

**Open tender for hiring of eligible Service Provider to recruit Outsourced Staff
for APAMVMMM**

Tender Ref No.: APAM/HR/1/2025

Date: 09/04/2025

Issued by:

ANNASAHEB PATIL AARTHIK MAGAS VIKAS MAHAMANDAL MARYADIT MUMBAI (APAMVMMM)

Undertaking Government of Maharashtra

Mumbai – 400 001

Tel: 022-22657662

Website: <https://kaushalya.mahaswayam.gov.in>

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

Table of Contents	
Invitation to Bid	8
Key Events and Dates	10
Other Important Information related to Bid	11
Request for Bid.....	12
Structure of the RFB.....	12
Definitions	12
Instructions to Service Providers	13
1.1 General Information and Guidelines.....	13
1.2 Consortium Conditions – Not Allowed	13
1.3 Tender Fees.....	13
1.4 Earnest Money Deposit (EMD).....	14
1.5 Contact Details.....	15
1.6 Pre-Bid Meeting	15
1.7 Corrigendum/Amendment to the Tender	15
1.8 Completeness of the Response.....	16
1.9 Bid Preparation Cost	16
1.10 Right to Termination.....	16
Scope of Work.....	17
Service Contract	17
Bid Submission Instructions.....	17
1.11 Online Bid Submission	17
1.12 Eligibility Criteria.....	19
1.13 Technical Bid (Envelope – A).....	21
1.14 Financial Bid (Envelope – B).....	21
1.15 Validity of Bid.....	24
1.16 Corrections/Errors in Financial Bid	24
1.17 Language.....	25
1.18 Conditions under which Tender is issued	25
1.19 Right to the content of Bids.....	25
1.20 Non-Conforming Bid	26

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

Bid opening and Evaluation process.....	27
1.23 Bid Opening	27
1.24 Opening of Envelop – A (Technical Bid)	27
1.25 Evaluation of Technical Bid	27
1.26 Opening of Envelop - B (Financial Bid).....	28
1.27 Award Criteria.....	28
1.28 Right to accept any Bid and to reject any or all Bids.....	28
Notification of Award	28
Contract Period.....	29
Signing of Contract	29
Failure to agree with Terms and Conditions of this Tender	29
Performance Security	29
Payment Terms	30
Schedule of Requirement.....	30
Terms and Conditions.....	31
General Condition of Contract	36
1.29 Governing Law	36
1.30 Resolution of Disputes.....	36
1.30.1 Suspension of work.....	36
1.30.2 Jurisdiction of courts for dispute resolution shall be Mumbai only	36
1.31 Taxes and Duties.....	36
1.32 Confidential Information	37
1.33 Change in Laws and Regulation	37
1.34 Force Majeure.....	37
1.35 Termination	38
1.36 Assignment	38
1.37 Power to waive fines.....	38
1.38 Indemnification.....	39
1.39 Saving Clause	39
1.40 Notices	39

**OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT
OUTSOURCED STAFF FOR APAMVMMM**

Special Condition of contract 39

1.41 Obligation of Service Provider: Please refer clause no 14,39 39

1.42 Obligation of APAMVMMM 39

1.43 Penalty 39

Annexure-A 41

Annexure – 1 42

Annexure – 2 43

Annexure – 3 44

Annexure – 4 45

Annexure – 5 46

Annexure – 6 47

Annexure – 7 48

Annexure ..8 50

**OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT
OUTSOURCED STAFF FOR APAMVMMM**

Glossary

Abbreviation	Stand Of
APAMVMMM	ANNASAHEB PATIL AARTHIK MAGAS VIKAS MAHAMANDAL MARYADIT MUMBAI
RFB	Request For Bid
EMD	Earnest Money Deposit
FAQ	Frequently Asked Questions
TIA	Tender Inviting Authority
GoM	Government of Maharashtra
DSC	Digital Signature Certificates

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

Disclaimer

1. ANNASAHEB PATIL AARTHIK MAGAS VIKAS MAHAMANDAL MARYADIT MUMBAI (APAMVMMM), Undertaking Government of Maharashtra hereinafter referred to as Tender Inviting Authority (TIA) has issued this Notice Inviting Tender (hereinafter referred to as the Tender Document) for selection of Service Provider to recruit Outsourced Staff for APAMVMMM.
2. This Tender Document has been prepared with an intent to invite prospective applicants/Service Providers and to assist them in making their decision of whether or not to submit a bid. It is hereby clarified that this Tender Document is not an agreement and the purpose of this Tender Document is to provide the Service Provider(s) with the information to assist them in the formulation of their bids. This Tender Document does not purport to contain all the information Service Providers may require. This Tender Document may not be appropriate for all persons or entities and it is not possible for the TIA to consider the investment objectives, financial situation and particular needs of each Service Provider.
3. APAMVMMM has taken due care in preparation of information contained herein. However, this information is not intended to be exhaustive. The interested Service Providers are required to make their own inquiries so that they do not solely rely on the information contained in this Tender Document in submitting their bids. This Tender Document includes statements, which reflect various assumptions and assessments arrived at by the TIA in relation to the Service. Such assumptions, assessments and statements do not purport to contain all the information that each Service Provider may require.
4. This Tender Document is not an agreement by or between the TIA and the prospective Service Providers or any other person and the information contained in this Tender Document is provided on the basis that it is non-binding on the TIA, any of its authorities or agencies, or any of their respective officers, employees, agents, or advisors. The TIA makes no representation or warranty and shall incur no liability under any law as to the accuracy, reliability or completeness of the information contained in the Tender Document. Each Service Provider is advised to consider this Tender Document as per his understanding and capacity. The Service Providers are also advised to do appropriate examination, enquiry and scrutiny of all aspects mentioned in this Tender Document before bidding. The Service Providers are also requested to go through this Tender Document in detail and bring to notice of the TIA, any kind of error, misprint, inaccuracies, or omissions in the Tender Document. The TIA reserves the right not to proceed with the project, to alter the timetable reflected in this Tender Document, or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting a bid.
5. No reimbursement of cost of any type will be paid to persons or entities submitting a bid. The Service Provider shall bear all costs arising from, associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

which may be required by the TIA or any other costs incurred in connection with or relating to its bid.

6. This issue of Tender Document does not imply that the TIA is bound to select and technically qualify bids or to appoint the selected Service Provider, as the case may be, for the Service and it reserves the right to reject all or any of the bids without assigning any reasons whatsoever.
7. The TIA may, in its absolute discretion but without being under any obligation to do so, update or amend the information contained in this Tender Document before bid submission deadline.
8. The TIA, its employees and advisors make no representation or warranty and shall have no liability (for any cost, damage, loss or expense which may arise from or is incurred or suffered on account of anything contained in this Tender Document or otherwise, including but not limited to the accuracy, adequacy, correctness, completeness or reliability of the Tender Document and any assessment, assumption, statement or information contained therein or deemed to be part of this Tender Document or arising in any way with eligibility of Service Provider for participation in the bidding process) towards any Applicant or Service Provider or a third person, under any law, statute, rule, regulation or tort law, principles of restitution for unjust enrichment or otherwise.
9. The TIA does not accept liability of any nature whether resulting from negligence or otherwise caused arising from reliance of any Service Provider upon the statement contained in this Tender Document.
10. Interested Service Providers, after careful review of all the clauses of this 'Notice Inviting Bid', are encouraged to send their suggestions in writing to the TIA. Such suggestions, after a review, may be incorporated into this Tender Document as a corrigendum, which shall be uploaded onto the e-tendering website <https://organizations.maharashtra.nextprocure.in>
11. All eligible Service Providers need to be registered on the following portal to generate login credentials and to download the bid documents for online bid preparation / decryption etc. <https://organizations.maharashtra.nextprocure.in>

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

Invitation to Bid

The ANNASAHEB PATIL AARTHIK MAGAS VIKAS MAHAMANDAL MARYADIT MUMBAI later known as APAMVMMM, A Government of Maharashtra has incorporated a fully owned corporation, established in date 27th November 1998 under company act, 1956. A Government of Maharashtra undertaking (Corporation) implements various schemes for upliftment of economically backward unemployed people. Annasaheb Patil Aarthik Magas Vikas Mahamandal Maryadit is established to self-employment opportunities.

APAMVMMM invites Online Bids through e-Tender portal

(<https://organizations.maharashtra.nextprocure.in>) **from eligible Service Provider to recruit and provide Outsourced Staff for APAMVMMM.**

- a) The Service Providers are advised to study this Tender Document carefully, before submitting their bids in response to this Notice Inviting Tender. The submission of a bid in response to this Tender Document shall be deemed to have been done after careful study and examination of this Tender Document with full understanding of its terms, conditions and implications. The main objective is to obtain a competitive price and ensure that the successful Service Provider providers required skilled professionals to APAMVMMM as per the qualification criteria.
- b) The complete Tender Document has been published on <https://organizations.maharashtra.nextprocure.in> the downloaded bid document shall be considered valid for participation in the electronic bidding process (e-Tendering) subject to the submission of required Tender/ Bidding Document fee and EMD.
- c) The Service Providers who wish to participate in this bidding process must register on - <https://organizations.maharashtra.nextprocure.in>.
- d) To participate in online bidding process, Service Providers must procure a Digital Signature Certificate of appropriate class as per Information Technology Act - 2000 using which they can digitally sign and encrypt their electronic bids. The Service Providers can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode, etc. The Service Providers who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
- e) A Two (2) envelope selection procedure shall be adopted.
- f) The Service Provider's (authorized signatory) shall submit their offer online in electronic formats for Technical and Financial bids. The Tender Document fees and Earnest Money Deposit (EMD) should be submitted online as per the details provided in the Tender Document and attach the receipt of the payment instrument online at appropriate place .
- g) The TIA will not be responsible for any delay or error in online submission due to any reason. For this, Service Providers are requested to upload the complete required Tender Documents well in advance so as to avoid issues like slow speed, or any other unforeseen problems. For queries related to bid submission, the Service Providers may contact the helpdesk provided onsite.

**OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT
OUTSOURCED STAFF FOR APAMVMMM**

- h) The Service Providers are also advised to refer “Help Manual and Tutorials” available on <https://organizations.maharashtra.nextprocure.in> for further details regarding the e-tendering process.

**OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT
OUTSOURCED STAFF FOR APAMVMMM**

Key Events and Dates

Sr. No.	Information	Details
1.	Date & Time for Commencement of Downloading Tender Document	Date: 09/04/2025
2.	Tender Reference Number	APAM/HR/1/2025
3.	Last date & Time for sending requests for clarifications	Date: 05/05/2025 13:00 Hrs.
4.	Date, Time and place of Pre- Bid Conference	Date: 15/04/2025 15:00 Hrs Annasaheb Patil Aarthik Magas Vikas Mahamandal Maryadit, G. T Hospital Compound, Baddruddin Tayyabji Marg, Behind J.J.School of Arts, Near CSMT Railway Station, Mumbai 400001 Ph. (022) 22657662, 22658017 Email apamvmmm2021@gmail.com
5.	Last date & time for downloading, online preparation and submission of bids.	Date: 06/05/2025 17:30 Hrs.
6.	Date and Time for Opening of Technical Bids	Date: 07/05/2025 13:00 Hrs. onwards
7.	Date and Time for Opening of Financial Bids	Shall be informed to the qualified Service Providers in the technical envelope.
8.	Address for Communication	Managing Director, Annasaheb Patil Aarthik Magas Vikas Mahamandal Maryadit, G. T Hospital Compound, Baddruddin Tayyabji Marg, Behind J.J.School of Arts, Near CSMT Railway Station, Mumbai 400001 Ph. (022) 22657662, 22658017 Email apamvmmm2021@gmail.com

**OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT
OUTSOURCED STAFF FOR APAMVMMM**

Other Important Information related to Bid

Sr. No.	Information	Details
1.	Tender Fee	Rs. 44,000/- (Rupees forty four Thousand only) to be paid by DD in the name of "Annasaheb Patil Aarthik Magas Vikas Mahamandal Maryadit" at the time of submission of the Tender.
2.	Earnest Money Deposit (EMD) (to be paid online)	Rs. 4,40,000/- (Rupees Four lakhs and forty thousand only) to be paid by DD in the name of "Annasaheb Patil Aarthik Magas Vikas Mahamandal Maryadit" at the time of submission of the Tender. <i>Exemption is applicable as per the Government of India and Government of Maharashtra rules / notifications.</i>
3.	Bid Validity Period	120 days from the date of opening of the technical bid
4.	Performance Security	5% of the total value of the service charges to be paid by successful Service Provider up to three years.
5.	Last date for furnishing Performance Security in the form of Bank Guarantee or Demand Draft (Payable at Mumbai) to M.D. Annasaheb Patil Aarthik Magas Vikas Mahamandal Maryadit (By the successful Service Provider)	Within fifteen (15) working days of the date of notice of award of the Service Contract or prior to signing of the Service Contract whichever is earlier or as intimated in the award of contract issued by the APAMVMMM.
6.	Last date for signing the contract	As intimated in Award of Contract by the <i>Tender Inviting Authority</i>

Sd/-

Managing Director

Annasaheb Patil Aarthik Magas Vikas
Mahamandal Maryadit Mumbai- 01.

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

Request for Bid

Open e-Tenders are invited from eligible, reputed, qualified firms with sound technical and financial capabilities to recruit the Outsource Staff for the APAMVMMM as detailed out in the scope of work under Section 8 of this Tender Document. This invitation to bid is open to all bidders who qualify the Eligibility Criteria as mentioned in Section 1.12 of this Tender Document.

Structure of the RFB

This RFB document for to recruit the Outsource Staff for the APAMVMMM comprises of the following:

1. General Information and Guidelines
2. Service Contract

Definitions

- a. "APAMVMMM" means Annasaheb Patil Aarthik Magas Vikas Mahamandal Maryadit Mumbai- 01
- b. "Service Provider" means the successful bidder appointed by APAMVMMM for the purpose of the recruitment of the Outsourced Staff with the APAMVMMM
- c. "Bid" means an offer made by the APAMVMMM to the Agency/Firms having expertise in the field of recruitment to submit proposal for the purpose of recruitment of the Outsource Staff for APAMVMMM.
- d. "Contract" means the Contract signed by the parties along with the entire documentation specified in the RFB
- e. "Service Charges" means the percentage of charges claimed by the Services Provider for providing Outsource Staff to the APAMVMMM and expenses incurred by them towards administration of the Outsource Staff
- f. "Day" means Working day
- g. "Effective date" means the date on which the contract comes into force and effect
- h. "Government" means State Government of Maharashtra
- i. "Personnel / Staff / Outsourced Staff" means professional and staff provided by the Service Provider and placed them with APAMVMMM on contract basis
- j. "Services" means the work to be performed by the successful bidder pursuant to the selection by Maharashtra State Skill Development Society and to the contract to be signed by the parties
- k. The "Bid Document" and "Tender Document" are the same
- l. The "Bidder" means the firm/agency bidding for the Tender

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

Instructions to Service Providers

This section includes all the important information required to submit bid for this Service.

1.1 General Information and Guidelines

- a) The TIA invites bids from eligible Service Providers as per the Scope and Technical Criteria mentioned in this Tender Document.
- b) Any contract that may result from this bidding process will be effective from the date of Signing of Service Contract and shall, unless terminated earlier in accordance with its terms, continue up to 1 (One) year which may be extended as per the need of the Service and on the performance of the Service Provider.
- c) The TIA reserves the right to extend the Term on mutually agreed terms at the sole discretion of the TIA, subject to any obligations under applicable law.
- d) All information supplied by the Service Providers shall be treated as contractually binding on the Service Providers, on the successful award of the assignment by the TIA on the basis of this Tender Document.
- e) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the TIA. Any notification of preferred Service Provider status by the TIA shall not give rise to any enforceable rights by the Service Provider. The TIA may cancel this public procurement at any time prior to a formal written contract being executed by or on its behalf.
- f) This Tender Document supersedes and replaces any previous public documentation & communications, and the Service Providers should place no reliance on such communications.
- g) All figures of costs, project values and others should be mentioned in Indian Rupees only.
- h) No Service Provider shall submit more than one Bid for this Tender Document.

1.2 Consortium Conditions – Not Allowed.

1.3 Tender Fees

The Service Providers are requested to pay processing fees of Rs. 885/- (eight hundred and eighty five only) via online payment gateway, a Tender fee of Rs. 44,000/- (Rupees forty four Thousand Only) through DD in the name of “**Annasaheb Patil Aarthik Magas Vikas Mahamandal Maryadit**”. The Tender fee is non-refundable. The Tender Document can be downloaded free of cost from the portal: <https://organizations.maharashtra.nextprocure.in>, on registration. The bids that are not accompanied by the Tender Document fee shall be considered incomplete and will be rejected. The DD must be submitted to APAM on or at the most 48 hrs after the opening of the technical envelope, by courier/post or by hand/in person.

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

1.4 Earnest Money Deposit (EMD)

The Service Providers are requested to deposit the EMD of Rs. 4,40,000/- (Rupees four lakh and forty thousand only) through DD in the name of “**Annasaheb Patil Aarthik Magas Vikas Mahamandal Maryadit**” e-tendering system. The DD must be submitted to APAM on at the most 48 hrs after the opening of the technical envelope, by courier/post or by hand/in person.

1. The EMD shall be denominated in Indian Rupees only. No interest shall be payable to the Service Provider on the amount of the EMD at the time of refund of the EMD by the TIA.
2. The bid validity period is 120 days from the date of opening of the technical bid.
3. Exemption from EMD is applicable as per the Government of India /Government of Maharashtra rules/notifications. Service Provider should submit relevant document for claiming exemption from EMD for providing manpower on outsource basis. If the documents submitted by the Service Provider are not relevant for exemption from EMD, in that case bid submitted by the Service Provider shall be rejected.
4. The bids submitted by Service Providers who are not exempted as mentioned above and without the prescribed EMD, will be rejected.
5. The Unsuccessful Service Provider’s EMD will be returned within 120 days from the date of opening of the financial bid.
6. The EMD of successful Service Provider will be refund after the award of contract and submission of the Performance Security in the form of Bank Guarantee within specified time and in accordance with the format given in the Tender Document.
7. The EMD may be forfeited:
 - a. If a Service Provider withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any.
 - b. If successful Service Provider fails to sign the Contract or to furnish Performance Security in the form of Bank Guarantee within specified time in accordance with the format given in the Tender Document.
 - c. If during the bid process, a Service Provider indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization. The decision of the TIA regarding forfeiture of the EMD shall be final and binding upon Service Providers.
 - d. If during the bid process, any information is found false/fraudulent/malafide, then the TIA shall reject the bid and, if necessary, initiate action.

