

EXPRESSION OF INTEREST -MANPOWER SERVICES

INSTITUTE OF LEADERSHIP DEVELOPMENT, JAIPUR

1. Institute of Leadership Development (ILD), sponsored by IFCI Limited – a Government of India Company, is a society registered under the Rajasthan Societies Registration Act, 1958. ILD is engaged in organizing and conducting Leadership Development and other Soft Skill Development Programmes for the Corporate, NGOs, Government Departments, Banks and Employment Oriented Skill Development Programmes for the unemployed youth.
2. Institute of Leadership Development (viz. ILD) intends to hire a **Manpower Agency** for providing manpower services to ILD, 6/2, Jamdoli, Jaipur. The Institute invites Expression of Interest from reputed firms having experience in Manpower field.
3. ILD now invites Expression of Interest from reputed and experienced Manpowerfirms with the following eligibility criteria:

Eligibility Criteria

	Criteria	Supporting Documents
(a)	The Manpower firm shall be of single entity and should have been in the field of manpower services for a minimum period of 05 years.	Certificate of Incorporation/Partnership Deed/any other
(b)	The Manpower firm's average annual financial turnover (Gross), by way of Manpower related work, receipts during the last three years ending 31 st March 2024, should not be less than Rs. 1.00 Cr.	Audited Balance Sheet & CA Certified Turnover Certificate
(c)	The Manpower Firm should have successfully completed at least three assignments for providing Manpower services.	Work Order/Completion Certificate

(d)	The Manpower Firms should have experience of providing manpower services to at least 01 Educational Institution.	Work Order/ Completion Certificate
(e)	The Firm should have at least one work order of Govt/PSU/Govt promoted organization in the field of providing manpower services.	Work Order/Completion Certificate

4. **The participating firm needs to also submit Firm’s Profile, key personnel, one page summary of past works furnished in the proposal along with Manpower services experience.**

Scope of Work and Deliverables

5. The broad scope of services will be to provide manpower services to ILD in all areas as per the need of the organisation. The requirement of manpower will involve the following:
- (a) Trainers
 - (b) IT Staff
 - (c) Caretaker
 - (d) Security Personnel
 - (e) Warden/s
 - (f) Kitchen Staff
 - (g) Driver
 - (h) Gardeners
 - (i) Electrician
 - (j) Housekeeping
 - (k) Any other manpower as per the need/requirement

6. Terms and Conditions

- (a) That THE MANPOWER AGENCY shall be entirely responsible and liable in all respects towards/for its staff employed either directly or indirectly by it.
- (b) THE MANPOWER AGENCY, its employees or agents shall not engage or indulge in any practices which are illegal, immoral, against the public order, good conduct and decency. Under no circumstances any staff members of THE MANPOWER AGENCY shall engage in dialogue or action with clients of ILD or staff members which may be deemed unfit for professional behavior or adversely affects the image of ILD.
- (c) That THE MANPOWER AGENCY shall be solely responsible and liable to failure to deliver on schedule as agreed under this work and shall indemnify ILD against all costs, actions, claims, losses, damages, suits, prosecutions, including all consequential loss and legal fees which ILD may suffer / incur on account of such deficiency solely attributable to THE MANPOWER AGENCY.
- (d) That THE MANPOWER AGENCY by itself or through its franchise and its associates shall not perform the assignment under this work and save for the above shall not sub-contract or appoint any other agent to fulfill its obligations under this work.
- (e) THE MANPOWER AGENCY shall be solely responsible at its own cost for obtaining all necessary approvals, sanctions, permissions, licenses for providing the service from any Municipal, Local or Government Authority which pertains to the activities to be performed by it.
- (f) All Statutory requirements pertaining to the said work, the MANPOWER AGENCY shall be solely responsible for compliance of all legal obligations under various statutes including Contract Labour act, Minimum wages act, Leave, Gratuity, Bonus, Overtime, PF, ESIC, and other compliance. However, TDS at applicable rates shall be deducted at source by ILD from the bills.

