

Government of Jharkhand

**Lead Agency, Road Safety,
Department of Transport**

**Request for Proposal**

**Selection of Manpower Agency for Providing Various category of
Manpower for Various offices of
Department of Transport, Jharkhand**

Tender notice no-.....

Start date of Downloading of Tender Document:

Submission of Tender Document:

Opening of Tenders:

**Visit us on: <http://Jharkhandtenders.gov.in//>
www.jhtransport.gov.in**

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DISCLAIMER

The information contained in this Request for Proposal Document (RFP Document) or subsequently provided to Bidder/s, whether verbally or in documentary form by or on behalf of any of their representatives, employees or advisors (collectively referred to as – Department of Transport, Jharkhand (DoT, GoJ) Representatives, is provided to Bidder(s) on the terms and conditions set out in this RFP Document and any other terms and conditions subject to which such information is provided.

This RFP Document is not an agreement and is not an offer or invitation by the DoT, GoJ Representative(s) to any party other than the entities, who are qualified to submit their Proposal (Bidders). The purpose of this RFP Document is to provide the Bidder with information to assist the formulation of their Proposal. The RFP Document does not purport to contain all the information each Bidder may require. The RFP Document may not be appropriate for all persons, and it is not possible for the DoT, GoJ Representatives, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP Document. Each Bidder should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP Document and wherever necessary, obtain independent advice from appropriate sources.

The DoT, GoJ Representatives, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP Document.

The DoT, GoJ Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP Document.

5/10/18

SECTION 1: NOTICE INVITING TENDER

On behalf of the Department of Transport, Government of Jharkhand, (DoT, GoJ) Lead Agency, Road Safety, Jharkhand invites Online Bids for entering into suitable Agency for providing various category of Manpower for various Offices of the Department of Transport, Jharkhand.

A complete set of tender documents can be downloaded from <https://jharkhandtenders.gov.in>

The details are given below:

1	Tender No.	R.S.I (R.S.)/28/2018-272 Dtd. 09.10.2020
2	Name of the Work	Selection of manpower Agency for providing various category of Manpower for various Agencies/ Offices of the Department of Transport, Jharkhand
3	Name of the issuer of this tender	Joint Transport Commissioner (Road Safety), Lead Agency, Road Safety, Ground Floor, Engineers hostel-II, Near Golchakkar Dhurwa, Ranchi-834004
4	Tender Fee	Rs. 10,000/- (Ten Thousand Only)
5	Bid Security (EMD)	Rs. 30,00,000/- (Thirty Lakhs Only)
6	Start date of downloading of tender document	10.10.2020
7	Last Date for sending Pre Bid Query	13.10.2020 at 03.30 pm
8	Date and Time of Pre-Bid meeting	15.10.2020 at 03.30 pm
9	Last Date/Time for Submission of Bids	31.10.2020 at 03.30 pm
10	Date of Opening of Technical Bids	02.11.2020 at 03.30 pm
11	Date of Financial Bid opening	05.11.2020 at 03.30 pm
12	Place of Pre-Bid Meeting/ Communication/ Bid Submission/ Bid Opening	Lead Agency, Road Safety, Ground Floor, Engineers hostel, Near Golchakkar Dhurwa, Ranchi-834004
13	Contact/ Pre-Bid query e-mail Id.:	roadsafety.jhr@gmail.com
14	Required Manpower	300 (Approx)

DoT, GoJ reserve the right to cancel the tendering process at any stage without assigning any reason thereof.

Note: Bidders are advised to familiarize themselves adequately with the Jharkhand Government e-procurement systems, well in advance, to avoid last minute technical glitches/ errors preventing successful uploading of bid within specified time frame.

SECTION 2: BACKGROUND & REQUIREMENTS

2.1. ABOUT THIS REQUEST FOR PROPOSAL (RFP)

DoT, GoJ Invites technical and financial proposals from reputed Agency of national for Selection under Contract for Supply of Manpower against various post on Outsourcing basis as detailed in the Scope of Work in this RFP.

