- (ii) Have fails to sign the Contract or to furnish Performance Security in the form of Bank Guarantee / Demand Draft within specified time in accordance with the format given in the tender document.
- (iii) If during the bid process, I/We indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.
- (iv) If during the bid process, our any information is found false/ fraudulent/ malafide.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the selected agency, upon the earlier of

- (i) the receipt of your notification of the name of the selected agency; or
- (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)  
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Agency)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

**Performance Statement**

Give details of the human resources provided /supplied by the agency in the following format. Please refer clause 2.4) to qualify.

SN	Year	Details of client along with address, telephone numbers	Type of client Private / Central / State Govt	Qualification of human resources supplied Diploma / Graduate / Post Graduate	No of Human resource provided	Duration of contract date /month/ year		Total Number of Months	Supporting document Sr. No.
						From	To		

Fill up complete information (all columns) in the above table & upload following supporting documents. All documents should be numbered.

- Supply order OR Work Order OR Contract document (document should contain qualification and no of HR provided) AND
- Contract completion certificate issued by the client. If the contract is on-going and completed at least one year in such case first contract /work order along with the extension letter OR letter from client that the contract is on-going.

Date:

Place:

Signature of authorized person

Full Name & Designation:

Firm/Company's Seal

**Performance Statement**

Give details of the human resources provided /supplied by the agency in the following format. Please refer clause 2.5 to qualify.

SN	Year	Details of client along with address, telephone numbers	Type of client Private / Central / State Govt	Qualification of human resources supplied Diploma / Graduate / Post Graduate	No of Human resource provided	Duration of contract date /month/ year		Total Number of Months	Supporting document Sr. No.
						From	To		

Fill up complete information (all columns) in the above table & upload following supporting documents. All documents should be numbered.

a) Supply order OR Work Order OR Contract document (document should contain qualification and no of HR provided) AND

b) Contract completion certificate issued by the client. If the contract is on-going and completed at least one year in such case first contract /work order along with the extension letter OR letter from client that the contract is on-going.

Date:

Place:

Signature of authorized person

Full Name & Designation:

Firm/Company's Seal

**Performance Statement**

Give details of the human resources provided /supplied by the agency in the following format. Please refer clause 2.6 to qualify.

SN	Year	Details of client along with address, telephone numbers	Type of client Private / Central / State Govt	Qualification of human resources supplied Diploma / Graduate / Post Graduate	No of Human resource provided	Duration of contract date /month/ year		Total Number of Months	Supporting document Sr. No.
						From	To		

Fill up complete information (all columns) in the above table & upload following supporting documents. All documents should be numbered.

- a) Supply order OR Work Order OR Contract document (document should contain qualification and no of HR provided) AND
- b) Contract completion certificate issued by the client. If the contract is on-going and completed at least one year in such case first contract /work order along with the extension letter OR letter from client that the contract is on-going.

Date:

Place:

Signature of authorized person

Full Name & Designation:

Firm/Company's Seal

**Turnover certificate (on CA's letter head)****TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/s. (name of agency) is having registered office at (detailed office address). The turnover of the (name of agency) for the three financial year based on the audited statement for the FY 2019-20, 2020-21 and 2021-22 is as under.

<b>Sr. No.</b>	<b>Financial Year</b>	<b>Turnover (in lakhs) as per audited balance sheet</b>	<b>Average positive Net worth (in lakhs)</b>
1	2019-20		
2	2020-21		
3	2021-22		
	Average Turnover		

The above information/figures are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of tender at any stage, besides liabilities towards prosecution under appropriate law.

Signature of the Chartered Accountant

Name of the Firm

Registration No.

Date:

Place:

(Seal of the Chartered Accountant)

Email id:

Date

(On consulting firm letter head)

Description of Approach, Methodology for Performing the Assignment/Job.