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

1.5 Contact Details

For any clarifications & communication with regards to the Tender Document, the Service Providers are expected to communicate at the contact information provided below:

S. No.	Item	Details
1.	Name	Shri. Aakash More
2.	Designation	Dy. General Manager
3.	Phone	022 – 22657662, 22658017

1.6 Pre-Bid Meeting

The TIA will host a Pre-Bid Meeting for queries, if any, by the prospective Service Providers. The date, time and place of the meeting are specified in “Key events and Dates”. The representatives of the Service Providers may attend the pre-bid meeting at their own cost. The purpose of the pre-bid meeting is to provide a forum to the Service Providers to clarify their doubts / seek clarifications or additional information, necessary for them to submit their bid. The Service Providers shall submit their pre-bid queries as per the schedule specified in the Tender Document Annexure-5. The Service Providers are required to send /bring the queries only in the format specified in Annexure-5. The response to the queries will be published on <https://organizations.maharashtra.nextprocure.in>. No telephonic queries will be entertained. This response of the TIA, against the Pre-Bid queries, shall become integral part of Tender Document.

1.7 Corrigendum/Amendment to the Tender

At any time prior to the deadline (or as extended by the TIA) for submission of bids, the TIA for any reason, whether at its own initiative or in response to clarifications requested by the Service Provider, may modify the Tender Document by issuing amendment(s) or issue additional data to clarify an interpretation of the provisions of this Tender Document. Such supplements, amendments / corrigendum to the Tender Document, issued by the TIA would be displayed on <https://organizations.maharashtra.nextprocure.in> and shall be deemed to be incorporated by this reference into this Tender Document.

Any such supplement / corrigendum / amendment shall be binding on all the Service Providers. The TIA shall not be responsible for any misinterpretation of the provisions of this Tender Document on account of the Service Providers’ failure to update the bid documents based on changes announced through the website.

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

In order to allow Service Providers a reasonable time to take the supplement / corrigendum / amendment(s) into account in preparing their bids, the TIA, at its discretion, may extend the deadline for the submission of bids.

1.8 Completeness of the Response

1. The Service Providers are advised to study all instructions, forms, terms, requirements and other information in the Tender Document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the Tender Document with full understanding of its implications.
2. The response to this Tender Document should be full and complete in all respects. Failure to furnish all information required by the Tender Document or submission of a bid not substantially responsive to the Tender Document in every respect shall be at the Service Provider's risk and may result in rejection of its bid.

1.9 Bid Preparation Cost

The Service Provider shall be responsible for all costs incurred in connection with participation in the tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings / discussions / presentations, preparation of bid, in providing any additional information required by the TIA to facilitate the evaluation process, and in negotiating a definitive Service Agreement (SA) and all such activities related to the bid process. This Tender Document does not provide any kind of commitment on behalf of the TIA, to award a Contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award of the Contract for implementation of this project.

1.10 Right to Termination

The TIA may terminate the bid process at any time and without assigning any reason. The TIA makes no commitments, expressed or implied that this process will result in a business transaction with anyone. This Tender Document does not constitute an offer by the TIA. The Service Provider's participation in this process may result in the TIA selecting the Service Provider to engage towards execution of the contract. In the event of such termination, EMD of all Service Providers shall be returned, without any interest.

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

Scope of Work

The work covered under this RFB is to recruit the Outsourced Staff as mentioned in this RFB and also to recruit the prospective requirements in the APAMVMMM.

Service Contract

The Successful Bidders shall enter into a Service Contract with the TIA after submission of the Performance Bank Guarantee within stipulated time.

Bid Submission Instructions

1.11 Online Bid Submission

1. The Service Provider shall submit the bid online through e-tendering Portal <https://organizations.maharashtra.nextprocure.in>
2. To view- Tender Notice, Detailed Time Schedule, Tender Document its supporting documents etc., kindly visit following e-Tendering website <https://organizations.maharashtra.nextprocure.in>
3. The bids submitted, shall comprise of the following 2 envelopes:
 - A Two (2) envelope/ cover system shall be followed for the bid:
 - **Envelope A:** Technical Bid
 - **Envelope B:** Financial Bid
 - The Bid shall include the following documents:

Table: Documents Required			
S. No.	Document Type	Document Format	Online Submission
Technical Bid: Envelope – A			
1.	Tender Fee	DD in the name of “Annasaheb Patil Aarthik Magas Vikas Mahamandal Maryadit”	Yes
2.	EMD	DD in the name of “Annasaheb Patil Aarthik Magas Vikas Mahamandal Maryadit”	Yes
3.	Technical Bid	The Technical Bid shall be prepared in accordance with the requirements specified in the Section 1.12 & 1.13 of this Tender Document	Yes
Financial Bid: Envelope – B			

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

4.	Financial Bid	The Financial Bid shall be prepared in accordance with the requirements specified in this Tender Document and in the format prescribed in Annexure-3.	Yes
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- a) The Service Provider should ensure that all the required documents, as mentioned in this Tender Document, are submitted along with the bid and in the prescribed format only.
 - b) Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejection of the bid submitted by the Service Provider.
 - c) It shall be the sole responsibility of the Service Provider to ensure that all the documents required for the Technical Bid including all annexures, technical specification compliance sheet and Financial Bid etc. are uploaded on the portal well within time and the TIA shall not entertain any representation from any Service Provider, who fails to upload the requisite documents within the stipulated time and date on account of any technical issues related to low internet connectivity, size of the files to be uploaded, error with regards to uploading of correct file etc. Therefore, the Service Providers are notified that they must read the instructions / information given on the homepage of the e-tender portal and must understand all the nuances of technology in advance.
 - d) The Service Providers should note that the bids shall be evaluated on the basis of documents referenced against evaluation criteria of the pre-qualification, annexures, technical bid and compliance to technical specification only.
4. It is required that all the bids submitted in response to this Tender Document should be unconditional in all respects, failing which the TIA reserves the right to reject the Bid.
 5. It shall be the responsibility of the Service Provider to re-check that each page of the requisite document uploaded as a part of the bid is stamped and duly signed by an authorized signatory.
 6. Modification and Withdrawal of Bids –
 - a. Resubmission of bid by the Service Providers for any number of times before the final date and time of submission is allowed.

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

- b. Resubmission of bid shall require to complete online submission procedure after editing, in full again (till the generation of bid submission receipt from the e-tendering system).
- c. If the Service Provider fails to submit his modified bids within the pre-defined time of receipt, the system shall consider the bid as NOT submitted.
- d. The Service Provider should avoid submission of bid at the last moment to avoid system failure or malfunction of internet or internet traffic jam or power failure etc.

1.12 Eligibility Criteria

The Service Provider shall fulfill all of the following eligibility criteria independently, as on the date of submission of bid.

S. No.	Eligibility Criteria
1.	The Service Provider may be a Proprietary firm /Partnership firm/Limited Company/Corporate body legally constituted and must have Registered head office in Maharashtra.
2.	The Service Provider should have at least 5 years' experience in providing manpower to central government /any state Government / CPSU / SPSU / Government Autonomous organizations /Public Sector Companies/public sector banks/public sector insurance companies.
3.	The Service Provider should have successfully executed / executing at least 5 contracts for providing manpower having minimum qualification diploma/graduate and above to any State Government / CPSU / SPSU / Government Autonomous organizations / Public Sector Companies / Public Sector Banks/Public Sector Insurance Companies.
4.	The Service Provider must have a minimum average annual turn-over of Rs. 2 Crore (Rs. Two Crore only) during last three financial years (FY 2021- 22 & 2022-23,2023-24). This should be from audited financial statement along with Income Tax Returns (ITR)
5.	There should not be any ongoing investigation against the Proprietor/Firm/Partner or the Company as a whole (Service Provider) and the Service Provider shall not have been blacklisted by any Government Departments, Public Sector Companies, Banks and Government Autonomous organizations. An affidavit in this regard shall be submitted;
6.	1) The Service Provider should have GST registration. 2) PAN card.

**OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT
OUTSOURCED STAFF FOR APAMVMMM**

7.	1) The Service Provider should be registered with appropriate authorities under Employees Provident Fund. 2) Professional Tax Registration.
8.	1) The Service Provider should be registered with appropriate authorities under Employees State Insurance Acts. 2) Registration under Maharashtra shop and establishment (Regulation of Employment and condition of service) act 2017.

Note:

1. It is mandatory to submit the specified documents in support of the above eligibility criteria and the company/firm/agency is likely to be disqualified if it fails to provide any of the specified documents.
2. For the purpose of the above mentioned Eligibility criteria, the proofs and relevant certificates of only the bidding entity shall be considered. Turnover or any other documents of any parent, subsidiary, associated or other related entity shall not be considered.

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

1.13 Technical Bid (Envelope – A)

The Technical bid must be submitted online (Envelope A) as per the instructions on the portal and in this Tender Document. Following documents are mandatory and should be submitted online with numbering the pages.

