

 (Regd. No. 20953)	THE NALGONDA DIST. CO-OPERATIVE CENTRAL BANK LTD., NALGONDA HEAD OFFICE: NALGONDA. E – Mail Address: 1. ceo_nlg@tscab.org 2. dccbankhonalgonda@gmail.com http://www.nalgondadccbts.org
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Rc No. NDCCB/Estt/Outsourcing/2024-25**Dated: 20.04.2024**

TENDER NOTICE

Sealed Tenders are invited from the reputed Outsourcing Agencies for providing Security Guard, Data entry operators, Drivers, Software & Hardware maintaining technician and Sanitation services at the Head Office and Branches of The Nalgonda Dist Cooperative Central Bank Ltd., Nalgonda.

1.	Name / Scope of the work	:	Security Guards, Sanitation, Data entry Operators, Drivers, technician and Sub-ordinate staff
2.	Tender Processing Charges	:	Rs.3000+GST (Non Refundable)
3.	Earnest Money Deposit	:	Rs 10000/- Deposit (Refundable)
4.	Last date for Submission of Tenders	:	29.04.2024
5.	Opening Date for Tender	:	30.04.2024
6.	Period of contract	:	12 Months

Terms and Conditions:

1. QUALIFICATION CONDITIONS FOR TENDER:

- I. The Agency offering services should have at least **Three (03) Years experience** in providing such services to major institutions and reputed Organizations.
- II. The tenderer would be required to produce an Experience Certificate (s), containing the details of Nature of services provided with Period of the contract.
- III. The tenderer should have valid Registration Certificate, including registration with the Regional Labour Commissioner, EPF Registration, ESI Registration and PAN Card, Professional Tax Registration and up to

date clearance certificate, GST registration for providing out sourcing basis and PSARA Licence.

- IV. The outsourcing Agency should have **local Offices at erstwhile Nalgonda District** to ensure satisfactory fulfilment of contractual obligations and **One or two Official Persons** should be compulsorily assigned from their agency to oversee attendance, transfers, deputations, salary, PF, ESI benefits and other issues of Outsourcing staff being supplied to Nalgonda DCCB.

2. RATES OF WAGES & NO OF STAFF REQUIRED

S.No	Man Power Particulars	Per Month Salary	Approximate Requirement
1	Data entry Operators	17250.00	02
2	Sub ordinate Staff	12500.00	01
3	Sweepers	11250.00	02
4	Scavengers	6375.00	01
5	Security guards and others	12500.00	75
6	Driver	15713.00	03
7	Software & Hardware maintenance technician	20000.00	01
	Total		85

- In addition to salaries, EPF, ESI and GST @ applicable rates shall be provided. **TDS at 2% should be borne by Outsourcing Agency.**
- 3. The Outsourcing candidates should be belongs to erstwhile Nalgonda District. The Agency should produce KYC and other required documents of all outsourced Employees.
- 4. Keeping in view of the Hon'ble High Court orders, the existing outsourced employees who are already working in Bank and who are petitioners of the cases should be continued. The Bank may decrease or increase the above man power at its discretion and requirement at any stage of the Contract.
- 5. The agency **commission shall be a minimum of 4%**. The commission should be quoted collectively for all above services. Service wise quotes shall not be accepted.