The bidders would be expected to provide various post of Manpower to the ongoing/new projects. The Manpower will be outsourced by any Agency/Offices under DoT, GoJ either or itself Such support would be for a definite period and will not amount to any kind of employment obligation on the part of Department/Agency/ Offices. List out Educational Qualifications & Experience of the Manpower to be outsourced is given in Annexure-7.

Interested parties may view and download the tender document containing the detailed terms & conditions, free of cost from the website <https://jharkhandtenders.gov.in>. The bids are to be submitted as per procedure given in this document.

SECTION 3: SCOPE OF WORK

3.1 DoT, GoJ proposes to reputed agency to provide Manpower for various works in various Departments/ Organization/ Agencies/ Offices as per Annexure-7.

1. Educational Qualifications and Experience of the Manpower to be provided by the Agency are indicated in Annexure 07.
2. The selected bidder will be selected for a Period of 2 (two) years, which can be extended on yearly basis on the same terms and conditions depending upon the satisfactory performance to the Agency.
3. The Man Power being provided by the service provider under various post will be deployed in respective Department/ Organization/ Agency/ Offices.
4. The performance and discipline of the manpower provided by the selected agency should be ensured.
5. The Project plan including scope of work, job requirements, timelines and manpower requirements shall be finalized by the concerned Department/ Organization/ Agency/ Offices. These manpower shall be engaged as per the requirement of the project.
6. Any Organization/ Agency/ Office under DoT, GoJ can issue work-order for Manpower directly to the selected agency. Respective hiring authority will be responsible towards verification of hired manpower, compliances of selected agency/ hired Manpower, payment to selected agency etc.
7. The manpower will be hired as per the eligibility criteria given in Annexure 07.
8. It is mandatory for Selected Agency to pay the deployed manpower as per the Manpower Monthly Emolument (Which is commonly known as CTC) given in the Annexure 07.

3.2 Responsibilities of the Selected Agency

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1. Deploy qualified, skilled and good conduct personnel.
2. The Manpower required is to be engaged by the Selected Agency within three weeks of issue of the work order or as specified in the work order.
3. Maintain a proper database of all employee office wise along with the updation of all the details such as emoluments, EPF, ESI, absentee report etc.
4. The Selected Agency must provide the smart Identity Cards as per Annexure-9 for all the engaged Manpower.
5. The finalized list will be uploaded on the above said portal by the selected agency duly signed by the competent authority.
6. **Liability of the Selected Agency.**
 - a. All the Manpower engaged by the selected agency will verify background check, Educational Qualifications, Experience, NOC etc.
 - b. In case, the person employed by the Selected Agency commits any act of omission/ commission that amounts to misconduct/ indiscipline/ incompetence, the Selected Agency will be liable to take appropriate disciplinary action against such persons, including their removal from the site of work/ Project and any other necessary action as required by concerned Government Organization/ Agency/ Offices and provisions of the legal framework of the Country/ State.
 - c. The selected agency is liable for damages on account of any violation by the employees.
 - d. The professionals will be facilitated by Desktop/ Laptop etc. for doing the project work by concerned Department/ Organization/ Agency/ Office. All these have to be returned by them in working condition to the concerned Department/ Organization/ Agency Office before leaving the job. However, if any, doesn't do so the selected agency will be responsible to revert the same either from the engaged Manpower or by themselves.

3.3 Responsibilities of the Department/ Organization/ Agency/ Offices

- i. Department/ Organization/ Agency/ offices will pay the monthly emolument, agency charges and applicable taxes against deployed manpower to the selected agency against the invoice submitted by the selected agency.
- ii. To ensure timely payment to the deployed manpower, Department/ Organization/ Agency/ Offices will ensure timely monthly reimbursement to the selected agency to avoid the delay in payment.
- iii. It is the responsibility of Department/ Organization/ Agency/ Offices and selected agency to ensure timely payment of manpower.
- iv. Department/ Organization/ Agency/ Offices must ensure to issue timely absentee report to the selected agency.
- v. The engaged manpower will be eligible for 5% annual increment on satisfactory performance to be judged by the competent authority of the concerned Department/ Organization/ Agency/ Offices. However, no change in the agency charge will be

for

applicable against this increment. Decision of concerned Department/ Organization/ Agency/ Officers will be final in this regard.