- a) Covering Letter as per **Annexure-1**.
- b) Service Provider's details & Performance statement for last Five years in the format given in Annexure-2 supported by copies of purchase orders/satisfactory certificates issued by their clients.
- c) Turnover certificate (This should be from audited financial statement from certified CA & as per **Annexure 6**) issued by the chartered accounts for last three years i.e. for FY 2021-22 & 2022-23, 2023-24 and ITR.
- d) GST registration certificate.
- e) Shop act registration.
- f) Registration under Employees Provident Fund.
- g) Professional Tax registration.
- h) Registration under Employees State Insurance Acts.
- i) Exemption Certificate for claiming exemption from EMD if applicable.
- j) An Affidavit on non-judicial stamp paper of minimum Rs. 100/- specifying that the Service Provider has not been found guilty and 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 for providing as on the date of submission of bid.
- k) An Affidavit on non-judicial stamp paper of minimum Rs.100/- by the Service Provider stating that if any information submitted as a part of this bid is found misleading / false during scrutiny of documents, EMD will be forfeited and Service Provider shall be blacklisted for 3 years.

1.14 Financial Bid (Envelope – B)

- a) Financial/price offer must be submitted online at <https://organizations.maharashtra.nextprocure.in>.
- b) Rates should be quoted in the financial bid format as per **Annexure-3** in accordance to the details and terms and conditions as mentioned in this Tender Document.
- c) Quoted price shall be inclusive of
 - i. All applicable legal dues prevailing in the State of Maharashtra like Provident fund, ESI, PT, etc.
 - ii. Accidental insurance, Health insurance etc.,
 - iii. All expenses, overheads, administrative cost, **professional tax and GST**.
- d) Price shall be quoted in Indian Rupees ONLY

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

Important Note:

Service Provider should pay to appointed staff as per the payment mentioned in the **Annexure-A**. Financial quote should be based on this fix payment to be made to the appointed staff.

General Terms & Conditions for RFP regarding payment to the vendor for the

Deployment of Contractual Manpower at Government Department.

1. After selection of the “outsourcing agency” as Contractor, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the contractor by the “Department” (Government Department/State Government PSU/Autonomous Body/Board formed by Act of State Government of Maharashtra) for the services rendered.
2. After signing of the agreement, the outsourcing agency shall deploy the competent manpower at the required office of Department or any other site mentioned by the Department. On rendering his/her services to the Department every month, the outsourcing agency shall pay the wages/salaries to the manpower resource by mode of e-payment directly in the account of the manpower resource. At the time of raising any invoice, the details of the previous month’s payments done along with the reference to transaction details of RTGS/NEFT shall be attached along with the invoices. The contractor has to raise invoice with all supporting documents.
3. The outsourcing agency should make the payment to the deployed manpower through NEFT/ RTGS Bank transfer only. All payment made to the manpower resources deployed shall be mandated through bank account of the personnel by the outsourcing agency.
4. The outsourcing agency shall be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of the statutory obligation under all related legislations as applicable to it from time to time including Minimum Wages Act, Contract Labour, Provident Fund, ESIS, Gratuity, Bonus, leave & Professional Tax etc. Department shall not incur any liability for

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

any expenditure whatsoever on the manpower resources deployed by the outsourcing agency on account of the obligation. The outsourcing agency shall be required to provide particulars of documentary proof/papers deposited to the respective statutory bodies/Government departments, i.e., Employees State Insurance, Provident Fund and Service Tax of its manpower resources deployed under the agreement while submission of invoice.

5. The outsourcing agency shall pay the deployed manpower resources as per the latest revised rates of wages fixed by the "Government" along with all statutory obligations. The Actual rates of wages for the manpower resources shall be fixed at the time of the execution of the agreement with the outsourcing agency with the approval of the Government and the wage rates so decided should fulfill all statutory norms issued by Government for example Wages Act; Minimum Wages Act; Employer's Liability Act; the workmen compensation Act; Industrial Dispute Act; Maternity Benefit Act.

6. The outsourcing agency shall ensure that the wages/salaries of the manpower resources deployed to the Department are released latest by dated 5th of every month, irrespective of receipt of payment from Department.

7. The variation in statutory compliances such as minimum wages, EPF, ESIS etc. will be considered on production of the documentary evidences by the outsourcing agency and upon approval of the Department.

8. The outsourcing agency shall issue his / her Company's salary slip to all manpower resources deployed at Department's office on monthly basis. It shall be outsourcing agency's duty to pay monthly salary and other dues as applicable directly into manpower resources bank account. The leaves pre- approved by concerned authority of the Department shall be allowed to the deployed manpower as per the prevailing statutory provisions. No wage / remuneration shall be paid to any manpower resources for the days of unauthorized absence from duty. No wage / remuneration shall be paid to any manpower resources for

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

the days of unauthorized absence from duty.

9. The manpower source deployed by outsourcing agency under the agreement shall not claim nor shall be entitled for any perks or facilities admissible to permanent employees of the Department during or after contractual period. These manpower resources shall not have right to demand for any type of permanent employment with the Department or its allied offices. These manpower resources shall not claim any benefit / compensation / absorption/ regularization of services with Department.

10. The outsourcing agency shall comply with all the applicable law and rules of the Government of India, Government of Maharashtra and the Local Bodies. The outsourcing agency should at all times indemnify the Department against all claims, damages and compensations against the provision of Payment of Wages Act; Minimum Wages Act; Employer's Liability Act; the workmen compensation Act; Industrial Dispute Act; Maternity Benefit Act; or any modification thereof or any other law relating thereto and rules made hereunder from time to time. The Govt. department will not own any responsibility in this regard. Any failure to comply with any of the above regulation or any deficiency in service will render this contract liable for immediate termination without any prior notice.

1.15 Validity of Bid

The bid shall be valid for a period of 120 days from the date of opening of the technical Bid. A bid valid for a shorter period may be rejected as non-responsive. In exceptional circumstances, at its discretion, the TIA may solicit the Service Provider's consent for an extension of the validity period. The request and the responses thereto shall be made in writing or by email.

1.16 Corrections/Errors in Financial Bid

- a) The Service Providers are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted figures will be entertained after the last date for submission of bids.
- b) The quoted price shall be corrected for arithmetical errors (if any) by TIA.
- c) In cases of discrepancy between the prices quoted in words and in figures, amount written in words shall be considered (submitted in pdf document format in financial envelope).
- d) The amount stated in the financial bid, adjusted in accordance with the above procedure and as stated in **Annexure-3** of this Tender Document, shall be considered as binding on the Service Provider for evaluation.

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

1.17 Language

The bid should be submitted by the Service Provider in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Service Providers. For purposes of interpretation of the bid, the English translation shall govern. If any documentary evidence for 'Experience' is in other languages, a true translation of the copy, attested by Notary shall be enclosed.

1.18 Conditions under which Tender is issued

1. This Tender Document is not an offer and is issued with no commitment. The TIA reserves the right to withdraw the Tender Document and change or vary any part thereof, at any stage. The TIA reserves the right to disqualify any Service Provider, should it be so necessary at any stage.
2. The timing and sequence of events resulting from this Tender Document shall ultimately be determined by the TIA.
3. No verbal conversations or agreements with any official, agent, or employee of the TIA shall affect or modify any terms of this Tender Document and any alleged verbal agreement or arrangement made by a Service Provider with any agency, official or employee of the TIA shall be superseded by the definitive agreement that results from this tender process. Verbal communications by the TIA to Service Providers shall not be considered binding on it, nor shall any written materials provided by any person other than the TIA.
4. Neither the Service Provider nor any of the Service Provider's representatives shall have any claims whatsoever against the TIA or any of their respective officials, agents, or employees arising out of or relating to this Tender Document or these procedures (other than those arising under a definitive service agreement with the Service Provider in accordance with the terms thereof).
5. Until the Contract is awarded and during the validity of the Contract, Service Providers shall not, directly or indirectly, solicit any employee of the TIA to leave the office or any other officials involved in this Tender Document in order to accept employment with the Service Provider, or any person acting in collusion with the Service Provider, without prior written approval of the TIA.

1.19 Right to the content of Bids

All bids and accompanying documentation of the Technical bids shall become the property of the TIA and shall not be returned after opening of the Technical bids. The TIA is not restricted in its rights, to use or disclose any or all of the information contained in the bid and can do so without compensation to the Service Providers. The TIA shall also not be bound by any language in the bid indicating the confidentiality of the bid, or any other restriction on its use or disclosure.

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

1.20 Non-Conforming Bid

A bid may be construed as a non-conforming bid and ineligible for consideration if:

1. Without Tender fee and EMD proof
2. It does not comply with the requirements of this Tender Document.
3. It does not follow the format requested in this Tender Document or does not appear to address the requirements as specified by the TIA.

1.21 Disqualification

The bid is liable to be disqualified in the following cases or in case the Service Provider fails to meet the requirements as indicated in this Tender Document:

1. The bid is not submitted in accordance with the procedure and formats prescribed in this Tender Document or treated as non-conforming bid.
2. During the validity of the bid, or its extended period, if any, the Service Provider increases the quoted prices.
3. The Service Provider qualifies the bid with own conditions.
4. The bid is submitted in an incomplete form.
5. The information submitted in the Technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the Contract (no matter at what stage) or during the tenure of the Contract including the extension period, if any.
6. The Financial bid is enclosed with the Technical bid directly or indirectly.
7. The Service Provider tries to influence the bid evaluation process by unlawful/corrupt/fraudulent means at any point of time during the tender process.
8. In case any Service Provider submits multiple bids or if common interests are found in two or more Service Providers, the Service Providers are likely to be disqualified.
9. The Service Provider fails to deposit the Performance Security in the form of Bank Guarantee or fails to enter into a Contract within specified period mentioned in the Award of Contract or within such extended period, as may be specified by the TIA.
10. Any form of canvassing / lobbying / influence / query regarding shortlisting etc. will be treated as disqualification. While evaluating the bids, if it comes to the TIA's knowledge expressly or implied, that some Service Providers may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of bid, then the Service Providers so involved are liable to be disqualified for participating in this Tender as well as for a further period of four years from participation in any of the tenders floated by the TIA.
11. If the Technical bids contains any information on price, pricing policy, pricing mechanism or any information indicative of the financial aspects of the bid.