6. The Contract will be for a period of 12 months initially. The contracts may be extended further One year at a time on mutually agreed terms, subject to the condition that the total period of the contract shall not exceed three years.
7. The tenderers shall submit their tenders in two cover system and in prescribed form only. The first cover should contain technical bid i.e. attested documents along with check list. The second cover should contain only price bid with the rate coated. First cover should be super scribed as cover for **Technical Bid** (Other Documents) and Second cover should be super scribed as cover for **Price Bid**. These two separate closed covers should be kept in one cover addressed to the Chief Executive Officer, Nalgonda DCCBank. Otherwise the tender will be rejected.
8. The tenderer should bring all original documents which were submitted as per check list on the opening Dates of the tenders.
9. The Price Bids of such tenderers who qualify on the basis of Technical Scrutiny will only be opened.
10. **The Management of the Bank shall open the quotations and take a decision basing on the rate of Commission quoted and working experience and other parameters.**
11. The rates quoted will be treated, as final and no subsequent correspondence regarding rates will be entertained. However the Bank reserves the right to negotiate with any participating agency.
12. **The Bank reserves the right either to accept or to reject any tender without assigning any reason.**
13. The Agency shall submit Rs. 3000/- (Rupees Three Thousand only) for Tender Process Charges in **Current Account No 23012001 0000192**, of **The Nalgonda DCC Bank Ltd.**, only (IFSC TSAB0023001) . It is not refundable.
14. The agency shall submit **Rs.10000/-**(Rupees Ten thousand only) as EMD in in **Current Account No 230120010000192**, of **The Nalgonda DCC Bank Ltd.**, it is refundable. The details of remittance i.e., Deposit Receipt Copy or UTR No of transaction should be submitted along with Technical Bid.
15. Accepted Tenderer is required to execute an agreement on a stamp paper of the value of Rs 200/-.
16. The Agency should submit **a security deposit of Rs 2000/-** for each candidate in the shape of Fixed Deposit in Joint Account of CEO of the Nalgonda DCC Bank Ltd., Nalgonda and the Out Sourcing agency for tenure of Contract Period.

17. The successful bidder shall make an agreement with the Bank within 7 (Seven) days from the date of selection order. The terms and conditions agreed with the Bank shall not be deviated under any circumstances, failing which civil and criminal cases will be initiated without prior notice in addition to cancellation of agency.
18. The Agency/ Firm is solely responsible for payment of remuneration / consolidated amount prescribed by the Bank excluding all statutory payments like EPF/ESI/GST of employees share etc. Successful tenderer will be required to furnish the details of remittances made towards ESI, EPF of the shares of the employer and employees to be paid by both Employer and employees respectively. If such details are not furnished for any month. The bill for the subsequent month will not be paid.

Chief Executive Officer

FORWARDING LETTER

Recent
photograph
of tenderer

From
(Name& address of the tenderer)_____

To,
The Chief Executive Officer,
The Nalgonda District Co-operative Central Bank Ltd.,
Nalgonda.

Dear Sir,

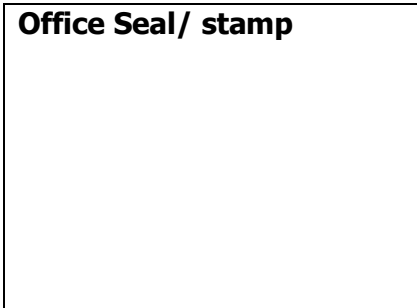
1. I submit the Tender for appointment as Outsourcing Agencies for providing Security Guard, Data entry operators, Drivers and Sanitation services at the offices/ Branches of The Nalgonda Dist Cooperative Central Bank Ltd., Nalgonda for a period of one year.
2. I have thoroughly examined and understood all the terms & conditions as contained in the Tender document, and I abide to all of them.
3. The Earnest Money Deposit of **Rs. 10000/-** Payable to Nalgonda DCC Bank has been remitted in Bank's Current Account and submitted the remittance details in Technical Bid. In the event of my Tender being accepted, I agree to furnish Security Deposit as stipulated in the Tender.
4. I do hereby declare that the entries made in the Tender and Annexures attached therein are true and also that I shall be bound by the act of my duly Constituted Attorney.
5. I hereby declare that my Firm/Company/Agency has not been blacklisted or otherwise debarred during the last five years by any Public Sector Undertaking or any Department of Central Government or State Govt., or any other organisation for any failure to comply with the terms and conditions of any contract, or for violation of any Statute, Rule, or Administrative Instructions.

6. I hereby declare that no contract entered into by my Firm/Company/ Agency with any Public Sector Undertaking or any Department of Central Government or State Government has been terminated before the expiry of the contract period at any point of time during the last five years.

7. I hereby declare that I have not been convicted at any time by a Court of Law of an offence and sentenced to imprisonment for a period of three years or more.

I certify that all information furnished by me is correct and true and in the event that the information is found to be incorrect/untrue, The Nalgonda District Co-operative Central Bank Ltd., Nalgonda shall have the right to disqualify me without giving any notice or reason or summarily terminate the contract, without prejudice to any other rights that The Nalgonda District Co-operative Central Bank Ltd., Nalgonda may have under the Contract and Law.