7. Last date of submission of EOI: 06 Nov 2024 up to 5:00 p.m.

8. The Procedure for submission of Bid shall be as under:-

- a. The “**Technical Bid**” shall consist of the Technical formats i.e. **Annexures-1 to 9** and any other relevant supporting document/s. All the pages of EOI document must be duly stamped and signed along with date as token of acceptance of the terms & conditions of EOI.
- b. All EOI documents must be submitted and properly paginated with index duly stamped and signed along with date by an authorized person.

9. **The EoI will be submitted as under:**

a. **The First envelope** shall contain: -

Sealed & signed complete technical bid document (except for Price Bid) along with Annexure/certificates.

1. Required documents/papers towards eligibility & qualifications criterion.
2. All other requirements as mentioned in the technical bid document.

b. **The Second envelope shall contain:** Financial bid (**Annexure 10**) which shall be opened only in respect of those who qualify in the technical bid.

c. **The Third envelope will contain: The First and the Second envelope.**

10. The Sequence for opening the sealed EOI would be on random basis.

11. Submission of more than one bid is not allowed. However, bidder may submit revised EOI before last date of submission and time with the top envelope super scribed "Revised Bid for Appointment of Contractor for Manpower related work". In such case, the envelope containing original bid would not be considered.

12. Opening of Technical EOI: EOI will be opened at ILD, 6/2, Jamdoli, Jaipur - 302031 by the Committee. ILD shall evaluate the technical bid and shortlist such firms/organizations who are found to be technically qualified. Firms/Organizations who are found to be technically qualified, the financial BID of such Firms shall be opened and the Firm whose financial bid is found to be the least will be allotted the work. The allotment of work will be for a period of one year and will be extendable for another 2 years on annual basis depending on the performance of the Firm and as per the requirement of ILD. In case the performance is not satisfactory, the work can be discontinued by giving one month notice.

13. **Opening of EOI:** The Committee of ILD shall be the final authority for opening of the EoI.

14. **Validity of EOI:** EOI submitted by Bidders shall remain valid for acceptance for a minimum period of 90 (ninety) days from the last date of submission of Bid.

15. **Conditional EOI** would be summarily rejected.

16. **Contact Person:** In case of any query, bidders may contact the following official:

Dr. Shubham Kaushik

Assistant Registrar,

ILD, 6/2, Jamdoli, Jaipur – 302031, 9664418133, 9829614825

Mail ID- Shubham.Kaushik@ildindia.org

info@ildindia.org.

17. **Important Note:**

- i) The bidder shall submit authenticated documentary proof in support of financial turnover certificates/annual audited reports of last 3 years certified by Chartered Accountant.
 - ii) The bidder shall be required to submit copies of PO /Work order/Completion Certificate/ Performance certificate issued by client in support of satisfactory completion of similar works during the last 5 years.
 - iii) The Bidder should be having adequate manpower, resources etc.
 - iv) The bidder should have minimum two well qualified technical and experienced staff having knowledge of manpower field.
 - v) Should have its presence in Jaipur by way of branch office/Head office.
- VI) The bidder shall be summarily disqualified in case of non-submission of required documents.

18. **Authorization and Attestation:-**

The bidder has to submit an authorization letter or valid Power of Attorney on behalf of company/firm for signing the document.

19. **Acceptance / Rejection of Bid:-**

ILD reserves the absolute right to reject any or all the EOI at any time solely based on the past unsatisfactory performance by the bidder(s). The opinion/decision of ILD regarding the same shall be final and conclusive.

20. Bidders are advised to study the EOI documents carefully and accordingly submit the bid. In case any doubt in EOI document bidders may contact the authority inviting the EOI well in time for clarification, before the submission of the EOI. The specifications and terms and conditions shall be deemed to have been accepted by the bidders in his offer. Non-compliance with any of the requirements and instructions of the EOI document may result in the rejection of the offer.

