



राज्य सहकारी निवडणूक प्राधिकरण, महाराष्ट्र राज्य, पुणे.

जुनी मध्यवर्ती इमारत, ५, बी. जे. रोड, पुणे. ४११००१

फोन नं.(०२०) २६०५०६४१, २६०५१११०, २९७०६४११ ई-मेल आयडी :- sceapune@gmail.com

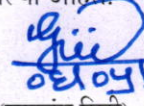
ई-निविदा जाहिरात क्रमांक : २/२०२१ १५५९८ दि. ०५/०५/२१

राज्य सहकारी निवडणूक प्राधिकरण, महाराष्ट्र राज्य पुणे, या कार्यालयात कामकाजासाठी लिपीक टंकलेखक व शिपाई पदांचे सेवा उपलब्ध करून देणेकरिता, बाह्यस्रोताद्वारे (एजन्सी/संस्था/कंपनी/सहकारीसंस्था इ.द्वारे) मनुष्यबळ पुरविणा-या यंत्रणेची नियुक्ती करण्यासाठी ई-निविदा मागविण्यात येत आहेत.

कामाचा प्रकार :- ६ लिपीक-टंकलेखक व ३ शिपाई अशा एकूण ९ पदांची कंत्राटी तत्वावर सेवा उपलब्ध करून देणेचे काम
निविदा वेळापत्रक :-

- | | |
|-----------------------------------|--|
| १) ई-निविदा दाखल करण्याचा कालावधी | :- दिनांक १०/५/२०२१ सकाळी ११.०० पासून ते दिनांक २५/०५/२०२१ |
| २) ई-निविदा दाखल करण्याचा अंतिम | :- दिनांक २५/०५/२०२१ सायं ५ वाजेपर्यंत |
| ३) ई-निविदा उघडणे | :- दिनांक २७/०५/२०२१ दुपारी १२.३० वाजता |

इच्छुक एजन्सी/संस्था/सहकारीसंस्था इ. यांचेसाठी माहिती व सविस्तर टेंडर, अर्जाचा नमुना आवश्यक कागदपत्रे, अटी व शर्ती इ. <https://mahatenders.gov.in> आणि मा.सहकार आयुक्त व निबंधक, सहकारी संस्था, महाराष्ट्र राज्य पुणे यांची वेबसाईट www.sahakarayuakta.com या संकेतस्थळावर उपलब्ध करून देण्यात आलेल्या आहेत.


०५/०५/२०२१

(यशवंत गिरी)

अध्यक्ष ई-निविदा समिती तथा सचिव
राज्य सहकारी निवडणूक प्राधिकरण,
महाराष्ट्र राज्य, पुणे.

दिनांक - १०/०५/२०२१

ई-निविदा (Tender Document)

राज्य सहकारी निवडणूक प्राधिकरण, पुणे यांचे कार्यालयात ११ महिन्यांच्या कालावधीसाठी ६ लिपिक टंकलेखक व ३ शिपाई अशा एकूण ९ पदांची कामे बाहय यंत्रणेद्वारे करुन घेणेकरिता /सेवा उपलब्ध करुन देण्याकरिता सदर अर्जाची <https://mahatenders.gov.in> या वेबसाईटवर ई-टेंडरने विक्री व स्विकृती होणार आहे.

अ. क्र.	बाह्ययंत्रणेद्वारे कंत्राटी तत्वावरील पदांची सेवा उपलब्ध करुन घेणेचा तपशील	अंदाजित किंमत रक्कम	बयाणा रक्कम (EMD)	performance Security Deposit	निविदेची किंमत
१.	लिपिक- टंकलेखक – ६ पदे	12,95,350	12,955	ई-निविदेद्वारे अंतिम होणाऱ्या दरकराराच्या एकूण रक्कमेच्या 3% शासन नियमाप्रमाणे	रु.2,240/- (निविदा अर्ज फी 2000+ 240 GST नियमाप्रमाणे)
२	शिपाई – ३ पदे	6,04,450	6,045		
एकूण ९ पदे		रु. 19,00,000	रु.19,000/-		