- vi. Department/ Organization/ Agency/ Offices will fix up a date for interview. During interview authorized representative of selected agency will be present.

SECTION 4: TERMS AND CONDITIONS OF CONTRACT

4.1 Terms of Engagement

The selected agency is required to agree for the terms and conditions given below:

1. Manpower to be deployed will work for on-going/ new projects. Such work will be for a definite period and will not amount to any kind of employment obligation on the part of Government Department/ Organization/ Agency/ Offices.
2. The manpower to be deployed should have educational qualification and experiences as per **Annexure 07**.
3. Documents regarding Manpower to be deployed should be provided with full details of Resume, DOB, Marital Status, Education and professional Qualification, Experience, Address with supporting documents.
4. Government Department/ Organization/ Agency/ Offices will require this information of manpower before her/ his deployment.
5. Government Department/ Organization/ Agency Office may ask the selected agency to submit the Emolument/ EPF/ ESI Certificate/ Details of the Manpower hired using this tender at any time to compare it with the actual emolument being paid to the Manpower.
6. The emolument should be paid within one week to the hired manpower by the selected agency after receiving attendance report by concerned Government Department/ Organization/ Agency/ Office . After that the Agency will submit the Invoice to the concerned Government Department/ Organization/ Agency/ Office and then it will be reimbursed.
7. Government Department/ Organization/ Agency/ Office will not reimburse any amount towards Provident fund. Employees insurance or Bonus. These issues must be settled between the selected agency and the manpower suspiired by them from time to time as per the government rules and regulations.
8. The selected agency would deploy one managerial staff for coordinating administrative procedures for every 100 manpower level Manpower deployed by the selected agency itself.
9. In the event of the bidding company's or the concerned division of the company being taken over/ brought over by another company. All the obligations under the agreement with this contract, should be passed on for compliance by the new company/ new division in the negotiation for their transfer.
10. The professionals will be facilitated by Desktop/ laptop etc. for doing the project work by concerned Department/ Organization/ Agency/ Office. All these have to be returned by them in working condition to the concerned Department/ Organization/ Agency/ Office

before leaving the job. However, if any, doesn't do so the selected agency will be responsible to revert the same either from the engaged Manpower or by themselves.

11. The engaged manpower will be eligible for 5% annual increment on their satisfactory performance to be judged by the competent authority of the concerned in the agency charge will be applicable against this increment. Decision of concerned Department/ Organization/ Agency/ Offices will be final in this regard.

In order to ensure that the Manpower provided by the Selected Agency possess the required technical qualifications and skills, it shall be open to take interview and/ or written test. After recommendation of concerned Department/ Organization/ Agency/ Office, the candidates forwarded by the service provides may be deplored to that Department/ Organization/ Agency/ Office.

4.3 Panel of candidates

Department/ Organization/ Agency/ Office may ask for list of candidate in 1:3 ratio or more (i.e. against one post list of three candidates will be provided) from selected agency. Based on Interview and /or written test, Department/Organization/Office may prepare a panel list of candidates valid for at least 06 months from such interview. Based on the panel list of candidates and requirement Department/Organization/Agency/Office may issue the work-order to the Selected Agency.

4.4 Working Hours/ Leave of Engaged Manpower

Manpower will be entitled for Casual Leave only as per Govt. Rules. Deployed manpower will be allowed to take leave with due approval from concerned Department/ Organization/Agency/Office. However, they may have to work on weekly off day/ holidays as per the requirement for which Compensatory Leave can be sanctioned. In case manpower avails leave more than the sanctioned leave, then payment will be deducted accordingly.

