



SICOM
Ministry of Environment, Forest & Climate Change
Government of India
Ground Floor, B-4 Wing Deendayal Antyodaya Bhavan,
CGO Complex, Lodhi Road, New Delhi- 110003

ONLINE TENDER

NOTICE INVITING TENDER (NIT) FOR ENGAGEMENT OF MANPOWER AGENCY

Ref. No.: SICOM/2021-22/Non-Consultancy/01

Date of Publication: 08th April 2021

Tender Inviting Authority invites tender through online bid submission at <https://moefcc.euniwizarde.com> from interested eligible reputed, experienced and financially sound Manpower agencies for providing technical and non-technical staff. The Contract will be initially for a period of two years and may be extended on mutual agreement.

Summary Sheet

S. No.	Particulars	Description									
1.	Name of Assignment	Tender for Engagement of Manpower Agency									
2.	Requirement	<table border="1" style="width: 100%;"> <thead> <tr> <th>S. No</th> <th>Staff required</th> <th>Estimated Manpower required</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Technical Staff</td> <td style="text-align: center;">5</td> </tr> <tr> <td>2.</td> <td>Non-technical staff such as Office Assistant & Office Attendant</td> <td style="text-align: center;">9</td> </tr> </tbody> </table> <p>Note: The manpower required is estimated and is likely to change (increase/decrease) during the contract period.</p>	S. No	Staff required	Estimated Manpower required	1.	Technical Staff	5	2.	Non-technical staff such as Office Assistant & Office Attendant	9
S. No	Staff required	Estimated Manpower required									
1.	Technical Staff	5									
2.	Non-technical staff such as Office Assistant & Office Attendant	9									
3.	Method for obtaining NIT	Bidders can view/download complete bid documents from https://moefcc.euniwizarde.com or SICOM website http://sicom.nic.in									
4.	Earnest Money Deposit (EMD)/Bid Security	The Bidders should sign and provide a Bid Security Declaration as per Annexure X									
5.	Address of Client	SICOM, Ground Floor, B-4 Wing, Pandit Deen Dayal Antyodaya Bhavan, CGO Complex, Lodhi Road, New Delhi-110003									

		For any queries/ clarifications, the bidders can visit SICOM office from 08 th April 2021 to 19 th April 2021 (on working days) between 09:30 hrs to 17:00 hrs or contact at the below mentioned phone number and email id: Tel.: 011-24360934 E-mail: procurement.sicom@gov.in
6.	Pre-Bid Meeting	Pre Bid meeting will be held online on 19 th April 2021 at 15:00 hrs. The link for the meeting is https://societyof.webex.com/meet/sicommoef
7.	Amendments	In case of amendments, the same will be uploaded in https://moefcc.euniwizarde.com and http://sicom.nic.in
8.	Last date and time of receipt of Proposals	06 th May 2021 latest by 1500 hrs
9.	Submission of Proposal	Bidders must submit their Technical and Financial Proposals online on https://moefcc.euniwizarde.com Financial proposals of only those bidders will be opened who have been considered technically qualified
10.	Date and time of opening of Technical Proposal	07 th May 2021 at 1500 hrs
11.	Opening of Financial Proposals	Will be advised after scrutiny of Technical bid
12.	Bid Validity	90 days from the date of opening of Technical Proposals

The tenders received after the above said scheduled date and time will not be considered. The tenders/quotations received unsigned/incomplete shall be summarily rejected.

The bidder submitting the tender would be presumed to have read and fully understood all the terms and conditions and instructions contained in the tender documents and parts/ annexure thereof.

SICOM reserves the right to accept or reject any or all tenders without assigning any reason thereof.

SICOM
New Delhi- 110003

Tender Process

The tender will be processed following the two bid system. The technical bid and the financial bid should be submitted simultaneously online by the bidder.

1. **Technical Bid:** The Technical bid will contain the following:

- a) An authorized representative of the bidder shall sign the original submission letters in the required format and shall initial all pages. The authorization shall be in the form of a written power of attorney as per **Annexure XIII attached to the Technical Bid**.
- b) The Bidders should sign and provide a Bid Security Declaration as per **Annexure X**.
- c) Supporting Documents- Technical Bid as per **Annexure- IV**
- d) The technical bid Envelope should be super-scribed as “**Technical Bid- Tender for Engagement of Manpower Agency**”.
- e) Undertaking by the bidder in the prescribed format as per **Annexure- VII**

Price and other financial details must not be included in the technical bid.