- उपरोक्त अंदाजित किंमत ही संभाव्य असून कमी जास्त होण्याची शक्यता आहे.
- सदरची मागणी राज्य सहकारी निवडणूक प्राधिकरण, महाराष्ट्र राज्य, पुणे यांचे कार्यालयात ६ लिपिक नि टंकलेखक व ३ शिपाई या पदांच्या सेवा पुरविणे या कामासाठी बाह्ययंत्रणेद्वारे करुन घेणेबाबत दिलेली आहे. निविदाधारकास शासकीय सेवा कामकाज/पुरवठ्याचा कामकाजाचा पुर्वानुभव असणे आवश्यक राहिल. त्याबाबतचे सक्षम प्राधिका-याकडील अनुभव प्रमाणपत्र आवश्यक राहिल.
- सदरची ई-निविदेतील मागणी करण्यात आलेले दर हे प्रत्यक्षात काम करणारे कर्मचारी यांचे परिश्रमिक व इतर बाबी ह्या शासनाने ठरवून दिलेल्या प्रचलित नियम/शासननिर्णय/परिपत्रके/ आदेशाप्रमाणे राहिल. तसेच सदरचे मागणी करण्यात आलेले दर हे शासनाचे प्रचलित आदेश/परिपत्रक/तरतूदीप्रमाणे Floating लवचिक असून शासनाने वेळोवेळी घोषित केलेले व बदलणारे दर लागू राहतील. याचीही नोंद पुरवठादार यांनी घ्यावी.
- दरकरार अंतिम होणाऱ्या पुरवठादार यांना दरमहा अदा करण्यात येणारे परिश्रमिकाची एकूण रक्कमही शासनाकडून उपलब्ध होणाऱ्या अनुदान/तरतूदीवर आधारित राहिल. एखाद्या वेळेस शासनाकडून परिश्रमिक अदा करण्यासाठी अनुदान विलंब झाल्यास पुरवठादार यांनी संबंधित कंत्राटी सेवा देणारे कर्मचारी यांना दरमहा नियमित परिश्रमिक अदा करणे बंधनकारक राहिल (कोणत्याही परिस्थितीत कर्मचाऱ्यांचे परिश्रमिक अडवून ठेवता येणार नाही.) ही अट मान्य असेल तरच पुरवठादारांनी या ई-निविदा प्रक्रियेत भाग घ्यावा.
- तसेच पुरवठादार यांनी संबंधित कंत्राटी कर्मचारी यांचे PF, ESIC व इतर रक्कमा संबंधित प्राधिकरणाकडे दरमहा वेळेत जमा करणे आवश्यक राहिल व त्याची पोहोच दरमहा राज्य सहकारी निवडणूक प्राधिकरणाचे कार्यालयास सादर करणे बंधनकारक राहिल.
- कोणतेही कारण न देता ई-निविदा स्विकारण्याचा अथवा नाकारण्याचा अधिकार राज्य सहकारी निवडणूक प्राधिकरण, महाराष्ट्र राज्य, पुणे यांचेकडे राखून ठेवण्यात आला आहे.
- ई-निविदा फॉर्म फी व बयाणा रक्कमही ऑनलाईन पॅमेंट गेट-वे पध्दतीने भरावयाची आहे. व रक्कम भरल्याची पावती ई निविदे सोबत जोडणे आवश्यक आहे.
- सदर ई-निविदा राज्य सहकारी निवडणूक प्राधिकरण, महाराष्ट्र राज्य, पुणे येथे उघडण्यात येतील.
- E-Tender व Tender Notice मधील सर्व अटी व शर्ती बंधनकारक राहतील.