Office Seal/ stamp



Yours faithfully,

(_____)

Signature of Authorised Signatory

Name: _____

Contact No : _____

Details of Tenderer

(TO BE FILLED IN BY THE TENDERER)

1.	Name, date of birth and address of the Tenderer, email id & contact No.	
2.	Composition of Tenderer:- (state whether the Tenderer is a Proprietorship concern, or Registered Partnership Firm, or a Company). The name of the Proprietor, or all Partners, or, the Directors of the company, as applicable, should be given.	
3.	Business in which the Tenderer is engaged together with particulars of the Head office and branches, if any, are located.	
4	Income Tax PAN of the Tenderer.	
5.	Details where Outsourcing services provided.	

Office Seal/ stamp

Yours faithfully,

(_____)

Signature of Authorised Signatory

(ANNEXURE-III)

DOCUMENTS SUBMITTED

Sl.No	Documents to be submitted	Submitted	Not submitted	Remarks
1	Copy of Registration of firms			
2	Copy of Registration certificate of EPF			
3	Copy of Registration Certificate of ESI			
4	Copy of Labour license			
5	Copy of GST ACT Registration Certificate			
6	Copy of Profession Tax Registration Certificate & proof of payment up to 31.03.2022			
7	Copy of PAN/TAN Card			
8	Copy of PSARA Licence			
9	Copy of Income Tax Return for last 2 years			
10	List of clients indicating quantum of work executed with them			
11	Experience Certificate			
12	Forwarding letter in Appendix I			
13	Agency profile in Appendix II			
14	Details of EMD deposited			
15	Details of Cost of bidding document			
16	Account Details for Correspondence			

Office Seal/ stamp

Yours faithfully,

(_____)

Signature of Authorised Signatory

Name: _____

Contact No: _____

Address & Date : _____

TECHNICAL BID

S. No	Particulars	To be filled by the Tenderer
1	Name of the Agency	
2	Details of Tender Processing Charges i. Amount: ii. Date of Remittance: iii. UTR No (if transfer) If remittance is by direct Deposit, Challan Xerox Copy is to be enclosed	_____ _____ _____ _____
3	Details of EMD i. Amount: ii. Date of Remittance: iii. UTR No (if transfer) If remittance is by direct Deposit, Challan Xerox Copy is to be enclosed	_____ _____ _____ _____
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, and Mobile Number and name of the contact person, e-mail address	
5	Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour (Regulation & Abolition) act 1970. (Copies of all certificates of registration to be enclosed.)	
6	PAN/TAN Number(copy to be enclosed)	
7	Labour License Number (copy to be enclosed)	
8	GST Tax Registration Number (copy to be enclosed)	
9	Profession Tax Registration No. (Copy to be enclosed) payment proof up to 31.03.2022	
10	EPF Registration Number (copy to be enclosed)	
11	ESI Registration Number (copy to be enclosed)	
12	PSARA Licence Number (copy to be enclosed)	
13	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/ partners anywhere in India.	

14	Length of experience in the field	
15	Experience in dealing with Govt. Departments /PSU (Indicate the names of the Departments and years of dealing with those Departments and attach copies of contracts orders placed on the agency.)	
16	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance of the same, is attached.	
17	Whether agency profile is attached? (Appendix II)	

Office Seal/ stamp

Yours faithfully,

(_____)

Signature of Authorised Signatory

Name: _____

Contact No : _____

PRICE BID

**To,
The Chief Executive Officer,
The Nalgonda District Co-operative Central Bank Ltd.,
Nalgonda.**

Dear Sir,

1. I, submit the Price Bid for appointment as Outsourcing Agencies for providing Security Guard, Data entry operators and Sanitation services at the offices/ Branches of The Nalgonda Dist Cooperative Central Bank Ltd., Nalgonda for a period of one year.
2. I thoroughly examined and understood all the terms and conditions as contained in the Tender Document, Invitation to Tender, General information to tenderer and its Annexure and Appendices and agree to abide by them.
3. I hereby offer to work at the rate of _____% (words _____) _____% on the wages provided by the Bank. I undertake that I am not entitled to claim any enhancement of services charges on any account during the tenure of the contract. I hereby declare that I do not claim any additional commission or charges from outsourced employees during my contract period.

Office Seal/ stamp

Yours faithfully,

(_____)

Signature of Authorised Signatory

Name: _____

Contact No : _____