Note: Tender will be rejected if the bidder fails to submit the required Bid Security Declaration along with the above certificates and documents and accordingly, the financial bid will be returned unopened.

2. **Financial Bid:** The Financial bid will contain the following:

- a) The rate should be inclusive of service charges etc., for the manpower and GST may be shown separately as per **Annexure VIII**.
- b) No deviation of conditions or request will be entertained at any stage.
- c) The Financial bid Envelope should be super-scribed as “**Financial Bid- Tender for Engagement of Manpower Agency**”.

The Contract will be awarded to the bidder whose bid is found to be the lowest (including all applicable taxes & duties, Service Tax, GST etc.) and no correspondence with others shall be made.

Minimum Eligibility Criterion

The minimum eligibility criterion for this assignment is as under:

1. The registered office of the bidder should be located either in Delhi/New Delhi/National Capital Region.
2. The bidder can be a Firm/entity registered under the Indian Companies Act 1956/ 2013; or established under the LLP Act, 2008; Partnership Act; or established under Society Registration Act,1860.
3. In case of partnership firm, a copy of the partnership deed, or General Power of Attorney should be furnished by all the partners admitting execution of the partnership deed or the general power of attorney.
4. The bidder must have a valid PAN and should be registered for GST, Provident Fund and ESI.
5. The bidder must have a minimum of Ten years' experience in deploying manpower to Central Government Departments/State Govt. Organization/PSUs.
6. Submission of Power of Attorney as per **Annexure- XIII**.
7. The bidder should have a certificate of satisfactory performance (with regard to salary provided to the employee in time and other statutory contributions i.e. ESI, EPF, etc.) from two organizations served during the last 5 years (FY 2015-16 to 2019-20).
8. The bidder must have a minimum of 50 manpower on pay rolls related to technical/ non-technical staff (refer **Annexure- V**).
9. The bidder should have a minimum average annual turnover of INR 17 Lakh (Rupees Seventeen Lakh only) during the last three financial years i.e. year ending 2017-18, 2018-19, 2019-20.
10. The working capital of the bidder for the last 3 financial years i.e. 2017-18, 2018-19 & 2019-2020 should be positive.
11. The bidder should not have been blacklisted by any Ministry/Department/Organization/PSUs on the date of opening of technical bid (refer **Annexure- IX**).
12. The bidder must have successfully completed **similar services** of providing manpower during the financial years of 2017-18, 2018-19 and 2019-20, should be either of the following:
 - a) Three similar completed services costing not less than INR 22,00,000/- (Rupees Twenty Two Lakhs only) each

OR

b) Two similar completed services costing not less than INR 27,00,000/- (Rupees Twenty Seven Lakhs only) each

OR

c) One similar completed services costing not less than INR 43,00,000/- (Rupees Forty Three Lakhs only)

13. The prior experience and prior turnover are relaxed for Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy and Startups as defined by Department of Industrial Policy and Promotion. In case of MSME/Startup, the bidder shall submit the requisite documents along with the Undertaking as per **Annexure XII**.

14. The Bidder should sign and provide a Bid Security Declaration as per **Annexure X**.

15. Joint Ventures/ Consortiums are not permitted.

16. In case any abnormally Low Bid is received, SICOM may reject the Bid/Proposal.

Note: The absence of any of the above-mentioned document/s in technical bid should result in the rejection of the entire tender.

