



**AGRICULTURE INSURANCE COMPANY OF INDIA LIMITED**  
*Regd. Office: "AMBADEEP" (13<sup>th</sup> Floor), 14, Kasturba Gandhi Marg, New Delhi - 110 001*

**TENDER DOCUMENT**

Notice for Inviting tender for hiring Manpower services on outsourced basis	
Office of Issue	Agriculture Insurance Company of India Ltd., Head Office, 13 <sup>th</sup> floor, Ambadeep building, 14, K. G. Marg, New Delhi- 110001
Tender No.	Tender /HR/2016/01
Tenders Forms available at Website	<a href="http://www.aicofindia.com">www.aicofindia.com</a>
Date of Issue/Publishing	09.05.2016
Last date of Submission of bids	06.06.2016 by 3 P.M.
Place of submission of bids	13 <sup>th</sup> floor, Ambadeep building, 14, K. G. Marg, New Delhi- 110001
Date & Time of opening of Technical bid	06.06.2016, 4.00 P. M
Place of opening of Technical bid	13 <sup>th</sup> floor, Ambadeep building, 14, K. G. Marg, New Delhi- 110001
Date & time of opening of Financial bid	09.06.2016, at 3.00 P. M.
Place of opening of Financial bid	13 <sup>th</sup> floor, Ambadeep building, 14, K. G. Marg, New Delhi- 110001
Declaration of successful Bidder, if company receives 3 technically qualified bids	09.06.2016 at 5.00 P.M. - Will be updated on Company's website.

Tenders are invited from experienced Agencies/Firms /Companies for providing outsourced manpower on all India basis for seasonal work at District/State level throughout the country.

Tender document can be downloaded from AIC website [www.aicofindia.com](http://www.aicofindia.com).

## **1. NATURE OF TENDER**

This tender is for seeking manpower on outsourced basis for various jobs/ functions to be assigned from time to time throughout the country.

## **2. ELIGIBLE BIDDERS**

All service providing Firms/Companies must be fulfilling following conditions are eligible to bid:

1. Legally competent
2. Having more than 5 years of experience in providing manpower
3. The firm must be registered with relevant Govt./Statutory Authorities such as Income tax deptt etc. as required in the normal course of business to render similar services.
4. The firm must comply with all statutory obligations such as Provident Fund, Employee State Insurance, Contract Labour Regulation Act (CLRA) etc.
5. The firm must have obtained license for outsourcing activities.
6. The firm/agency/company must not have been blacklisted by any Government/Ministry/Department/PSU nor should have been debarred from dealing with any company/ public department.
7. The firm should have collaboration with ESIC dispensaries to ensure wide medical coverage.

The bidder, before submitting the bid shall satisfy that it has all the required eligibility criteria and shall submit documentary proof for all the above mentioned eligibility criteria.

The Bid of any Bidder failing to follow the above mentioned criteria will be rejected and the Financial Bid will be returned un-opened.

## **3. AREA OF WORK**

The area of work would be providing manpower on outsourced basis at State/District level for seasonal work.

4. **Duration of Agreement**

The initial duration of agreement shall be for a period of 3 years which can be extended on mutually agreed terms.

5. **Period of validity of rate quoted:** The quoted rates would remain valid for 60 days from the date of submission of bids.

No modifications shall be permitted after the deadline for submission of the Tenders, Withdrawal of the tender after deadline for submission of tenders but prior to the period of bid validity shall result in forfeiture of the EMD.

6. **Scope of Work:** The broad scope of work shall be providing of Skilled/Semi-skilled and un-skilled manpower on outsourced basis for various functions on State/District level for seasonal work inside or outside office. The number of manpower will be purely need based and therefore, vary as per requirement of AIC. AIC will be under no obligation to engage any specific number of worker during the period of agreement.

7. **Instructions to Bidders:** The bidder is expected to examine all instructions, forms, terms and specifications in the Tender documents. Failure to furnish any of the information required as per the Tender documents or submission of bids not substantially responsive to the Tender documents in every respect will be at the bidder's risk and may result in rejection of the bid. AIC reserves the right to unilaterally accept or reject any bid. No queries with regard to tender process will be entertained after the tender process is over. Tenders received after due date/time and without EMD shall be rejected.

Mere fulfilling the qualification, criteria does not entitle the bidder for further evaluation. AIC reserves the right to thoroughly verify their credentials from the agencies for which the bidder has rendered similar services. The decision of AIC on qualification shall be final and binding on the bidders.

8. **Amendment of Tender Document;**

At any time, prior to the date of submission of bids, AIC may, for any reason, whether at its own initiative or in response to clarification requested by a prospective bidder, modify the Tender documents by amendments.

The amendments shall be notified online only through corrigenda, if any. Bidders are advised to check the website of AIC at regular intervals for any updates. In order to provide prospective bidders reasonable time in which one has to take the amendments into account in preparing their bids, AIC may at its discretion, extend the deadline for the submission of bids suitably.