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

1.22 Acknowledgement of Understanding

By submitting the bid, each Service Provider shall be deemed to acknowledge that Service Provider has carefully read all sections of this Tender Document, including all forms, schedules, annexure, corrigendum and addendums (if any) hereto, and has fully informed itself as to all existing conditions and limitations.

Bid opening and Evaluation process

1.23 Bid Opening

On the date and time specified in the tender notice following procedure shall be adopted for opening of tender for which bidder is free to attend himself or depute an authorized officer as his representative along with an authorization letter.

1.24 Opening of Envelop – A (Technical Bid)

Envelope No. A (Technical bid) of the bidder shall be opened in the presence of tender opening authority and in the presence of bidder / their representatives through- e tendering procedure.

1.25 Evaluation of Technical Bid

The evaluation of the technical bids will be carried out in the following manner:

1. The Service Providers' technical bid will be evaluated as per the requirements and evaluation criteria as spelt out in **Section 1.12** of this Tender Document. The Service Providers are required to submit all required documentation in support of the criteria specified as per the formats specified in this Tender Document along with the tender fee and EMD receipts.
2. In any case, in the event of any deviation from the factual information provided by the Service Provider in technical bid, the deviation can reject the bid and also ban the Service Provider from participation in any future bidders in the State of Maharashtra.
3. At any time during the bid evaluation process, the APAMVMMM committee may seek verbal/ written clarifications from the Service Providers. The committee may seek inputs from their professional experts in the evaluation process.
4. The TIA reserves the right to do a reference check of the past experience stated by the Service Provider. Any feedback received during the reference check shall be taken into account during the technical evaluation process.
5. The shortlisted participant bidders shall be informed date and venue of the opening of the financial bids by APAMVMMM.

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

1.26 Opening of Envelop - B (Financial Bid)

This financial bid of technically qualified Service Providers shall be opened as per e-tendering procedure. The date and time of opening of financial bids shall be communicated by the TIA via email, to the eligible participant bidders.

1.27 Award Criteria

The TIA shall award the contract to the Participant Bidder whose offer/quote has been determined to be the lowest evaluated bid and is substantially responsive to the bidding documents. If the financial bids of the two or more Participant Bidder are found to be same in such case, the Competent Officer authorized by APAMVMMM shall decide about the Participant Bidder to which the offer shall be granted based on Technical Proposal or by closed bid process. The decision of APAMVMMM/Competent Officer authorized by APAMVMMM shall be final.

1.28 Right to accept any Bid and to reject any or all Bids

The TIA reserves the right to accept or reject any bid, and to annul the tendering process and reject all bids, issue corrigendum, extend timelines at any time prior to award of Contract, without thereby incurring any liability to the affected Participant Bidders or any obligation to inform the affected Participant Bidders of the grounds for the TIA's action.

Absolutely All Rights of this tender are Reserved with TIA

Notification of Award

- a) Before expiry of the bid validity period, the TIA will notify the successful Service Provider(s) in writing, by registered / speed post or by fax or by email (to be confirmed by registered / speed post immediately afterwards) that its bid have been accepted by the Tender Inviting Authority. This notification is undertaken by issuing an award of contract by the Tender Inviting Authority.
- b) The successful Service Provider, upon receipt of the award of contract, shall furnish the required performance security in the form of Bank Guarantee and submit an agreement in the prescribed format within 15 days, failing which the EMD will be forfeited and the award will be cancelled.
- c) After cancellation of award of contract with L1 Service Provider, TIA will call second lowest responsive Service Provider L2 and asked to match the rate offered by L1. If L 2 accepts the offer, award of contract will be issued to L2. If L2 refuse to match rate with L1, then L3 will be asked to match rate with L1 and if L3 accepts award of contract will be issued to L3 and so on. In such case EMD submitted by L2, L3 will not be forfeited if they refuse to match the rate with L1.
- d) The Notification of Award shall constitute the formation of the Contract.

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

Contract Period

The contract shall be for the period up to 1 (one) year from the date of signing of contract.

Signing of Contract

The Contract will be signed as per Tender Document, after selection of the Service Provider. In lieu of the same, the successful Service Provider will have to execute an agreement in a non-judicial stamp paper of value Rs. 500/- in favor of Managing Director, APAMVMMM.

If the successful Service Provider fails to execute the agreement and payment of Performance Security within the time specified or withdraws the tender, the successful Service Provider is unable to undertake the contract; the Earnest Money Deposit of the successful Service Provider shall stand forfeited. Such Service Provider(s) will also be liable for all damages sustained by the TIA by reasons of breach of tender conditions. Such damages shall be assessed by the TIA whose decision shall be final.

Failure to agree with Terms and Conditions of this Tender

Failure of the successful Service Provider to agree with the terms & conditions of the Tender Document shall constitute sufficient grounds for the annulment of the award, resulting which the TIA may call for new bids and at the same time, invoke the performance Security of the successful Service Provider.

Performance Security

- i. The selected Service Provider shall deposit the Performance Security as follows:
 - a. The Service Provider shall at his own expense, deposit with the TIA, a Performance Security in the form of Bank Guarantee of value equal to 5 % of the total value of the Service Charges to be paid to Service Provider. The Performance Security shall be valid up to 180 days post expiry of the Service Contract.
 - b. The Performance Security should be furnished within 15 Working Days from the date of issue of Award of Contract.
 - c. The Performance Security may be discharged/returned by the TIA upon being satisfied that there has been due performance of the obligations of the successful Service Provider under the contract. However, no interest shall be payable on the Performance Security under any condition.
 - d. The TIA shall also be entitled to make recoveries from the Performance Security on the following grounds:
 - i. Any amount imposed as a fine for irregularities Committed by the Service Provider.

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

- ii. Any amount which the TIA becomes liable to the Government /Third party on behalf of any default of the Service Provider or any of his/her/their agent/ employees or staff.
- iii. Any payment/fine made under the order/judgment of any court/consumer forum or law enforcing agency or any person working on his behalf.
- iv. Any other outstanding amount.
- e. Once the amount under this clause is debited, the Service Provider shall reimburse the performance security to the extent the amount is debited within 15 days of such debit by the TIA failing which it will be treated as breach of agreement and may lead to termination of agreement with forfeiture of all amounts including interest free Performance Security in favor of the TIA.
- f. The Earnest Money deposited at the time of bid submission would be given back to the Service Provider on payment of Performance Security in the form of Bank Guarantee and after signing of the Contract with the TIA as per the details specified in this Tender Document.

Payment Terms

The payment to be made by APAMVMMM to the Service Provider every month shall include

- i. The payment made to the Outsourced appointed staff,
- ii. The service charges payable,
- iii. Applicable GST.

Service Provider should make monthly payment to all appointed staff (depends upon number of days worked by appointed staff) on or before 5th of every month and same amount will be reimbursed along with the service charges and applicable GST by APAMVMMM to Service Provider after 15 days from the date of receipt of invoice along with

- a) the attendance sheets duly certified by the Registrar, APAMVMMM or any other officer authorized by APAMVMMM
- b) the receipt of all payment made to the government department towards the statutory compliance

Deduction towards Income Tax as applicable under the Income Tax Act, 1961, shall be made from all payments made to the Service Provider and in respect of such deductions necessary certificates of Tax Deduction shall be given to the Employees of the TIA

Schedule of Requirement

Please refer to **Annexure-A**.

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

Terms and Conditions

1. The selected Service Provider should provide required number of staff within one month from the date of award of contract.
2. The Service Provider shall be solely liable for all payment/dues of the person deployed by him with reliable evidence provided to the APAMVMMM. In the event, APAMVMMM makes any payment or incurs any liability towards the deployed professionals appointed by the Service Provider, then the Service Provider shall indemnify the APAMVMMM completely.
3. The Service Provider should ensure monthly payment to deployed professionals on or before 5th of every succeeding month through RTGS/NEFT or any other online mode of payment.
4. The Service Provider should ensure that his deployed person are granted holidays /leave with wages as per applicable Act/Rules prevailing in the State.
5. Working hours shall be normally 8 hours per day for official working days in a month. However, the appointed staff may have to work beyond time, if there is urgency; the appointed staff may also be called on weekly off and other gazette holidays if required without any over time or extra cost benefit.
6. As and when the APAMVMMM requires additional / different qualification manpower, the Service Provider will have to provide such personnel as per the required qualifications within one month from the date of notice given by APAMVMMM
7. The Service Provider shall be held wholly responsible for any action taken by statutory bodies for violation/non-compliance of any such provision/rule.
8. Appointed staff deployed shall not claim any master & servant relationship against this office
9. If any of the professional of the Service Provider indulges in theft or any illegal/irregular activities, misconduct, the Service Provider will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel, who indulge in such type of activities, should not be further employed in this office by the Service Provider in any case.
10. The Service Provider shall employ only good and reliable persons with robust health, sound mind and clean record to carry out the job contract.
11. Applicable GST will be paid by APAMVMMM deposited by the Service Provider and receipt of which shall be submitted to APAMVMMM office along with the claim for the next month.
12. The Service Provider shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions and shall further keep the APAMVMMM indemnified from all acts of omission, fault, breaches and / or any claim, demand; loss; injury and expense arising out from the non-compliance of the aforesaid statutory provisions. Service Provider's failure to fulfill any of the obligations hereunder and/ or

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

under the said Acts, rules/ regulations and/ or any by-laws or rules framed under or any of these the APAMVMMM shall be entitled to recover any loss (es) or expense(s) which it may have to suffer or incur on account of such claim(s), loss or injury from the Service Provider's monthly payments.