Terms & Conditions of the Contract

A. General:

1. The contract will be initially for a period of two years i.e., till _____. The Contract may further be extended on the satisfactory performance of the agency and mutual acceptance of the terms and conditions by both the parties.
2. SICOM reserves the right to terminate/ curtail the contract at any time after giving 30 days' notice without assigning any reason.
3. Charges quoted shall be fixed during the period of the contract including any extended period and not subject to variation on any account except in cases of statutory payments (ESI, PF, GST etc.) which will be considered to the extent of actual, on submission of claim with documentary proof accompanied by the relevant Govt. Notification/ Orders. The salary will be fixed by SICOM and annual increment will also be decided by SICOM based on the performance. The annual bonus will be paid as per the guidelines issued by labour department time to time. In case of employee appointed on minimum wages, the wages will be increased as per the guidelines issued by Labour department no separate communication is required from SICOM in this regard.
4. After signing of the contract, the agency shall understand the requirement of each staff by SICOM and accordingly provide bio-data of all the persons engaged by it for working in the SICOM premises. Antecedents of the manpower to be engaged, such as 3 passport size photographs, details of qualification along with proof, experience certificate, Aadhaar card needs to be submitted. The agency shall be fully responsible for ensuring correctness of the documents submitted by the persons for engagement against various posts.
5. The agency shall make clear to manpower to be deployed and also get an undertaking on prescribed Proforma (as per **Annexure- VI**) that he/she shall not have any claim for permanent service in the SICOM as a consequence of his engagement as manpower as a stop gap temporary arrangement and no representation on this behalf shall be entertained by SICOM in any case.
6. In case of breach of any term and condition of the contract, SICOM reserves the right to forfeit the Performance Security Deposit apart from annulment of the contract, in whole or in part, at any time by giving one month notice.
7. The agency shall furnish, a Performance security for an amount equal to 3% (three percent) of successful bid amount in the form of Bank Guarantee/ Demand Draft from any scheduled Bank in favour of the "Society of Integrated Coastal Management," payable at New Delhi at the time of execution of contract which should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the agency. In case the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the successful agency.
8. No interest will be accrued and paid on the security deposits.

9. The Agency shall make compliance to the provisions of all Labour Laws applicable. The Agency at all times must indemnify SICOM against all claims, damages or compensation under all statutory laws and rules prevailing time to time which, inter-alia, include the provisions of Contract labour (Regulation and Abolition) Act, 1970 Payment of Wage Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Employees' State Insurance Act, 1948; Employees Provident Fund and Miscellaneous Provisions Act, 1952; or any other law relating thereto and rules made hereunder from time to time. SICOM will not be responsible in this regard.
10. SICOM in the event of any increase -decrease in the requirement of manpower may direct the agency and the agency is bound to provide manpower as per the changed requirement and shall be paid proportionately for the changed requirement.
11. The agency shall ensure to get the Police verification for all the manpower deployed by them and the agency should ensure that the manpower deputed should bear good moral character. The agency shall engage only such manpower, whose antecedents have been thoroughly verified, including character and police verification etc.
12. The agency shall provide manpower strictly as per the eligibility criteria and guidelines of SICOM.
13. The deployed manpower has to follow the office timings of SICOM office. The normal working days is Monday to Friday however in case of requirement SICOM may call staff on holiday also.
14. One day Casual leave per month shall be provided to each personnel deployed by the agency at SICOM over and above one day leave the proportionate amount will be deducted from salary.
15. The manpower will report to SICOM on day-to-day functioning and will be responsible for their work/ assignment provided to them.
16. All the grievances and payment related issues of the manpower shall be addressed by the agency. No grievance shall be addressed to any of the Officer of the SICOM. If the grievance of manpower needs intervention of the SICOM's authority, it shall not be entertained except forwarded by the Agency with its comment.
17. The Agency should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the SICOM. The agency shall be fully responsible for the conduct of his staff. Such person will have to be replaced by the agency at his own costs, risks and responsibilities immediately, with written intimation to SICOM.
18. The persons deployed by the agency should be properly trained, have requisite experience and skills for carrying out the work assigned to him/her. The SICOM shall have the right to ask for the removal/replacement of any manpower of the agency, so deployed, who is not considered to be orderly in discharged of his/her duties.