4.5 Replacement/ Cancellation of Engaged Manpower

The selected Agency shall replace immediately any of its personnel who are found unacceptable because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving a notice from concerned Department/ Organization/Agency/Office. In case Manpower is found unsuitable during its engagement period, engagement of the manpower is found unsuitable during its engagement period, engagement of the manpower could be canceled with 15 days notice period for knowledge transfer or replacement of the manpower should be made available within a week. In case manpower intends to avail long leave, then suitable replacement should be done immediately. Replacement should be done at the cost of agency. In case of transfer in any situation from one district to other, concerned Department/ Organization/ Office will decide. In case manpower intends to resign, then he/she has to serve for one months' notice period with prior approval of the authority of the concerned Department/ Organization/Agency/Office. In this case, the selected agency will make sure that

- i. The resigned manpower(s) should make appropriate knowledge transfer to the office/ staff nominated by the concerned Department/ Organization/Agency/Office.
- ii. The replacement of the manpower(s) should also be done within this one month notice period.

4.5 Performance Bank Guarantee (PBG)

1. In the case of Bidder whose tender bid are accepted for selection, bidder shall be required to submit PBG of Rupees 30 lakhs(Rupees Thirty Lakhs Only) to DoT, GoJ within 15 days of receipt of LoI in this regard. PBC will be in the form of Bank Guarantee (BG) of any Nationalized/ Scheduled bank drawn in the name of JTC(RS), Road Safety, Ranchi. Valid beyond of the contract period i.e. Valid for 24 months. In case of default by the selected agency on non-acceptance/ compliance of the work orders as per terms & conditions of contract, this PBG will be forfeited and contract will be cancelled. The PBG will be released after the completion or execution of all pending Work Orders.
2. In case of extension of contract the validity of PBG should be extended accordingly or a fresh PBG should be submitted.
3. Penalty imposed under this contract will be recovered from the submitted PBG.

4.7 Confidentially

1. The selected Agency and their deployed manpower will not, either during the term of after expiration of this contract, use, sell disclose any propnetary or confederation information relating to the software, services, contract or business or operations of Department/Organization/Agency/Office or its clients without the prior written consent of Department/Organization/Agency/Office.

4.8 PLACING OF WORK ORDERS

1. Department/Organization/Agency/Office may place the work orders to the selected agency for its own requirement or for its projects.
2. The Work Order may encompass the complete scope of work or may require few services. Depending on the requirement, the work order may be placed to selected agency.
3. Objection if any, to the Work Order must be reported to concerned Department:/Organization/Agency/Office. By the selected Agency within three(3) working days. Counted from the Date of receipt of Work Order by selected Agency. Otherwise it is assumed that the selected Agency. Otherwise it is assumed that the selected Agency has accepted the Work Order in totality.

4.9 PENALTY CALCULATION PROCESS

Any delay in deployment of Manpower in stipulated time period (max 21 days) as mentioned in Work Order or any unjustified and unacceptable delay in the deliverables beyond the

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time indicated in the order delivery will invite penalty at the rate of 1% of the man month cost of delayed period. The maximum delay is limited to 10 days.

If the delay period is more than 10 days. Department/Organization/Agency/Office will have the option to cancel the order without any compensation to the selected agency which delayed the completion of the work and get the work done from any other source at the risk and cost of such defrauding agency.

The defaulting Agency shall also ensure Knowledge transfer to new agency Knowledge transfer period will be decided by concerned Department/Organization/Agency/Offices, maximum up to 45 day.

4.10 PAYMENT PROCESS

1. Invoice in the name concerned Department/Organization/Agency/Office, along with a certificate of satisfactory performance (Monthly performance report) from the concerned project coordinator for the project will have to be submitted for each of the hired manpower as mentioned in the work order issued to the select agency.
2. Invoice will contain the items order under one work order only Invoice shall not be combined for more than one work order.
3. Payments shall be subject to deductions of any amount for with the selected agency is liable under the Selection of tender conditions. Rather all payments shall be made subject to deduction of TDS(Tax Deduction at Source) as per the current Income Tax Act and GST Act.
4. Payments will be made at the end of each month for the period of engagement by reimbursement process. The emolument should be paid within one week to the hired manpower by the selected agency after receiving attendance report by concerned Government Department/ Organization/ Agency/ Office . After that the Agency will submit the Invoice to the concerned Government Department/ Organization/ Agency/ Office and then it will be reimbursed.
5. All payments to deployed manpower will be made through Cheque/online. For online payment bank details is to be provided by the selected agency.
6. In case the submission of invoice to concerned Department/Organization/Agency/Office, along with the necessary documents. Performance Reports etc. is delayed by the selected agency beyond 30 days from the date of issue of Performance Reports etc. the entire liability towards payment of interest/penalty to the tax authorities would be on the cost of respective selected agency so that department/Organization/Agency/Office is not burdened unnecessarily with this amount. The entire amount will be deducted from the payment due to respective selected agency.
7. Payment will be normally within 15 working days if everything is in order.