13. The Service Provider shall provide to the APAMVMMM a list of all personnel so deployed with appointment letter, permanent and present address along with their latest photographs & contact number.
14. The Service Provider shall be responsible for all acts and omission on the part of the manpower engaged for the purpose of employment with APAMVMMM. The APAMVMMM shall not be responsible in any manner, whatsoever, in matters of injury/death/health etc. of the Service Provider's employees performing duties under the contract.
15. It shall be sole responsibility of the Service Provider to issue the employment card/ photo/ identity card to the personnel as per the prescribed format and maintain all registers as required by the law prevailing in the state. Service Provider ensures that all its employees invariably wear ID card during office hours.
16. The Service Provider shall provide pay slip duly indicating details of pay of all concerned deduction thereon should be given to each employee while disbursement of pay.
17. The Service Provider shall replace within two weeks any of appointed staff, if they are unacceptable to APAMVMMM because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty/misconduct on the part of the manpower supplied by the agency, upon receiving written notice from APAMVMMM. Notwithstanding above, APAMVMMM has the right to ask to change/replace the appointed staff at any point of time without assigning any reason.
18. The Service Provider shall provide a substitute well in advance if there is any probability of the appointed staff 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 Service Provider.
19. APAMVMMM shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the Service Provider.
20. The Service Provider shall be responsible for any damages done to the property of the APAMVMMM by the personnel so employed. APAMVMMM will be free to recover it from the security deposit given by the Service Provider or from any other dues.
21. The Service Provider's personnel working in APAMVMMM should be polite, cordial, positive and efficient while handling the assigned work and their actions should promote good will and enhance the image of the APAMVMMM. The Service Provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
22. The Service Provider'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.

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

23. The Service Provider's personnel shall not have any right to claim any benefit/compensation/absorption/regularization of services with APAMVMMM. Undertaking from the person to this effect will be required to be submitted by the Service Provider to this office.
24. Any dispute regarding working hours and compensation to be paid to the staff deployed will be the responsibility of the Service Provider and no representation will be entertained on this issue by APAMVMMM.
25. The Service Provider shall be contactable at all times and message sent by e-mail/Fax/Special Messenger from APAMVMMM to the Service Provider shall be acknowledged immediately on receipt on the same day.
26. The Service Provider shall not assign, transfer, pledge or sub-contract the performance of service.
27. The Service Provider shall ensure that the staff deployed in the APAMVMMM conforms to the eligibility conditions of age and educational and professional qualification, language skills and experience prescribed etc. in the Tender Document.
28. The selected Service Provider shall ensure that the attrition rate of appointed staff will not exceed more than 3% in a year. The selected Service Provider shall immediately provide a substitute in the event of any appointed staff leaving the job due to his/ her personal reasons.
29. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in APAMVMMM. The persons deployed by the Service Provider in the APAMVMMM shall not have claims of any Employer and Employee relationship nor have any principal and agent relationship with or against APAMVMMM.
30. The person deployed by the Service Provider shall not have any claim or entitled to pay, perks and other facilities during the currency or after the expiry of the contract.
31. In case of the termination of the contract on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to any claim for absorption or for any relaxation. The person deployed by Service Provider shall be the employees of the Service Provider for all purpose and contexts.
32. The Service Provider shall be solely responsible for compliance of all statutory provisions prevailing in the state of Maharashtra in respect of the persons deployed by it in APAMVMMM. The Service Provider shall furnish a certificate in each month that all statutory requirements have been fulfilled along with the bills for payment.
33. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to APAMVMMM to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
34. The Service Provider shall maintain all statutory Registers under the applicable laws. The Service Provider shall produce the same, on demand, to the concerned authority of APAMVMMM or any other authority under law.

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

35. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax law, as amended from time to time and a certificate to this effect shall be provided to the Service Provider by APAMVMMM
36. In case, the Service Provider fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the APAMVMMM is put to any loss, obligation, monetary or otherwise, the APAMVMMM will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
37. The Service Provider will keep this office informed about any amendment in the concerned law/rules from time to time.
38. The Service Provider shall, if and when so requested by APAMVMMM, will provide the additional personnel at the agreed monthly salary. **APAMVMMM reserves the right to increase/decrease the number of manpower as per the need of the mission.**
39. It shall be the full responsibility of the Service Provider to verify the qualification and experience of the Outsource candidates. **Candidates will be examined for performing the defined functions by APAMVMMM and APAMVMMM reserves the rights to verify and check the credentials and qualification of the Outsource.** If during the course of engagement of any Outsource personnel, it comes to notice of APAMVMMM that he/she has misrepresented the fact about his/her qualification/experience, the Service Provider will have to terminate the service of such staff immediately and shall provide suitable replacement within two weeks' time.
40. If the performance of the Outsource appointed staff is unsatisfactory, APAMVMMM shall give a notice of 15 days to the Service Provider to take necessary action to improve the performance of Outsource appointed staff and the performance does not improve even after 15 days of such Communication, the Service Provider shall provide a replacement acceptable to APAMVMMM within two weeks' time.
41. The Service Provider shall make actual disbursement of salary to the appointed staff as agreed with APAMVMMM and in no circumstances the actual disbursement shall be less than the agreed amount without prior written approval of APAMVMMM.
42. In case the services of the Service Provider are not found satisfactory, or there is a breach of any of the terms & conditions of the contract and/or fails/neglects to carry out any instruction issued to it by APAMVMMM from time to time the same can be terminated by APAMVMMM on giving of a notice of one month. In case of unsatisfactory performance of the contract, a warning letter will be issued to the Service Provider. In case corrective action is not taken, APAMVMMM shall have the right to terminate the agreement without any further notice. Unsatisfactory service in this case would be frequent absence or poor attendance of appointed staff, inability to provide replacement, discourteous behavior, and indiscipline in the premises (which includes taking alcohol, using foul language, getting involved in objectionable activities, etc.) or any other non-compliance of the provisions of the Agreement.

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

43. The Service Provider shall not terminate the services of appointed staff unilaterally. In case any hired staff is proposed to be replaced/ terminated by the Service Provider, such action should be taken only with approval of APAMVMMM.
44. The Service Provider will, for the purpose, aforesaid continuously monitor the Services being rendered by it to ensure that these are up to the performance standards required by APAMVMMM.
45. The Service Provider would comply with the statutory requirements; rules and regulations applicable to Outsource appointed staff engaged by APAMVMMM and shall obtain all necessary registrations, licenses, approvals and sanctions under the laws applicable. The Service Provider shall obtain appropriate license under the Contract Labour (Regulation and Abolition) Act, 1970 and the Rules as amended up to date and shall comply with all terms and conditions thereof strictly, and shall keep such license duly validated and/or renewed from time to time throughout the currency of this Contract.
46. The Service Provider provides adequate cover to the Outsource appointed staff /persons for death, disability, sickness etc. APAMVMMM shall not be liable to pay or bear any premium / compensation at any stage in respect of Insurance made by Service Provider to cover the risk (death, disability, sickness) etc. Service Provider shall submit the copies of such policies and their renewal receipts as well as documentary evidence of payment of premiums to APAMVMMM and shall act all times to keep the requisite policies validated.
47. The Service Provider should provide a copy of the appointment order of the Outsource appointed staff. The copy of receipt of payment should be submitted by the Service Provider while claiming the amount for the next month if required by APAMVMMM.
48. The Service Provider alone shall have the right to take disciplinary action against any person(s) engaged/employed by them; while no right whatsoever shall vest in any such person(s) to raise any dispute and/or claim whatsoever against the APAMVMMM. The APAMVMMM shall, under no circumstances be deemed or treated as APAMVMMM in respect of any person(s) engaged/employed by the Service Provider for any purpose whatsoever nor would the APAMVMMM be liable for any claim(s) whatsoever of any person(s) of the Service Provider and Service Provider shall keep APAMVMMM totally and completely indemnified against any such claim(s).
49. The attendance rolls for the personnel deployed by the Service Provider at the premises of APAMVMMM shall be provided by the Service Provider and it shall be monitored by the Service Provider. These attendance rolls shall be signed by the authorized representative of Service Provider who shall get it verified by the designated officer of APAMVMMM.
50. The engagement of Outsource person shall be purely on temporary and on contract basis. The Service Provider shall at all times make it absolutely clear to the Outsource appointed staff hired through them in APAMVMMM that such deployed do not have any claim whatsoever for any regular employment in APAMVMMM. Any Outsource appointed staff deployed in APAMVMMM can be removed any time by giving notice to the Service Provider and the staff in the circumstances provided herein above. The Service Provider

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

will have to provide suitable replacement acceptable to APAMVMMM within two weeks' time.