*Technical approach, methodology are key components of the Technical Proposal. Consulting firm should submit Technical Approach and Methodology which includes*

*In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of details of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

Authorized Signature

Name and Title of Signatory:

Name of Firm:

Seal of firm

**DECLARATION**  
**(To be given on Rs. 100 Non judicial Stamp Paper)**

To,

Director, Planning Department  
Govt of Manipur  
Babupara, Imphal

Tender Reference No:

**Tender:** Selection of HR agency to provide Human Resources on outsourcing basis to  
Planning Department.

Dear Madam,

1. We have carefully read and understood all the terms and conditions of the tender and hereby convey our acceptance to the same.
2. The information / documents furnished along with the above offer are true and authentic to the best of my knowledge and belief. We are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.
3. We have apprised our self fully about the job to be done during the currency of the period of agreement and also acknowledge to bear consequences to of non-performance or deficiencies in the services on our part.
4. We have no objection, if enquiries are made about the work listed by us.
5. We have not been under suspension/termination/banned/blacklisted in the preceding 3 years till last date of submission of bid, by any PSU/Govt. Departments/PSU Banks/ or any other organization where we have worked. Further, if any of the partners/directors of our organization /firm is blacklisted or having any criminal case against them, our bid/offer shall not be considered. At any later point of time, if this information is found to be false, Planning Department may terminate the assigned contract immediately and may black list our firm for the period of next 3 years to participate in any tender issued by Government of Manipur.
6. We have not been found guilty by a court of law in India for fraud, dishonesty or moral turpitude.
7. We agree that the decision of Planning Department in selection of Agencies will be final and binding to us.

Date:

Place:

Signature of authorized person

Full Name & Designation:

Company's Seal:



**FORM OF CONTRACT AGREEMENT**

THIS CONTRACT AGREEMENT is made

The ..... day of ....., year.....

BETWEEN

(1) Name and Address of the Client:

(2) Name and Address of the Agency:

WHEREAS the Client invited bids for Selection of an HR Agency viz., [insert: brief description of services] and has accepted a bid by the Agency for the supply of services in the sum of [insert: contract price in words and figures] (hereinafter called "the Contract Price")

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Contract referred to.
2. The following documents shall constitute the Contract between the Client and the Agency, and each shall be read and constructed as an integral part of the Contract:
  - (a) This Contract Agreement
  - (b) General Condition of Contract
  - (c) The Agency's bid and original Price Schedules
  - (d) The Client's Notification of Award
3. In consideration of the payments to be made by the Client to the Agency as hereinafter mentioned, the Agency hereby covenants with the Client to provide the Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Client hereby covenants to pay the Agency in consideration of the provision of the Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Client

Signed: \_\_\_\_\_

In the capacity of [insert: **title or other appropriate designation**]

In the presence of \_\_\_\_\_

For and on behalf of the Agency

Signed: \_\_\_\_\_

In the capacity of [insert: **title or other appropriate designation**]

In the presence of \_\_\_\_\_

## Financial bid Format (BOQ)

SN	Details of approximate requirement of Human Resources	No of HR	Consolidated Renumeration per Month (in Rs)	Approx. monthly total remuneration (in Rs)	Total Monthly Remuneration in words
1	Research Consultant	5			
2	Data Entry Operator	10			
3	Multi-Tasking Staff including sweeper duties	5			
4	Driver	3			
	<b>Total in figures</b>				
	Quoted Rate in figures (% of approximate estimated cost)				
	Quoted Rate in Words				

PLANNING DEPARTMENT  
GOVERNMENT OF MANIPUR

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Dated 4<sup>th</sup> November 2022

**NOTICE INVITING TENDER**

Tender No PLG3-201/25/2022-PLG-PLANNIG: E-tender in two-bid system are invited from eligible Agency for the Selection of HR Agency to provide Human Resources on outsourcing basis to Planning Department as per the Scope of Work at **Annexure A & B** as per the terms and conditions mentioned in this EOI. The estimated cost of the tender is Rs.5.35 lakh. Firms willing to participate in the tender may download the tender documents from the website [www.manipurtenders.gov.in](http://www.manipurtenders.gov.in) and <https://planningmanipur.gov.in>.

Bids Details:

|                                               |                                                                                                                                                                                                   |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Start date & time for sale of Tender Document | : 07/11/ 2022 ( office hour)                                                                                                                                                                      |
| Close date and time                           | : 28/11/ 2022 at 3 pm                                                                                                                                                                             |
| Technical bid opening date                    | : 28/11/2022 at 4.00 pm                                                                                                                                                                           |
| Earnest Money Deposit                         | : Rs.1,00,000/-                                                                                                                                                                                   |
| Office Address                                | Director<br>Planning Department<br>Government of Manipur<br>Babupara, Near State Guest House,<br>(Hard copy to be submitted with EMD in<br>Demand Draft at Room No 11, Office Room<br>of SFO/Plg) |

Sd/-

Director  
Planning Department  
Government of Manipur