4.11 Limitation of Liability

Selected Agency or on part of any person or company action of behalf of the select agency in carrying out the services, the selected Agency, with respect to damage caused by the selected agency or manpower to Department/Organization/Agency/Office, shall be liable to concerned Department/Organization/Agency/Office.

- i. Notwithstanding any other provision of the Contract, in no event shall either party shall be liable to the other part for indirect, incidental, special punitive or consequential damages of any nature (collectively consequential damages) including, but not limited to , loss of use, loss of revenue, or loss of income, whether arising in counteract. Tort (including negligence) or other legal theory, even if the possibility of such damages is known at the time of the execution of the Contract.
- ii. For any direct loss and damage only to the extent of
 - A. The total payments payable under this contract to the Selected Agency, or
 - B. The Proceeds the Selected Agency may be enticed to receive from any insurance maintained by the Selected Agency to cover Such a liability.

Whichever of (A) or (B) is higher

This limitation of liability shall not affect the selected Agency liability, if any for damage to Third parties caused by the selected agency or any person of firm/company acting on behalf of the Selected Agency in carrying out the work.

Any law applicable in India and Jharkhand in respect of liability will be applicable.

4.12 Indemnity

The selected agency & their Staff(s) shall indemnify the Department/Organization/Agency/Office against all third party claims of infringement of patent. Trademark/copyright or industrial design rights arising from the use of the supplied software/hardware/manpower etc and related services or any part thereof.

- i) Department/Organization/Agency/office stands indemnified from any claims that the hired Manpower/ selected bidder's may opt to have towards the discharge of their duties in the fulfillment of the work order.
- ii) Department/Organization/Agency/Office also stand indemnified from any compensation arising out of accidental loss of life or injury sustained by the hired Manpower/ selected bidder's manpower while discharging their duty toward fulfillment of the work orders.

4.13 Labour Laws

- i) The selected agency shall, and hereby agrees to , comply with all the provisions of Indian Labour laws in respect of the manpower employed thereof.
- ii) The selected agency shall be solely responsible for the payment of wages to the deployed Manpower and ensure its timely payment thereof.

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- iii) The Selected agency shall duty maintain a register giving particulars of the deployed Manpower, nature of work, rate of wages, etc.
- iv) The selected agency shall also ensure compliance to the following labour legislations:
 - A. Minimum Wages Act.
 - B. Employees Provident Fund Act.
 - C. Employees State Insurance Act.
 - D. Workmen's compensation Act, if the ES: Act does not apply.

Applicable as in Jharkhand State

- v) The selected agency and their staff shall be solely responsible to adhere to all the rules and regulations relating to labour practices and service conditions of its workmen and at no time shall it be the responsibility of Department/Organizations/Agency/offices.
- vi) The Selected agency and their staff shall indemnify Department/Organization/Agency/Office on account of any default by the selected agency or Manpower deployed by it.
- vii) Neither the selected agency nor his workmen can be treated as employees of Department/Organization/Agency/Office for any purposes. They are not entitled for any claim, right, preference, etc. over any job/regular employment of Department/Organization/Agency/Office. The selected agency or its workmen shall not at any point of time have any claim whatsoever against Department/Organization/Agency/Office.

4.14 Termination for Insolvency

Department/Organization/Agency/Office may at any time cancel the work order and DoT,GoJ may terminate the contract by giving four weeks written notice to the selected agency. Without any compensation to the selected agency. If the selected agency become's bankrupt or otherwise insolvent.