19. The staff shall wear proper dress with their identity card properly displayed. The identity card shall be provided by SICOM at its own cost.
20. The equipment's such as desktop, laptop, pen drive etc will be provided by SICOM at its own cost and will remain the property of SICOM.
21. Any personnel engaged by the agency, if found indulging in illegal activities, is liable to be handed over to the police and/or any punitive action deemed fit will be taken against the agency.
22. The agency will not allow or permit their employees to participate in any trade union activities or agitation in the premises of the SICOM. In case of any legal implications arising due to contract, Agency will be solely responsible and shall bear all the expenses to settle the dispute.
23. The agency will be responsible for such conduct of the persons engaged, which will be conducive for maintaining the harmonious atmosphere and will be responsible for any undesired acts and omissions of such persons. If any person is found to be undisciplined or not performing duties properly in the opinion of authority, he/she is liable to be removed and replaced by a suitable person immediately.
24. Trainings on behaviour aspects and ethics must be done regularly by the agency. SICOM's way of working should be communicated to all manpower.
25. The agency or its representatives shall meet SICOM representatives regularly to take feedback regarding the Manpower services. The agency may also maintain a suggestion book for comments on the services rendered by it.
26. The duties and responsibilities of the manpower deployed by the agency shall be as per the job profile for SICOM.
27. The agency shall deploy only such adult staff who are physically and mentally fit and a general certificate to that effect should be enclosed with the bio-data of the staff at the time of commencement of contract and deployment of the persons.
28. The agency shall ensure the Health and Safety measures of the employees and it shall alone be fully responsible for well- being, safety, security and insurance of their personnel.
29. The SICOM shall not be liable for any damage and/or compensation payable to any employee of agency or to agency in case of any fatal injury/death caused to or by any manpower while performing/discharging their duties or otherwise. The agency shall indemnify SICOM for all such damages, compensation and expenses whatsoever in respect thereof or in relation thereto.
30. The Performance Security can be forfeited by order of the Competent Authority in the event of any breach or negligence or non-observance of any terms / conditions of contract of for unsatisfactory performance or for non-acceptance of the work order.

31. During the contract period or even after expiry of the contract to cover any incorrect or excess payment made on the bills to the agency, shall be retained until the final audit report on the account of agency's bill has been received and examined.
32. The agency shall not further assign this agreement to a third party.
33. All Govt. Taxes/Levies/Duties shall be borne by the agency.
34. During the Contract period, in case statutory taxes and duties increases/decreases, agency will inform the same to SICOM.
35. All information/data processed, stored, or transmitted by agency or its staff belongs to SICOM. By having the responsibility, the agency does not acquire implicit access rights to the information or rights to redistribute the information. The agency understands that civil, criminal, or administrative penalties may apply for failure to protect information appropriately.
36. The Agency must take all necessary measures to assure that all data generated and maintained during the course of this contract has been migrated exclusively to SICOM.
37. SICOM will own the copyright in all deliverable materials created under this Agreement by agency. The Intellectual Property Rights (IPR) of any product which has been developed/enhanced/ modified/ configured by the agency shall be transferred to SICOM.
38. Ownership of all Intellectual Property Rights for any functional and technical process of SICOM or Information or materials or SICOM Supplied assets provided to agency by the SICOM shall remain vested in the SICOM.
39. Materials- including but not limited to software, tools, processes, policies and documentation (presentations)- developed by the agency or its staff will be considered exclusively for SICOM.
40. Provision of INR 2 Lakh for Medical Insurance from Reputed Agency for each staff deployed at SICOM should be made except who are covered under ESI. The premium will be reimbursed by SICOM on submission of proof. In case, staff is disengaged during this period, proportional medical reimbursement shall be deducted from salary.
41. Agency shall make the monthly payment to each personnel deployed at SICOM within five days of the following month from their own funds.
42. Agency shall claim the reimbursement of such payments from SICOM on monthly basis.

B. Terms of Payment:

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
2. All payments shall be made on monthly basis as the case may be against the bill duly supported by time sheets.

3. SICOM shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding Para.
4. Payments, subject to Tax Deduction at Source (TDS) shall be processed within 21 days of the submission of the complete documents.
5. All the payment to the staff shall be made by the agency through bank transactions only.
6. Agency shall be liable for PF, ESIC, Medical Insurance etc. of staff and the documentation of the same should be produced to SICOM, whenever SICOM requires.

C. Penalty:

1. In case, the monthly salary is delayed beyond five days of the following month, the penalty of INR 2,000/- per day per person shall be levied.
2. Intentional and consistent delay in payment of salary/EPF/ESI shall not be tolerated by SICOM and a penalty of INR 2,500/- may be levied per day per person for delay in payment of salary to engaged employees. Said penalty, if imposed, shall be deducted from the total bill.
3. The agency shall ensure the payment given to employees is as per amount claimed from SICOM. If it is established that agency is exploiting its employees by disbursing the salary less than the prescribed the contract shall be terminated apart from legal action as deemed fit.
4. If it is found that in spite of imposition of penalty, agency is continuing the contravention of Payment of Wages Act, 1936 and Contract labour (Regulation and Prohibition) Act, 1971 deliberately, Contract shall be terminated.
5. If any staff is found indulging in smoking /drinking at the time of duty, contract will be terminated and Performance Security will be forfeited apart from administrative action to be taken against the agency as deemed fit.
6. If any staff is found performing the duty by concealing any fact (a penalty of INR 500/- per instance) shall be deducted from agency's bill apart of removal of staff and legal action deemed fit against the agency and its staff.
7. Employment of child labour will lead to the termination of the contract.
8. The Competent Authority of SICOM may decrease, waive off or enhance the penalty prescribed in this Clause depending on the past performance of the agency and the decision of Competent Authority shall be final with regard to imposition of penalty.
9. If the above default continues on regular basis, SICOM reserves the right to cancel the contract without giving statutory one month's notice and performance security of the concerned agency will be forfeited.