51. The Outsource appointed staff shall at all-time maintain absolute integrity and devotion to duty and conduct himself/herself in a manner conducive to the best interests, credits and prestige of APAMVMMM.

General Condition of Contract:

1.29 Governing Law

The Contract shall be governed by and interpreted in accordance with the laws of India.

1.30 Resolution of Disputes

In case any dispute arises between the APAMVMMM and Service Provider, which have not been settled amicably, any Party to the Agreement can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996 and the amendments made thereafter. Such disputes shall be referred to Sole Arbitrator appointed by the mutual consent of both the Parties to the Agreement. The Indian Arbitration and Conciliation Act, 1996 and any the amendments made thereof, shall apply to these arbitration proceedings. Arbitration proceedings will be held in Mumbai and the language of the arbitration proceeding and that of all documents and communications between the Parties shall be in English. The decision of the arbitrator shall be final and binding upon both the Parties. The arbitration awards shall be in writing. The expenses of the arbitration as determined by the arbitrators shall be shared equally by the APAMVMMM and Service Provider.

1.30.1 Suspension of work

The Obligations of APAMVMMM, and the Service Provider, as the case may be shall not be altered by reasons of conciliation / arbitration being conducted during the progress of works. Neither party shall be entitled to suspend the work on account of conciliation / arbitration nor shall payments to the Service Provider continue to be made in terms of the Service Contract.

1.30.2 Jurisdiction of courts for dispute resolution shall be Mumbai only.

1.31 Taxes and Duties

The Service Provider shall be entirely responsible for all taxes, charges, stamp duties, license fees, and other such levies imposed. **GST amount will be paid by APAMVMMM upon submission of tax invoice by Service Provider.**

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

1.32 Confidential Information

The TIA and the successful Service Provider shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.

The TIA shall not use such documents, data, and other information received from the successful Service Provider for any purposes unrelated to the Contract. Similarly, the successful Service Provider shall not use such documents, data, and other information received from the TIA for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.

1.33 Change in Laws and Regulation

Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed that subsequently affects the Contract Price, then such Contract Price shall be correspondingly increased or decreased, to the extent that the successful Service Provider has thereby been affected in the performance of any of its obligations under the Contract.

1.34 Force Majeure

The successful Service Provider shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. Force Majeure shall not cover the price fluctuation of components.

For purposes of this Clause, Force Majeure means an event or situation beyond the control of the successful Service Provider that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the successful Service Provider. Such events may include, but not be limited to, acts of the TIA in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the successful Service Provider shall promptly notify the TIA in writing of such conditions and the cause thereof. Unless otherwise directed by the TIA in writing, the successful Service Provider shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

1.35 Termination

The TIA may, without prejudice to any other remedy for breach of Contract, terminate this Contract in case of the occurrence of any of the events specified below:

- a) If the successful Service Provider does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the TIA may have subsequently approved in writing.
- b) If the successful Service Provider becomes (insolvent or goes into liquidation, or receivership whether compulsory or voluntary.
- c) If the successful Service Provider, in the judgment of the TIA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- d) If the successful Service Provider submits to the TIA, a false statement which has a material effect on the rights, obligations or interests of the TIA.
- e) If the successful Service Provider places itself in a position of conflict of interest or fails to disclose promptly any conflict of interest to the TIA.
- f) If the successful Service Provider fails to provide the quality services as envisaged under this Contract, the TIA may make judgment regarding the poor quality of services, the reasons for which shall be recorded in writing. The TIA may decide to give one chance to the successful Service Provider to improve the quality of the services.
- g) If the successful Service Provider fails to comply with any final decision reached as a result of arbitration proceedings.
- h) In any event, the TIA is entitled to terminate if and only if the breach is not remedied within a stipulated time period.
- i) TIA may terminate the contract any time before completing of contract period by giving two month notice to the Service Provider.

In the event, the TIA terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered or not performed, and the successful Service Provider shall be liable to the TIA for any additional costs for such similar services. However, the successful Service Provider shall continue performance of the Contract to the extent not terminated.

1.36 Assignment

The successful Service Provider shall not assign, in whole or in part, their obligations under this Contract, to any other party.

1.37 Power to waive fines

The power to waive fines and penalty vests with the Managing Director, APAMVMMM.

OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT OUTSOURCED STAFF FOR APAMVMMM

1.38 Indemnification

The success Service Provider shall indemnify the TIA against all actions, suit, claims and demand or in respect of anything done or omitted to be done by successful Service Provider in connection with the contract and against any losses or damages to the TIA in consequence of any action or suit being brought against the successful Service Provider for anything done or omitted to be done by the successful Service Provider in the execution of the contract.

1.39 Saving Clause

No suits, prosecution or any legal proceedings shall lie against the M.D. Annasaheb Patil Arthik Magas Vikas Mahamandal Maryadit or any person for anything that is done in good faith or intended to be done in pursuance of tender.

1.40 Notices

For the purpose of all notices, the following shall be the address of the Purchaser and Supplier.

Tender Inviting Authority:

Managing Director,

Annasaheb Patil Aarthik Magas Vikas Mahamamndal Maryadit,
G. T Hospital Compound, Baddruddin Tayyabji Marg,
Behind J.J.School of Arts, Near CSMT Railway
Station, Mumbai 400001 Ph. (022) 22657662, 22658017
Email apamvmmm2021@gmail.com

Service Provider: To be filled during contract signing

Special Condition of contract

1.41 Obligation of Service Provider: Please refer clause no 14,39.

1.42 Obligation of APAMVMMM:

APAMVMMM will, subject to compliance of this contract, ensure timely payments for the services as provided in this contract.

1.43 Penalty

In case of any breaches in service, the Service Provider shall be liable to pay a penalty for an amount of Rs.500 to Rs.1500 per day per person depending on the nature of unsatisfactory service. This amount will be deducted from the due amount in the following Conditions:

**OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT
OUTSOURCED STAFF FOR APAMVMMM**

- a) Payment to the professionals hired by the Service Provider not made on or before 5th of every month
- b) Vacant positions ;
- c) Any undisciplined behavior by the staff;
- d) Discourteous behavior towards any officer or staff of APAMVMMM;
- e) Not carrying out the duties listed in the scope of work in a satisfactory manner;
- f) Damage or stealing of any asset or property of APAMVMMM or officers and staff of APAMVMMM

**OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT
OUTSOURCED STAFF FOR APAMVMMM**

**Annexure-A
Schedule of Requirement**

1 Name of position, consolidated remuneration, required qualification & experience and selection procedure

Sr. No.	Name of posts	Number of Post	Minimum Qualification	Salary per personnel (Gross)
1	Divisional Coordinator / Head Quarter Coordinator	13	<ol style="list-style-type: none"> 1. Any Graduate 2. Accounts/Finance Knowledge Preferable 3. MS-CIT or equivalent course Certificate. 4. MS-Excel working experience preferable. 5. Candidate with banking knowledge/ experience or experience working with this Corporation will be preferred. 	Rs. 35,111/-
2	District Coordinator	44	<ol style="list-style-type: none"> 6. Good Communication and Counseling skills. 7. Age Limit 24 to 46. 	Rs. 32,906/-
3	District Coordinator/ Clerk cum typist	55	<ol style="list-style-type: none"> 1. Any Graduate 2. MSCIT certification 3. Min. typing speed 40/30 (English/Marathi) only for clerk 4. Age Limit 24 to 45. 	Rs. 27,845/-

*(NOTE: The salary & Coordinator may subject to change depend upon Corporation Policy.)

2. Place of Posting: All over Maharashtra on select locations as specified by APAMVMMM

3. Any other deviation, if found in the Tender Document will be superseded by the Administrative and Financial Rules of the APAMVMMM

4. Minimum wages act, GOM GRs, and guidelines are to be strictly followed while calculating the salary of the outsourced employee.

**OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT
OUTSOURCED STAFF FOR APAMVMMM**

Annexure – 1

Covering Letter

(To be submitted on the letterhead of the Service Provider)

To,

Managing Director,

Annasaheb Patil Aarthik Magas Vikas Mahamamndal Maryadit,

G. T Hospital Compound, Baddruddin Tayyabji Marg,

Behind J.J.School of Arts, Near CSMT Railway

Station, Mumbai 400001 Ph. (022) 22657662, 22658017

**Sub: Open Tender for Hiring of Service Provider to recruit Outsourced Staff for
APAMVMMM**

Dear Sir,

Having examined the Tender Document, the receipt of which is hereby acknowledged, we, the undersigned, offer to provide required staff under the above-named Contract in full conformity with the said Tender Document and our financial offer in the Price schedule submitted in Envelop No. B which is made part of this tender.

We undertake, if our tender is accepted, to provide required personnel as per the qualification criteria specified in the Tender Document.

If our tender is accepted, we undertake to submit the performance security deposit in the form, in the amounts, and within the times specified in the Tender Document.

We agree to abide by this tender, for the Tender Validity Period specified in the Tender Document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this tender together with your written acceptance of the tender shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Offer you may receive.