9. **Mode of Bid Submission:** The Bid may be submitted by hand or through post/courier at the following address:

**Dy. General Manager (HR),**  
**Agriculture Insurance Company of India Ltd.,**  
Head Office, 13<sup>th</sup> floor, Ambadeep building,  
14, K. G. Marg, New Delhi- 110001

Bids shall be submitted under single stage two bid system i.e. Technical and Financial Bid. Bidders are advised to go through the details thoroughly before bid submission as AIC will not be responsible for rejection of any bid due to incorrect/faulty bid submission.

The Bid shall contain following:

- a) **BID/EMD Security:** Bidders shall have to furnish as part of bid, interest free EMD/ bid security for an amount of Rs.25000/- in the form of an account payee Demand draft, in favour of "AIC of India" valid for 60 days beyond the final bid validity period. A bid not accompanied by EMD/bid security shall be rejected summarily at the bid opening stage and returned to the bidder unopened.
- The bid security of the unsuccessful bidder will be discharged/returned to the bidder without any interest after evaluation of the bid on or before 60<sup>th</sup> day after the award of the contract.
  - EMD will be forfeited if the successful bidder fails to commence the work as per the award or violates any term of the agreement to be executed with the successful bidder.
  - In case the bidder submits any forged/irrelevant/misleading documents or information, the bid will be rejected and EMD forfeited.

b) **TECHNICAL BID**

The Technical Bid should be submitted in a single sealed envelope super scribed as "Supply of Manpower on outsourced basis -Technical Bid".

The Technical Bid shall be as per duly signed and stamped proforma enclosed and shall contain the properly signed and stamped copy of documents mentioned therein. Also, bidders shall have to submit the copy of this tender document duly signed with stamp on each page, implying acceptance of the terms and conditions of this tender.

c) **FINANCIAL BID**

The Financial bid should be submitted in a single sealed envelope super scribed as "Supply of Manpower on outsourced basis -Financial Bid".

The financial bid shall contain the price to be submitted as per the attached proforma on their letter head with quoted rates.

AIC shall not pay any other amount on any account including mobilization charges, office expenses, transport charges, phone charges etc.

The Draft of EMD & envelops of Technical Bid & the Financial Bid shall be kept in a big single envelop super scribed as "**Bid for Supply of Manpower on outsourced basis**".

10. **OPENING OF BIDS**

Technical bids will be opened by the Technical committee on scheduled date. Technical bids will be opened only if minimum 3 bids are received. If the bids received are less than 3, the date of submission of bids will be extended by 15 days. The extension of time will be notified through company's website. After the expiry of the extended time, in case AIC receives only 2, instead of 3 or more bids, then the bids shall be opened and will be evaluated.

Financial bids of the technically qualified bidders would be opened by the Technical Committee on the scheduled date as mentioned above.

One representative of the bidder shall be authorized and permitted physically to attend the bid opening process.

## 11. EVALUATION CRITERIA

Technical bids of the bidders shall be evaluated by the Company. First of all the Technical bids will be checked for their completeness. Any bid not fulfilling the criteria mentioned above or required documents are not submitted will be straightaway declared as technically disqualified. In second stage, weightage shall be given to various points of technical bids as below:

S. No.	Item	Maximum Score
1.	Previous Experience; 5-7 years - 5 marks >07 years - 11 years - 10 marks >11 years- 16 years - 15 marks >16 years - 20 marks	20
2.	Annual Turnover; Upto 30 lacs - 3 marks >30- 50 lacs - 6 marks >50 lacs - 10 marks	10
3.	i) Own PF Trust: Yes - 5 marks ii) Own PF Trust with Mobile App to enable the tracking of PF status on Mobiles. Yes - 5 marks	10
4	Number of existing clients; 30 clients - 05 marks 31-60 clients - 10 marks >60 clients - 15 marks	15
5.	Separate Legal Team: Yes - 5	5
6.	Current Outsourced manpower on payroll: Upto 300 - 5 marks 301- 700 - 10 marks >700- 15 marks	15
7.	Submission of all required statutory returns On-line Yes - 5 marks	05
8.	Office in entire India State-wise Up to 3 - 0 marks 4-5 - 5 marks	15

	6-7 -10 marks 8 and above - 15 marks	
9.	Working with Govt./ Public Sector Undertakings 1-3 - 03 marks >3 - 5 marks	05
	<b>Total</b>	<b>100</b>

Bidders whose Technical bid will score minimum 50 marks will qualify for opening of their Financial Bid. In the event, at the first instance, technically qualified bids are less than 2, then the time of submission of bids will be extended by 15 days. Even if, after the expiry of the extended time, the technically qualified bids are only 2, AIC shall continue to open the Financial Bid of the technically qualified bids.

Result of Technical bid shall be uploaded on AIC portal by 8<sup>th</sup> June, 2016.