Brief Summary of Inquiry

Offer should be submitted in 2 envelope system :

- Technical Bid – Envelope No. – 1
- Price Bid – Envelope No. – 2

Financial/ Price Bid form is enclosed as Annexure -7

E-TENDER

TENDER FOR PROVIDING MANPOWER SERVICES TO SCEA, PUNE

2.1 SCOPE OF WORK

- 2.1.1 The SCEA requires the cost effective services from reputed, well established and financially sound Manpower Service Provider Company / Firm/ Agency/co operative society (hereinafter referred to as "**Agency**") to provide manpower services for SCEA.
- 2.1.2 The SCEA has initial requirement for manpower as detailed in Section 2.2 "**REQUIREMENTS FOR MANPOWER TO BE DEPLOYED**" which may increase or decrease depending upon the requirement during the contract period.
- 2.1.3 The contract will be initially for a period of Eleven months, which may be extended for a further period of Eleven months or thereafter depending upon the manpower requirement and administrative convenience of SCEA. SCEA, however, reserves the right to terminate / curtail the contract at any time after giving one months' notice to the qualified Agency owing to deficiency of services, sub-standard quality of manpower deployed or for breach of contract condition or any other reason deemed fit.

2.2. REQUIREMENTS FOR MANPOWER TO BE DEPLOYED

The generic and specialized qualifications and work experience for personnel as required by SCEA from time to time is given below. However, exact qualifications may also be prescribed while placing requirement of actual positions from time to time. The number of personnel required, at each level is also indicated below. This is the initial requirement; the number may vary as per exigencies.

A)

Position/ Name of contractual post	Qualifications and Requirements	Tentative requirement of personnel
1	2	3
Clerk cum Typist (Semi Skilled)	Qualification: Candidates possess Graduate degree from Recognized and constitutional University	6
	Other requirement: 1. Knowledge of Marathi and English	
	2. Typing on computer (specially Microsoft excel) is essential	
	3. MS-CIT Course completion certificate.	
	4. Typing certificate Marathi 30 WPM Eng 40 WPM	
	5. Employment office Registration must as a graduate candidate Age : 19 to 38 years (5 year relaxation if working under govt) as on 1-1-2021	

Peon (non Skilled)	Qualification: Minimum 07 th pass	3
	1. Knowledge of Marathi and English	
	2. Employment office Registration must as a candidate	
	Age : 19 to 38 years (5 year relaxation if working under govt) as on 1-1-2021	

3 GENERAL INSTRUCTIONS

- 3.1 The Earnest Money Deposit (EMD) for Clerk typist Rs 12955/- and for Peon Rs 6045/- Total EMD Rs.19000/- (**Rupees Nineteen thousand only**) refundable without interest should be submitted by online and scanned copy of Challan should be uploaded with Technical Bid. Failing which the tender shall be rejected summarily.
- 3.2 The successful bidder will have to deposit Performance Security Deposit of 3% of accepted tender cost, in the form of Demand draft OR Bank guarantee issued by a nationalized Bank in favour of **Joint co operative election commissioner State co operative election Authority**
- 3.3 Conditional bids shall not be considered and will be rejected outright in very first instance.
- 3.4 All original documents may be scanned and uploaded in Technical Bid should be valid, authentic, clear and legible.
- 3.5 It is to be ensured that the complete information as required by this office may be furnished by the bidders in the prescribed format. Formats submitted with incomplete information and not conforming to the requirements are liable to be rejected.
- 3.6 The technical bid shall be opened on the scheduled date 27/05/2021 at 12.30 P.M. in the office of the SCEA in presence of the representatives of the Agency, if any, who wish to be present at the time of opening the tender.
- 3.7 The Financial Bids of only the technically qualified bidders will be opened at later stage. The scheduled time and venue etc. will be communicated at an appropriate time.
- 3.8 The SCEA reserves the right to reject or cancel any or all tenders at any stage without assigning any reason.
- 3.9 Unfair practices on the part of the bidders at any stage and in any way would be viewed seriously and involved Agency would be blacklisted.
- 3.10 The bidders whose services were found unsatisfactory and were prematurely terminated during the past in SCEA will not be eligible to participate in the bid.

4. TECHNICAL QUALIFICATION CRITERIA – TECHNICAL BID (ENVELOPE NO. 1)

The Agency must fulfil the following technical specifications in order to be eligible for technical evaluation of the bid. The Agency is required to scan originals of the following documents and upload it in the Technical Bid (Envelope No. 1), failing which bid shall be summarily / outrightly rejected and will not be considered any further.

The online envelope clearly marked as “Technical bid (Envelope No.1)” is required to contain the scanned copies of originals of the following documents.