4.15 Force Majeure

If at any time, during the continuance of the selection, the performance in whole or in part by either party of any obligation under the selection is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions. Strikes, lockouts or acts of God (hereinafter referred to as Events) provided notice of happenings of any such event is duty endorsed by the appropriate authorities/chamber of commerce in the country of the party giving notice is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof and satisfies the party adequately of the measures taken by it, neither party shall, by reason of such event, be entitled to terminate the selection/contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance and deliveries under the selection/contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of the purchaser as to whether the delivers have so resumed or not, shall be final and conclusive. provided further. that if the performance in whole or in part or any obligation

under the selection is prevented or delayed by reason of any such event for a period exceeding 60 days the purchaser may at his option, terminate the selection

4.16 Termination for Default

Default is said to have occurred

- A. If the selected agency fails to accept the work Order.
- B. If the selected agency fails to deliver any or all of the services within the time period(s) specifies in the work order or during any extension thereof granted by Department/Organization/Agency/Office.
- C. If the service Provider fail to perform any other obligation(S) under the contract
 1. In case agency is penalized more than 10 time on (A) and (C) its selection with DoT,GoJ could be cancelled and the PBG submitted by the selected agency may be forfeited.
 2. If the selected agency defaults of on (B) of above circumstances', 10 % of the work order value will be levied as cancellation charges.
 3. If performance of selected agency is not as per the satisfaction, this contract can be terminated by DoT,GoJ

4.17 Resolution of Disputes

1. DoT,GoJ and the selected agency shall make every effort to resolve amicably by direct informant negotiations any disagreement: or disputes arising between them under or in connection with the contract.
2. If, after thirty days from the commencement of such direct unformed negotiations, the DoT,GoJ and the selected agency have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution by arbitration.
3. A person of any nationality may be as Arbitrator, unless otherwise agreed by the Parties. Subject to Subsection 6 of section 11 of the Arbitration & Conciliation Act of 1996. The parties are free to agree on a procedure for appointment of arbitrator. Failing an agreement for appointment of arbitrator by the parties, the dispute shall be referred to a tribunal of three arbitrators, each party appointing one arbitrator and the appointed two arbitrators shall appoint the third arbitrator who shall act as the presiding arbitration.
4. The Arbitration and conciliation Act 1996, the rules there under and any statutory modification or re-enactments thereof, shall apply to the arbitration proceeding.
5. The venue of arbitration shall be Ranchi, Jharkhand.
6. In the event the contract is not terminated otherwise, either party may terminate this contract by giving a written notice of termination of minimum 30 days to the other, if such other fails to comply with any decision reached consequent upon arbitration proceedings.
7. Continuance of the contract notwithstanding the fact that settlement of the dispute (s) {if any} under arbitrations may be pending, the parties unless the Scope of Work is the subject matter of the arbitration or/ and not debarred by any authority to continue the

contract , shall continue by the government by and perform the work in accordance with the provision under the Scope of Work ensure continuity of operations .

4.18 Exit Management

1. The selected agency will allow DoT, GoJ or its nominated agencies access to the information reasonably required to define the current mode of operation associated with the provision of the service to enable Road Safety cell or its nominated agencies to access the existing services being delivered.
2. DoT, GoJ or its nominated agencies shall be entitled to copy all such information comparisons of details pertaining services rendered and other performance data. The selected agencies shall permit DoT, GoJ or its nominated agencies and/or any replacement operator to have reasonable access to its employees and facilities are reasonably required by DoT, GoJ to understand the method of delivery of the services employed by the selected agencies and to assist appropriate knowledge transfer.
3. As it is a running project, therefore the existing manpower working in different Departments/ Organization/Agencies/offices will continue to work and will automatically taken over by the selected agency through this tender.
4. If the concerned Departments/ Organization/offices prefers, about those manpower, who are hired through previous Manpower Agency, will continue and it will be taken over by the selected agency through this tender. It will fully depend upon the decision of concerned Departments/ Organization/offices. In case if concerned Departments/ Organization/offices does not prefers any continuation of previously engaged manpower, then it can hire new manpower from selected agency.
5. The selected agency will be exclusively liable for payment of Emolument, EPF and ESIC liabilities of all the manpower's from the date of taken over of project from the previous agencies.
6. Outgoing contact of the manpower with representative agency will be in force till the expire of the tenure. New rules, regulations and remuneration will be applicable only from the date of expire of the ongoing contract of the individual manpower .