Signed

Date:

In the Capacity Of:

Duly authorized to sign this bid for and on behalf of

Signature & Seal of Service Provider

**OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT
OUTSOURCED STAFF FOR APAMVMMM**

Annexure – 2

Service Providers Information & performance statement

A. General Information

Particulars	Details
Name of Service Provider	
Full Address with Telephone and email id	
Year of Registration/Incorporation	
Status of Service Provider (individual / proprietorship / partnership /private limited /society etc.	
Number of employees as on 31st March 2023	
Permanent account number	
GST registration number, Shop act registration.	
EPF registration Number, Professional Tax registration.	
ESI registration Number	
Annual turnover of last three financial year i.e. 2021-22, 2022-23 & 2023-24 from audited financial statement along with ITR	

B. Professional experience in providing manpower on outsource basis during the last 5 years

S. No.	Name of Client, Address, Phone No.	Details of Type of Manpower Provided		Duration of Contract		Govt./Semi-govt./PSU /autonomous body etc.
		Manpower Provided (Diploma/Degree/PG etc.	No. of Manpower Provided	From	To	

Signature and Seal of the Service Provider

Note:

In support of above statement, enclose the only relevant copies of supply orders and client's satisfactory certificates.

**OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT
OUTSOURCED STAFF FOR APAMVMMM**

Annexure – 3

Format for Financial Bid (Envelope B)

(On Service Providers' letter head)

Date:

To

Managing Director,

Annasaheb Patil Aarthik Magas Vikas Mahamamndal Maryadit,

G. T Hospital Compound, Baddruddin Tayyabji Marg,

Behind J.J.School of Arts, Near CSMT Railway

Station, Mumbai 400001 Ph. (022) 22657662, 22658017

Subject: Submission of Financial Bid for Open Tender for recruitment Outsource Staff Service Provider to provide required staff for APAMVMMM

Dear Sir,

We hereby offer the below quote for providing required staff to APAMVMMM on outsource basis as per the terms and conditions described in the Tender Document.

S. No.	*Service Charges in % of total amount payable to provided staff	
	In Figures	In Words
1.		

We agree to provide required staff on contract basis to the APAMVMMM in accordance with the terms & conditions mentioned in the Tender Document as per the rate mentioned above.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Date:

Seal:

Authorized Signature of the Service Provider

Note: In case of discrepancy between cost quoted in figures and words, the cost quoted in words shall be considered.

(This Financial bid is to uploaded in PDF format)

**OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT
OUTSOURCED STAFF FOR APAMVMMM**

Annexure – 4:

DECLARATION FORM (on Rs.500/- Non-Judicial Stamp paper)

I / We having my our
..... office at..... do declare that I /

We have carefully read all the terms & conditions of tender of the ANNASAHEB PATIL AARTHIK
MAGAS VIKAS MAHAMANDAL MARYADIT MUMBAI for providing required staff to APAMVMMM on
contract basis. The approved rate will remain valid during the contract period. I will abide with
all the terms & conditions set forth in the Tender Document.

I/We do hereby declare I/We have not been convicted by any court of Law nor I/We are
derecognized/black listed by any State Government or Central Government Department/ Union
Territory/ Local Authority/ Central and State Government Undertaking or Government
Organizations for participating in the tender process as on date. I/We agree that the Tender
Inviting Authority can forfeit the Earnest Money Deposit and or Performance Security Deposit
and blacklist me/us for a period of three (3) years, if any information furnished by us proved to
be false at the time of inspection/verification and not complying with the Tender terms &
conditions.

Date:

Seal:

Authorized Signature of the Service Provider

**OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT
OUTSOURCED STAFF FOR APAMVMMM**

Annexure – 5:

Format for Pre-Bid Clarifications

The Service Providers requiring specific points of clarification may communicate to ANNASAHEB PATIL AARTHIK MAGAS VIKAS MAHAMANDAL MARYADIT MUMBAI during the specified period using the following format:

Name of the Organization submitting query / request for clarification			
Full formal address of the Organization including phone, fax and email points of contact			
S. No.	Tender Reference (Section No. / Page No.)	Content of Tender requiring clarification	Points of Clarification Required
1			
2			
3			
4			
5			

Authorized Signature of the Service Provider

**OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT
OUTSOURCED STAFF FOR APAMVMMM**

Annexure – 6

Format for submission of Turnover certificate

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s. (name of Service Provider) is having registered office at (detailed office address). The turnover of the (name of Service Provider) for the last three financial year from the audited financial statement is as under:

S. No.	Financial Year	Turnover in Crore
1	2021-22	
2	2022-23	
3	2023-24	
	Average Turnover	

Signature of the Chartered Accountant

Name of the Firm

Registration No.

Date:

Place:

(Seal of the Chartered Accountant)

**OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT
OUTSOURCED STAFF FOR APAMVMMM**

Annexure – 7

Technical and Financial Bid Envelopes checklist

ENVELOPE NO. 1

S. No.	Documents
1	Tender Form as per Annexure-1 . Tender Fee, EMD receipts of payment by DD. The service provider must have Registered head office in Maharashtra.
2	Service Provider's details & Performance statement for last five years in the format given in Annexure-2 supported by copies of purchase orders/satisfactory certificates issued by the clients.
3	Turnover certificate (only from audited financial statement) issued by the chartered accounts for last three years i.e. for the FY 2021-22, 2022-23 & 2023-24 in the format given as Annexure-6 . and Income Tax Returns.
4	GST registration certificate.
5	Registration under Employees Provident Fund and Shop act registration. PAN card
6	Registration under Employees State Insurance Acts. Professional Tax registration.
7	Exemption Certificate/documents for claiming exemption from EMD if applicable
8	An Affidavit on non-judicial stamp paper of minimum Rs.100/- specifying that the Service Provider has not been found guilty and 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 for providing as on the date of submission of bid.
9	An Affidavit on non-judicial stamp paper of minimum Rs.100/- by the Service Provider stating that if any information submitted as a part of this bid is found misleading / false during scrutiny of documents, EMD will be forfeited and Service Provider will be blacklisted for 3 years

ENVELOPE NO. B

S. No.	Documents
1	Financial Bid as per the format given in Annexure – 3 .

**OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT
OUTSOURCED STAFF FOR APAMVMMM**

Important note for the service providers for calculating the offers:

In accordance to the 7th pay commission in the salary band e.g. Jr. Clerk (fresher)/ Jr. Clerk (experienced) / Sr. Clerk, allowance and deductions are also to be mention. The Department of Industry, Energy and Labour GR dated 22 February 2019 can be referred as guidelines.

**OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT
OUTSOURCED STAFF FOR APAMVMMM**

Annexure 8

Confirmation of checklist of Technical envelope

S. No.	Uploaded Documents	Page number
1	Tender Form as per Annexure-1 . Tender Fee, EMD receipts of payment by DD. The service provider must have Registered head office in Maharashtra.	
2	Service Provider's details & Performance statement for last five years in the format given in Annexure-2 supported by copies of purchase orders/satisfactory certificates issued by the clients.	
3	Turnover certificate (only from audited financial statement) issued by the chartered accounts for last three years i.e. for the FY 2021-22, 2022-23 & 2023-24 in the format given as Annexure-6 . and Income Tax Returns.	
4	GST registration certificate.	
5	Registration under Employees Provident Fund and Shop act registration. PAN card	
6	Registration under Employees State Insurance Acts. Professional Tax registration.	
7	Exemption Certificate/documents for claiming exemption from EMD if applicable	
8	An Affidavit on non-judicial stamp paper of minimum Rs.100/- specifying that the Service Provider has not been found guilty and 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 for providing as on the date of submission of bid.	
9	An Affidavit on non-judicial stamp paper of minimum Rs.100/- by the Service Provider stating that if any information submitted as a part of this bid is found misleading / false during scrutiny of documents, EMD will be forfeited and Service Provider will be blacklisted for 3 years	

**OPEN TENDER FOR HIRING OF ELIGIBLE SERVICE PROVIDER TO RECRUIT
OUTSOURCED STAFF FOR APAMVMMM**

Annexure-9

Salary Breakup chart For Reference

Sr. No	Type of Resource	Rate (exclusive of all the applicable Taxes)	Service Charges to Agency @10%	payment towards employee aft service tax etc.	statutory deduction by agency		Employee salary	statutory deduction by employee		net employee salary
					PF of Employee @13	ESIC of Employee @3.25%		PF of Employee @12	ESIC of Employee @0.75%	
1	XYZ	1000	100	900	117	29	754	90	6	658

Places and Positions required

Sr.No.	District	DCO Count	Div DCO Count	Total
1	Ahmednagar	6		6
2	Akola	1		1
3	Amravati	1	1	2
4	Beed	4		4
5	Bhandara	1		1
6	Buldhana	3		3
7	Chandrapur	1		1
8	Chh.Sambhajinagar	3	1	4
9	Dharashiv	4		4
10	Dhule	1		1
11	Hingoli	1		1
12	Jalgaon	3		3
13	Jalna	3		3
14	Kolhapur	5		5
15	Latur	3		3
16	Mumbai Sub	1		1
17	Mumbai (HQ)	8	1	9
18	Nagpur	3	1	4
19	Nanded	2		2
20	Nashik	3	1	4
21	Navi Mumbai	25		25
22	Palghar	1		1
23	Parbhani	3		3
24	Pune	3	1	4
25	Raigad	2		2
26	Ratnagiri	2		2
27	Sangli	6		6
28	Satara	5		5
29	Sindhuduraga	2		2
30	Solapur	4		4
31	Thane	4		4
32	Wardha	1		1
33	Washim	1		1
34	Yavatmal	1		1
	TOTAL	118	6	124

END OF DOCUMENT