D. Conditions in case of dispute:

1. In case of any dispute and differences of opinion arising out of this contract, both parties shall try to resolve the same amicably by mutual consultation duly recorded.
2. If the parties fails to resolve the dispute by such mutual consultation within 21 days, then either of the party (depending on the position of the case) shall give notice to other party of its intention to commence arbitration as per Indian Arbitration and Conciliation Act 1996.
3. All the disputes will be subject to the jurisdiction of Court situated at New Delhi only.

Supporting Documents- Technical Bid

S. No.	Technical Eligibility Criteria	Supporting Documents	Page No.
1.	The registered office of the bidder should be located either in Delhi/New Delhi/National Capital Region	Self- attested copy of the registration certificate of offices in Delhi/New Delhi/National Capital Region	
2.	Firm/entity registered under the Indian Companies Act 1956/ 2013; or established under the LLP Act, 2008; or established under Society Registration Act,1860	Certificate of Incorporation	
3.	Name of the Organization/ Firms with full address with pin code, Phone No, Fax No, email etc. along with the name of the Proprietor/ Partners / Directors	Details as stated	
4.	In case of partnership firm, a copy of the partnership deed, or General Power of Attorney should be furnished by all the partners admitting execution of the partnership deed or the general power of attorney	Self- attested copy of the certificate of registration of the firm	
5.	PAN Card	Self- Attested copy	
6.	Bidder should be registered with GST	Certified copy of the registration	
7.	Provident Fund Registration	Certified copy of the registration	
8.	ESI Registration	Certified copy of the registration	
9.	Power of Attorney	As per <u>Annexure- XIII</u>	
10.	The bidder must have a minimum of Ten years' experience in deploying manpower to Central Government Departments/State Govt. Organization/PSUs	Declaration In case of MSE & startups, a copy of valid registration certificate/Udyog Aadhaar Memorandum and other mandatory documents as per GFR 2017 shall be enclosed, failing which their tender will be liable to be ignored/rejected. Also Undertaking as per <u>Annexure XII</u> shall be submitted	
11.	The Bidder should have a certificate of satisfactory performance (with regard to salary provided to the employee in time and other statutory contributions i.e. ESI, EPF,	Supporting documents from Clients	

	etc.) from two organizations served during the last 5 years i.e. 2015-16, 2016-17, 2017-18, 2018-19 & 2019-2020		
12.	The Bidder must have a minimum of 50 manpower on pay rolls related to technical and non-technical staff	Details should be provided as per <u>Annexure- V.</u>	
13.	Annual turnover during the last three financial years i.e., year ending 2017-18, 2018-19, 2019-20	A copy of the annual turnover statement duly certified by the Chartered Accountant along with the ITR Returns and Balance Sheets In case of MSE & startups, a copy of valid registration certificate/Udyog Aadhaar Memorandum and other mandatory documents as per GFR 2017 shall be enclosed, failing which their tender will be liable to be ignored/rejected. Also Undertaking as per <u>Annexure-XII</u> shall be submitted	
14.	The working capital of the firm for the last 3 financial years i.e. 2017-18, 2018-19 & 2019-2020 should be positive	Declaration along with the Balance Sheets as stated at S. No 12 above	
15.	The Bidder should not have been suspended/debarred/ blacklisted by any Ministry/Department/Organization/PSUs on the date of opening of technical bid	Undertaking in firm's letter head as per <u>Annexure-IX.</u>	
16.	The bidder must have successfully completed similar services of providing manpower during the financial years of 2017-18, 2018-19 and 2019-20, should be either of the following: a) Three similar completed services costing not less than INR 22,00,000/- (Rupees Twenty Two Lakhs only) each OR b) Two similar completed services costing not less than INR 27,00,000/- (Rupees Twenty Seven Lakhs only) each OR c) One similar completed services costing not less than INR 43,00,000/- (Rupees Forty Three Lakhs only)	Copy of Work order along with the satisfactory completion certificate from the Client. In case of MSE & startups, a copy of valid registration certificate/Udyog Aadhaar Memorandum and other mandatory documents as per GFR 2017 shall be enclosed, failing which their tender will be liable to be ignored/rejected. Also Undertaking as per <u>Annexure-XII</u> shall be	