21. **The Contractor for the said work may have to give detailed presentation before the committee of experts as appointed by ILD. The venue of presentation in such a scenario, will be ILD Campus, Jaipur.**

22. Arbitration/ Dispute Resolution

In case any disputes arise out of the contract the party shall try to negotiate the same within 30 days of such dispute. In case the matters remain unresolved the same shall be referred to the Arbitration in accordance with Arbitration and Conciliation Act, 1996 after giving the notice of such reference to the other party. The Arbitral Tribunal shall consist of a sole arbitrator, who shall be appointed by ILD. The venue of the arbitration shall be Jaipur and the language preferred will be English. The award of the Arbitral Tribunal shall be final and binding on the parties. The expenses of arbitration shall be shared equally among both parties.

Contact Information

Queries/clarifications may be e-mailed to Shubham.Kaushik@ildindia.org and info@ildindia.org. Clarifications will be posted from time to time on the Institute website (www.ildindia.org). No individual replies/clarifications will be sent. No oral communication will be entertained.

23. Interested Firms/Companies/Organizations may submit the Expression of Interest (EOI) to the following designated person or by courier:

Assistant Registrar,

Institute of Leadership Development, (ILD)

6/2, Jamdoli, Near Sisodia Rani Bagh, Jaipur - 302031

Mobile: +91-9664418133

Mail ID: - Shubham.Kaushik@ildindia.org

24. Disclaimer & Caveats

- Notwithstanding anything contained in this document, the Institute reserves the right to amend/accept and/or reject any/all proposals and to annul the selection process at any time without assigning any reason and without any liability and/or obligation
- Any costs for preparing this submission and presentations will be borne by the Applicant and the Institute is not liable in any way for such costs, regardless of the outcome of the selection process.
- The firm shall submit all the particulars mentioned in the EoI evidenced through proper documentation to the satisfaction of ILD.
- Information provided in this document is indicative and not exhaustive.

Annexure-1

BIDDER INFORMATION

Dated: _____

S. No.	Particulars/Details	
1.	Name of the Firm	
2.	Communication Address	
3.	Telephone No. Office	
	Mobile	
	E-Mail	
	Website	
4.	Authorised Person – Name	
	Designation	
	Mobile	
	E-Mail ID	
5.	Alternate Authorised Person – Name	
	Designation	
	Mobile	
	E-Mail ID	
6.	PAN No.	
7.	GST No.	
8.	Company/Firm/Proprietor's Registration No.	

9.	Beneficiary Bank Details	
	Bank Account No	
	IFSC/NEFT Code	
	Name of Bank	
	Address of Branch	
10.	Furnish the names with address & telephone nos. of three responsible persons who will be in a position to certify about the services/quality as well as the past performance of your organization.	
11.	Attached Detailed Company/Firm Profile	

Date:

Signature of authorised person

Place:

Full Name & Designation:

Company's Seal

Annexure-2

A. Details of Similar Experience: Manpower related work.

Sl. No.	Name & Address of the client, Concerned Person and contact/ Mobile No	Name & Location of work	No. of Manpower	Value of Work (In lakh)	Contract Period (from To ___)	Completion/ Performance Certificate enclosed 'Yes' or 'No'	Any other information on you would like to give
1	2	3	4	5	6	7	8

(Fill up the above table & Enclose legible copies of the supporting documents)

Note: We hereby confirm that in the above said projects were executed by us.

B. Details of Technical and skilledmanpower:-

Sl. No	Name and Designation	Qualification	Experience	Any Other Information
1	2	3	4	5
(a)				
(b)				
(c)				

C. Financial Capability: Average Annual Manpower Activities Turn Over of the bidder during the last 3 years

SL. No.	Financial Year	Turnover (Rs. in lakh)
2.	2021-22	
3.	2022-23	
4.	2023-24	
	Average	

(Fill up the above table and Enclose copy of Turn over certificates, profit/loss statement certified by any Chartered Accountant).