4.19 Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Ranchi courts only.

SECTION 5: GENERAL TERMS AND CONDITIONS OF BID

5.1 Due Diligence

The Bidders is expected to and shall be deemed to have examined all instructions, forms, terms and specifications and other information in this tender Documents The Bid should be précised, complete and the Tender Documents The Bid should be precise, complete and in the prescribed format as per the requirements of the tender documents or submission of a bid not responsive to the Tender Documents or submission of the bid not responsive to the Tender Documents in every respect will be at the Bidder's risk and may result in the rejection of the bid. DoT, GoJ shall at its sole discretion provided by the Bidder.

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5.2 Cost of Bidding

The bidder will bear all the cost associated with the preparation and submission of its bid and DoT, GoJ will in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process .

5.3 Eligibility Criteria

1. Eligibility Criteria is given in the Annexure 04 and it must be filled up.
2. Relevant portions, in the documents submitted in pursuance of the eligibility criterion mentioned shall be highlighted.
3. Documentary evidence compliance to each of the eligibility criteria must be enclosed along with the bid together with the references as required in Annexure 04
4. If the bid are not accompanied by all the requisite supporting document, the same would be rejected.
5. Undertaking for subsequent submission of any of the required supporting documents will not be entertained under any circumstances. DoT, GoJ reserves the right to seek clarification on already/ submitted documents no fresh documents shall be accepted.

5.4 Tender Cost

1. Bidder is required to submit the tender cost of Rs. 10,000(Rs. Ten Thousand Only) in the form of Demand Draft Drawn from a Scheduled Bank and in favour of the Road Safety Fund, Jharkhand. Payable at Ranchi.
2. The tender cost is non- refundable.
3. The Scanned copy of D.D towards tender cost must be uploaded electronically on <http://jharkhandtenders.gov.in> and submission in original as advised in the Annexure 02.

5.5 Earnest Money Deposit

1. A bidder is required to submit Earnest Money Deposit of Rs. 30,00,000(Rs Thirty Lakhs only) through a Bank Guarantee of any Nationalized/Scheduled Bank drawn in favour of JTC(RS), Road Safety, Ranchi at the office of Lead Agency, Road Safety, DoT, GoJ as per Bank Format with validity of two(02) years from the last date of bid submission.
2. The EMD envelope should also contain a completely filled copy of the Bidder detailed as per Annexure-03.
3. A scanned copy of the bank Guarantee for the EMD must also be uploaded electronically on <http://jharkhandtenders.gov.in> and the submitted I original as advised in Annexure 02.
4. The Earnest money Deposit (EMD), without any interest accrued will be refunded as follow:
 - a. In the case of those Bidders who fail to qualify the eligibility criteria and whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded without any interest accrued within one month of the acceptance of Tender Committee recommendation.
 - b. In the case of those bidders who are not selected, the Earnest money Deposit (EMD) will be refunded without any interest accrued within one month of the acceptance of the tender Committee recommendations .

- c. EMD of successful bidder will be returned after signing off all agreement with DoT, GoJ and submit PBG as specified above.
5. In the absence of EMD, bidders shall be declared disqualified straightway.

5.6 Pre- Bid Meeting

1. A pre bid meeting shall be scheduled by the DoT, GoJ as per the time and venue given in the data sheet in case of any changes in date time and venue of the meeting the same will be intimated through corrigendum uploaded on the website.
2. DoT, GoJ shall hold a pre bid meeting with an prospective bidders on Date & Time and Address mentioned in data sheet of this documents.
3. Only one authorized representative of interested agency may attend pre bid meeting at their own cost.
4. The bidder will have to ensure their queries for Pre Bid meeting should reach to DoT, GoJ by email (editable excel Files only) on before last date of sending pre bid queries mentioned in data sheet of this documents through the email of only authorized representative of the bidder.
5. Request for clarification shall be sent by them through email as per the format given below {editable excel form}.