		submitted	
17.	The Bidder must have the experience of deploying manpower to Central Government Departments/State Govt. Organization/PSUs during the last 3 financial years i.e., 2017-18, 2018-19 & 2019-2020	<p>Details as per <u>Annexure- XI</u></p> <p>In case of MSE & startups, a copy of valid registration certificate/Udyog Aadhaar Memorandum and other mandatory documents as per GFR 2017 shall be enclosed, failing which their tender will be liable to be ignored/rejected. Also Undertaking as per <u>Annexure-XII</u> shall be submitted</p>	
18	Bidders should provide Bid Security Declaration	Declaration as per <u>Annexure X</u>	

Details of Manpower on pay- roll

The following is the list of manpower presently on the pay- roll:

S. No.	No. of Technical Staff	Name of Client, in case of deployment	No. of staff deployed	Address of Client	Contact details of Client
	No. of Non-Technical Staff				

Date

Signature of Bidder/Authorized signatory

Name of the Bidder

Seal of the Bidder

UNDERTAKING BY STAFF

I _____ S/D/o _____ R/o _____
_____ is willing to work in SICOM
having its Office at _____ through
M/s _____ in accordance with the instructions
given to me from time to time. It has been made clear to me that I shall not have any
claim for permanent service in the SICOM and no representation in this behalf shall
be entertained by the SICOM in any case and such engagement shall be strictly
temporary and I shall abide by the terms and conditions mentioned in the Agreement.

Signature:

Signature:

Designation:

Name:

Stamp:

Place:

Date:

Undertaking by Bidder

- a) I/ We read and understood all the conditions and requirements in the tender document for Engagement of Manpower Agency.
- b) I/ We hereby certify that all the information furnished above are true to my knowledge. I have no objection to SICOM verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- c) In the event of any information or statement being found to be incorrect in any way and at any time, the same be construed to be a misrepresentation, enabling SICOM to avoid/ cancel any resultant contract and forfeit the Performance Security.
- d) I / we further undertake that as and when called upon by the SICOM for inspection, to produce original (s) of the documents of which copies have been attached hereto.
- e) The bid is valid till 90 days from the date of opening of Technical bid.
- f) It is certified that I/ we have not been debarred or blacklisted from participation in Government tenders at the time of submission of this tender.
- g) I/ We also certify that, I/ We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely and unconditionally.

Date

Signature of Bidder/Authorized signatory

Name of the Bidder

Seal of the Bidder

Financial Bid

The financial bid should be submitted in the following proforma (To be filled only in excel format):

S.No.	Staff Required	Manpower required	Estimated Salary per month (for calculation purpose only)	Fee of Agency per month	
				In %	In INR
a)	Technical & Non-technical staff (considering the estimated salary is INR 7 Lakh per month)	14	700000		0
b)	GST % Applicable				0
c)	Grand Total (a+b) (per month)				0
d)	No. of months				12
e)	Grand Total (c*d)				0

Note: The estimated salary is approximately INR 7 Lakhs per month for calculation purpose only, which may vary based on actual salary payable.

Total amount in words: Rupees ----- only (including GST).

Important Notes:

- SICOM will pay to the agency based on the **actual manpower deployed** by them at SICOM. Considering the requirement, the manpower may be increase/ decrease from 14 staff.
- SICOM will inform the agency regarding the salary to be paid for each post.
- Provision of INR 2 Lakh for Medical Insurance for each staff deployed at SICOM. The premium will be reimbursed by SICOM on submission of proof.
- Other Statutory dues as applicable shall be provided to the staff deployed and will be reimbursed by SICOM on actual basis and on production of supporting documents.
- Percentage quoted shall be fixed during the period of the contract including any extended period and not subject to variation on any account except in cases of statutory payments

(ESI, PF, GST etc.) which will be considered to the extent of actual, on submission of claim with documentary proof accompanied by the relevant Govt. Notification/ Orders.