- 4.1 Proof regarding submission of tender fee and EMD online i.e. Challan copy needs to be uploaded.
- 4.2 The Company / Firm / Agency/ co operative society having registration Certificate under Companies Act, Co-operative Societies Act or Partnership firm registered under Indian Partnership Act or Proprietary concern and should be in existence since the last three financial years. Submit relevant documents.
- 4.3 Registration Certificate according to law
- 4.4 Latest License under Shop and Establishment Act.
- 4.5 The Company / Firm / Agency/co operative society registration certificate regarding providing manpower services.
- 4.6 The Company / Firm / Agency/co operative society registration certificate under Employees Provident Fund.
- 4.7 The Company / Firm / Agency/co operative society registration certificate under Employee State Insurance Act.
- 4.8 The Company / Firm / Agency/co operative society PAN Card / TAN number.
- 4.9 Copy of Profession GST Registration Certificate under Goods and Service Act
- 4.10 The Company /Firm /Agency/co operative society should provide a duly signed self-declaration indicating that they have not been blacklisted by any Ministry /Department / Organization of the Central Government / State Government or any Public Sector Undertaking and there is no litigation with any organization on account of similar services as per **Annexure -4**.
- 4.11 Company/ Firm / Agency/co operative society should submit self-declaration that there is no case pending with the police/ court of law against the company/ firm / Agency/co operative society.

- 4.12 At least three years' experience certificate of deployment of a minimum of 15 personnel of similar type of manpower mentioned in section 2.2 (requirement for manpower to be deployed) in the Departments of Government of India/ Central Public Sector Undertakings/ Nationalized Banks /State Government Departments/ Autonomous Bodies/ International / Multilateral/ United Nations Agencies etc. The copy of experience certificate issued by the respective offices should be submitted along with proforma containing details of similar type of manpower service contract as per **Annexure -1**.
- 4.13 The turnover certificate from CA (Chartered Accountant) for the last three financial years in respect of manpower supply work as per **Annexure 2**.
- 4.14 Duly signed declaration as regards acceptance of terms and conditions on Company/ Firm / Agency/co operative society letter head, as per **Annexure -3** should be submitted.
- 4.15 Income Tax Return for the last three proceeding financial years should be submitted.
- 4.16 Personal and bank details of the Company / Firm / Agency/co operative society for RTGS purpose as per **Annexure 1-A**.

5. Price Bid (Envelope No. II) – (Annexure-7)

The bidder should quote his offer through Envelope No. II. The bidder should not quote his offer anywhere directly or indirectly. Conditional bid will not be accepted.

- 5.1 As per mentioned in e tender notice/advertisement, per month honorarium will be paid as per Minimum Wages Act and as per Government guideline by SCEA. Contractor should only quote their per month Commission/service Charge for One employee of each category against the same.

6. Criteria for L1 (lowest rate)

The Agency shall be awarded contract on the basis of the lowest rate of the Commission/service Charge per person/ month as quoted by the bidder in the price bid (As per Envelope II). (Annexure-7)

7. TERMS AND CONDITIONS

7.1. General

- 7.1.1 The Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.

- 7.1.2 Placement to manpower would be given by selected Agency for Eleven months, or for such other term less than that depending on requirement; and which can be extended from time to time as per requirement. SCEA reserves right to

repatriate services of the manpower deployed, at any point of time, if his/her services are not found satisfactory.

7.1.3 The Agency will have to provide the required manpower for a shorter period also, in case of any exigencies as per the requirement of various projects of SCEA

7.1.4 The required deployed manpower shall be placed at SCEA, Pune only.

7.1.5 The bidder will be bound by the details furnished by him / her to the SCEA while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.

7.1.6 Agency shall not have a conflict of interest. The Agency found to have a conflict of interest in this tender process shall be disqualified. Agency shall be considered to have a conflict of interest, if:

(a) Submit more than one tender for the work.

(b) If bidders, in two different tenders have controlling shareholders in common.

7.1.7 Bidders are hereby cautioned that tenders containing any material deviation or reservations shall be considered as non-responsive and liable to be rejected.