**12. Evaluation of Financial Bid:**

Financial Bid will be evaluated only if AIC receives 3 technically qualified Bids. In the event, the bid received are less than three or technically qualified bids are less than three, the time for submission of bid will be extended by 15 days. After the expiry of the extended time, in case AIC receives 2 technically qualified bids then it shall continue to open the Financial Bid. The extension of time will be notified through company's website.

Bid price will be evaluated by the Technical committee on the basis of Minimum Service Charges. The technically qualified bidder quoting the lowest service charge i.e. L1 bidder, will be declared as successful bidder. In case of tie between L-1 firms, the bidder with higher marks in Technical bid evaluation will be considered. If the Technical marks are also same, both the Bidders will be considered as successful Bidders. In such case, AIC at its sole discretion may take manpower on outsourced basis from any of the successful bidder.

13. No bidder shall try to influence AIC (concerned officers dealing with tender) on any matter relating to its bid, at any point of time.

**14. Award of contract**

AIC will award the contract as per the tender terms and the successful bidder will be required to sign a separate agreement in the format provided by AIC.

AIC reserves the right to accept/reject any or all bids partly or fully without assigning any reason thereof.

**15. ANNULMENT OF AWARD**

Failure of the successful bidder to comply with the requirement of the tender document shall constitute sufficient ground for the annulment of the award.

**Points to be noted:**

1. Read all the terms and conditions of the tender carefully before submitting the bids. The prospective bidders should ensure itself that it qualifies as per the technical criteria.
2. All the relevant information pertaining to technical bid evaluation should be provided.
3. In case bidder fails to provide any required documents as mentioned in technical bid proforma, then the bid will be rejected as “technically unqualified”.
4. The technical and financial bids should be duly signed by the Authorized signatory of the Agency mentioning his/her name, designation, address and contact no., with seal and date.
5. The Prospective Bidders/Bidders shall, at regular interval, visit the website of AIC for any updates.
6. The successful bidder shall not assign or transfer the rights and responsibilities assigned to him to any other person/entity/sub-contract his services in any way to others.
7. No condition/ deviation which is either additional or in modification of the tender conditions shall be included in the tender. If the tender contains any such condition or deviation from tender conditions, the tender is liable to be rejected.



## PROFORMA FOR TECHNICAL BID

(On agency's letterhead)

1. Bidder Information:
  - a) Name of the Firm/Company:
  - b) Registered Office Address:
  - c) Local office address:
2. Contact person:
  - a) Name:
  - b) Designation:
  - c) Mobile No:
  - d) Landline No:

S. No.	Item	Remarks
1.	Previous Experience	
2.	Annual Turnover	
3.	Own PF Trust:	
4.	Number of existing clients;	
5.	Separate legal Team:	
6.	Current Outsourced manpower on payroll:	

**Note:** The following documents are to be submitted along with this proforma;

1. A brief profile of firm mentioning address of its registered Head Office and all branch offices.
2. Certification of Incorporation/Registration of firm/ Memorandum of Articles of Association/Partnership deed as the case may be.
3. Cancelled cheque for bank account details for RTGS purpose.
4. Copy of PAN/TAN No.
5. Copy of Income Tax returns for last two financial years i.e. FY 2013-14, 2014-15.

6. Audited accounts for the last two years for FY 2013-14, 2014-15.(Balance sheet & Profit and Loss account).
7. Copy of Service Tax Registration certificate.
8. Undertaking by the bidder to the effect that the firm is not blacklisted by any Govt. organization.
9. Evidence of having own PF Trust.
10. List of clients with Address and Phone Numbers, including Govt./PSU Clients & number of manpower outsourced to them.
11. Evidence of having a separate Legal Team.
12. Proof of submission of Online Statutory Returns.
13. Tender acceptance letter on firm's letter head which should be duly filled, signed and stamped.
14. Copies of experience certificates.
  - a) Certificates that company /agency is registered with all govt./statutory authorities such as Income tax deptt etc. as required in the normal course of business to render similar services.
15. Authorization letter for Authorized signatory.

Signature of authorized  
person with seal  
Name of Authorized  
signatory

\_\_\_\_\_

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

Place: \_\_\_\_\_

**PROFORMA FOR FINANCIAL BID**

**(On agency's letterhead)**

<b>S. No.</b>	<b>Component</b>	<b>In Rupees</b>
1.	Service charges per month. (exclusive of all applicable taxes)	<b>In figures:-</b> _____ <b>In words:</b> _____ _____

Note: The outsourced manpower shall be paid as per Minimum Wages Act/other statutes as applicable in respective States. However, AIC at its sole discretion may pay wages more than as mentioned in Minimum Wages Act. In case of discrepancy in figures and words, price quoted in words will be taken as valid.

**Signature of authorized  
person with seal  
Name of Authorized  
signatory**

\_\_\_\_\_

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

Place: \_\_\_\_\_