Date:

Signature of authorised person

Place:

Full Name & Designation:

Company's Seal

Annexure: 3

DECLARATION

(TO BE TYPED ON A LETTER HEAD OF THE COMPANY/ FIRM)

Dated: -----2024.

The Executive Director
Institute of Leadership Development
(ILD) 6/2, Jamdoli
Jaipur - 302031

Re: Appointment of Manpower Firm for the providing Manpower services at ILD Campus, Jaipur

Sir,

This is with reference to your EOI No. ILD/Manpower/EOI/2024/.... dated on the above subject that:-

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

Date:

Signature of authorised person

Place:

Full Name & Designation:

Company's Seal:

Annexure-4

EOI FORM

Dated: _____, 2024.

The Executive Director
Institute of Leadership Development
(ILD) 6/2, Jamdoli
Jaipur - 302031

Re: Appointment of Manpower Firm for the Manpower Services at ILD Campus, Jaipur

Dear Sir,

This is with reference to your EOI No. ILD/Manpower/EOI/2024/... dated on the above subject. After reading above documents, Amendments/ Clarifications/ Corrigenda/Errata/etc issued in respect of EOI document by ILD, your requirement, scope of work, site inspection and after discussions, we have understood them fully and we accept all the terms and conditions mentioned therein.

We are also enclosing duly stamped and signed copy of the above form along with annexure as token of acceptance of the terms indicated therein.

Name & Address of _____

the Bidder

Contact phone Nos. _____

of the key person. _____

Official E-mail ID: _____

Signature of Authorized

Signatory with date and seal _____

Annexure-5

Details of Proprietor/Partners/Directors

Sl. No	Name	Designation	Qualification	Any other information
1	2	3	4	5

(Name, Signature, Seal of the agency/firm with date)

Annexure-6

List of Key personnel permanently employed in your firm

Sl. No	Name and Designation	Qualification	Experience	Particular s of Work Done	Employed in Your Firm Since	Any Other Information
1	2	3	4	5	6	7

(Name, Signature, Seal of the agency/firm with date)

List of Associates

Sl. No	Name and address of the Associate	Specify the field (area of operation)	Experience	Associated in the project (give name of work)	Any other information
1	2	3	4	5	6

(Name, Signature, Seal of the agency/firm with date)

Annexure-8

Details of Manpower Work executed with Govt. Organization/PSUs/Banks etc. with proof

Sl. No	Name and address of the Organization and Contact No. of concerned official	Nature of Works	Value of Works	Date of Registration	Any other information
1	2	3	4	5	6

(Name, Signature, Seal of the agency/firm with date)

Details of Major Clients

Sl. No	Name and address of the Organization	Name of the concerned official	Contact no.	Give nature of work carried out	Any other information
1	2	3	4	5	6

(Name, Signature, Seal of the agency/firm with date)

FINANCIAL BID FORMAT
(To be submitted on Company's letter head in a separate envelope)

Dated:

Institute of Leadership Development
(ILD) 6/2, Jamdoli
Jaipur - 302031

Re: Appointment of Agency for providing Manpower Services to ILD, Jaipur

Dear Sir,

This is with reference to your EOI No. ILD/Manpower/EOI/2024/.....dated on The above subject. After reading above documents, Amendments/ Clarifications/Corrigenda/ Errata/etc issued in respect of EOI document by ILD, your requirement, scope of work, site inspection and after discussions, we have understood them fully and we accept all the terms and conditions mentioned therein. **We quote our professional fee/charges as under:**

**(a) For providing manpower services, the fee will be (monthly basis):%
age of the total billing amount (including salary + allowances, PF, ESIC etc.).**

The fee quoted by us is inclusive of all other charges and incidental expenses for the site visits, etc. but exclusive of taxes.

Name & Address of the Bidder:

Contact No of the
key person:

Official E-MailID:

Signature of
Authorised
Signatory with
date and seal