Signature of Authorized person with date: _____

Name & full address: _____

Telephone No: Office: Fax No: _____

Email: _____

Seal: _____

UNDERTAKING (On Firm's Letter Head)

I _____ son/daughter of _____ resident of _____ solemnly undertake that I am an authorized signatory of M/s _____ (*insert name of the company with full address*) and I hereby undertake that we have not been suspended/ debarred/ blacklisted by any Ministry/Department/Organization/PSUs on the date of opening of proposal.

Name: _____

Signature: _____

Mobile Number: _____

BID SECURITY DECLARATION

Ref. No.: *[insert: title and ref. number]*

To: *[insert: name and address of Purchaser]*

We, the undersigned, declare that:

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

We accept that we, and in the case of a Joint Venture all partners to it, will automatically be suspended from being eligible for participating in bidding for any contract with you for the period of time of 24 months, in case of, and starting from the date of, breaching our obligation(s) under the bidding conditions due to:

- (a) withdrawing our bid, or any part of our bid, during the period of bid validity of 90 days or any extension of the period of bid validity which we subsequently agreed to; or
- (b) having been notified of the acceptance of our bid by you during the period of bid validity, (i) failing or refusing to execute the Contract Agreement, or (ii) failing or refusing to furnish the performance security, if required, in accordance with the Instructions to Bidders.

We understand this Bid Security Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the period of bid validity.

If the submission of alternative bids was permitted, and in case we did submit one or more alternative bids, this Bid Security Declaration applies to these parts of our bid as well.

Signed: *[insert: signature of person whose name and capacity are shown below]*

Name: *[insert: name of person signing the Bid Security Declaration]*, in the capacity of *[insert: legal capacity of person signing the Bid Security Declaration]*

Duly authorized to sign the bid for and on behalf of: *[insert: name of Bidder]*

Dated on _____ day of _____, 2021

[add Corporate Seal (where appropriate)]

Annexure- XI

Details of Experience of deploying Manpower in Central Government Departments/State Govt. Organization/PSUs during the last 3 financial years i.e. 2017-18, 2018-19 & 2019-2020

S. No.	Assignment name	Brief description of the assignment	Name of Client	No. of Deployed Staff	Duration of the Contract	Contract value (INR in Lakhs)

Undertaking by MSME/Startups

- a) I/ We have read and understood all the conditions and requirements in the tender document.
- b) I/ We are applying in this tender in the capacity of MSME/Startup and comply with all the laid down provisions as per General Financial Rules 2017 and as amended from time to time.
- c) The following documents, to substantiate my claim as MSME/Startup as required under GFR 2017, are enclosed:
 - -----
 - -----
 - -----
 - -----
- d) I/ We hereby certify that all the information furnished above are true to my knowledge. I have no objection to SICOM verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- e) In case I/ We haven't submitted any of the requisite/ mandatory documents as per GFR 2017 then SICOM reserves the right to accept or reject the proposal without assigning any reason thereof.
- f) In the event of any information or statement being found to be incorrect in any way and at any time, the same be construed to be a misrepresentation, enabling SICOM to cancel the proposal at any point of time.
- g) I/ We also certify that, I/ We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely and unconditionally.

Date

Signature of Bidder/Authorized signatory

Name of the Bidder

Seal of the Bidder

Power of Attorney

(On Stamp Paper of INR 100/- or Letter Head of Firm)

We (name of the company and address of the registered office) do hereby appoint and authorize Mr./ Ms. (full name and residential address) who is presently employed with us and holding the position of _____, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid document for _____, including signing and submission of all documents and providing information/ responses to SICOM in all matters in connection with our bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said ----- pursuant to this Power of Attorney and that all acts, deeds and things done by him/her shall and shall always be deemed to have been done by us.

Dated _____ day of 2021

For

(Signature)

(Name, Designation and Address) Accepted

(Signature)

(Name, Title and Address of the Authorized Person) Date

Note: The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure. In addition, wherever required, the bidder should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the bidder.

In case the bid is signed by an authorized Director / Partner or Proprietor of the bidder, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.