7.1.8 It must be understood and agreed that all factors have properly been investigated and considered while submitting the Bid. Lack of understanding of local conditions and laws/regulations outlined above and specified elsewhere in the specification, will not be entertained as a reason for any adjustment of price / or for extension of time of completion of the Works under this Contract.

7.2 Liabilities, Control, etc. on the manpower deployed

7.2.1 The Agency shall ensure that the individual manpower is deployed in SCEA Pune. The Agency shall ensure that the manpower deployed conforms to, educational and skill qualifications, job requirements prescribed in this Tender Document, or as communicated from time to time.

7.2.2 The Agency shall be responsible for any act of indiscipline on the part of manpower/ persons deployed by them.

7.2.3 The Agency shall be responsible for proper conduct of their manpower/ personnel deployed in SCEA office premises or anywhere else. In case of any

damage/ loss/theft etc. to the property of SCEA which is caused by the personnel deployed by the agency, the agency will be liable to compensate such loss on the basis of the value of the property as determined by SCEA, and the same could be recovered from the performance guarantee/ monthly payments due to the Agency

- 7.2.4 The agency shall provide the required number of manpower/ personnel within a period of **one month** from the date of the contract, and thereafter within **one month** of demand from time to time, and failure to comply with the same or found deficient in service shall invite penalty of Rs. 500/- per day/per manpower and /or forfeiture of the performance security deposit and legal proceeding for the omission/deficiencies in service. If the incidence of penalty occurs more than five times, then the process of higher penalty and / or termination, as per clause No.2.1.3 may be initiated.
- 7.2.5 The agency shall replace within **one month** any of its manpower/personnel who is found unacceptable to the SCEA because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from the SCEA.
- 7.2.6 The manpower/personnel deployed for SCEA shall not be changed by the agency in any circumstances without prior permission of SCEA.
- 7.2.7 The manpower/personnel deployed by the Agency for SCEA shall not claim nor shall be entitled to any pay, perks and other facilities admissible to regular/confirmed employees of SCEA during the contract period or after expiry of the contract period.
- 7.2.8 In case of termination of this contract on its expiry or otherwise, the persons deployed by the agency shall not be entitled to and will have no right to claim for any absorption in the regular/otherwise capacity in the SCEA.
- 7.2.9 The agency shall provide a substitute well in advance if there is any probability of the manpower/personnel leaving the job due to his/her own personal reasons or if there is a long leave required. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- 7.2.10 All Services shall be performed by persons qualified and as per prescribed for performing such services.
- 7.2.11 The Agency must train manpower/personnel to be deployed in mannerism / behavior. The Agency's personnel working should be polite, cordial, and positive and efficient, while handling the assigned work and their actions and

they should promote goodwill and enhance the image of the SCEA. In case, the person employed by the successful Agency commits any act of omission/commission that amounts to misconduct/ indiscipline/ incompetence, the successful Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, and / or such action as directed by SCEA

7.2.12 The Agency's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret nature that can attract legal action.

7.2.13 The Agency shall ensure proper dress code and decency in the persons deployed, conduct in office premises and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work.

7.2.14 The Agency shall nominate one HR Coordinator who would be constantly in SCEA premises and shall be responsible for immediate interaction with the SCEA so that optimal services of the persons deployed by the agency could be availed without any disruption. The Agency shall be available at all times and message sent by email/Fax/SMS/What's app/Special Messenger from SCEA to the Service Provider shall be acknowledged immediately on receipt on the same day.

7.2.15 The Agency shall ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Agency shall withdraw such manpower who are found medically unfit immediately on receipt of such a request.

7.2.16 The Agency shall provide Photo Identity Cards to the deployed manpower. These identity cards must be constantly displayed while on work.

7.2.17 There shall be one weekly holiday on Sunday & all other Govt.holidays. SCEA will engage deployed persons if necessary, on Saturday. The deployed persons may avail 7 Day casual leave for Eleven months with the permission of Secretary of SCEA.

7.2.18 SCEA shall maintain biometrics and manual attendance registers for manpower placed for SCEA. And record will be provided to agency time to time for billing purpose.

7.2.19 The Agency shall furnish the following documents in respect of the manpower/personnel to be deployed in SCEA before the commencement of work; and from time to time.