Bider's Request For Clarification		
Name of Organization submitting request	Name & Position of person submitting request	Address of Org. include phone No. Fax. Email Points of Contract
		<u>Tel:-</u> <u>Fax:-</u> <u>e-Mail:-</u>

S. No	Bidding Documents Reference (Number/Page)	Content of RFP Requesting Clarification	Points of Clarifications Required	Suggestions(if Any)

6. No pre-Bid query shall be entertained after last date/time of submission of pre-bid query.
7. No request for clarification from any bidder shall be entertained after pre bid meeting.
8. A corrigendum may be issued in case any changes to terms and conditions of the RFP are required to the altered. The same shall be done based on the time mentioned under data.

5.7 Amendment of Tender Documents

1. At any time prior to the last date for receipt of the bids DoT, GoJ may for any reasons, whether at its own imitative or in response to a clarification required by a prospective agency, modify the tender Documents by an amendments.
 - a. Such will be notified online as corrigendum on the website WWW.jharkhandtenders.gov.in and shall be binding on all bidders to consider the amendment for quoting.
2. Bidders are advised to regularly check-up the portal for updation of any such amendments and be sure before online submission of bids.
3. No bid can be modified subsequent to the last date for receipt of bids No bid may be withdrawn in the interval between the last date for receipt of bids and the expire of the bid validity period specified by the bidders in the bid withdrawal of the bid during this interval may results in forfeiture of bidders EMD.

5.8 BID SUBMISSION

1. Bids are to be submitted as per the Annexure 02.
2. Bidders have to be submit their bids online in electronic format with digital signature Bid's without digital signature will not be accepted Hence, bidder must ensure that all online uploaded documents are clearly readable, otherwise the bid may not be evaluated.
3. The bidders are also required to submit the original Tender Cost and EMD along with hard copy of (scale and signed) technical bid document latest by the last date and time of submission of online bids. However, bid will be evaluated on the basis of online uploaded documents i.e. in case of any discrepancies in the submitted documents (hard copy), DoT, GoJ will accept the online bid documents as authentic and final.
4. Tender bid must contain the name, office and addresses including telephone number(s) of the person(s) who are authorized to submit the bid with their signatures.
5. All pages of the bid being uploaded must be signed and sequentially numbered by the bidder irrespective of the nature of content of the documents.
6. Bids NOT submitted as per the specified format and nomenclature will be out rightly rejected.
7. Ambiguous bids will be out rightly rejected.
8. DoT, GoJ will Not be responsible for any delay on the part of the bidder in obtaining the terms and conditions of the tender notice or submission of the tender bids.
9. The bids submitted by fax/ E.mail etc. shall NOT be considered. No correspondence will be entertained on this matter.
10. Any alteration/ overwriting/ cutting in the bid should be duly countersigned else it will be out rightly rejected. Conditional tenders shall NOT be accepted on any ground and shall be rejected straightway.
11. If any clarification is required, the same should be obtained before or during pre-bid meeting only.
12. Tender process will be over after the issue of Selection letter(s) to the selected vendors(s)
13. DoT, GoJ may at its own discretion extend the date for submission of bids in such as case all rights and obligations of DoT, GoJ and the Agency will be applicable to the extended time frame.

14. Bids not quoted as per the format given by DoT, GoJ will be rejected straightway.
15. No deviation from the tender specifications & terms and conditions will be accepted.
16. For additional instructions, refer to the Sections "Technical Bid Evaluation" and "Financial Bid Evaluation".

5.9 BID OPENING

1. The sealed covers containing EMD, tender cost and covering letter with details of DD and BG against Tender cost and EMD respectively only will be opened in the first instance, in the presence of representatives of the bidders and Tender committee on the date specified on the Date Sheet.
2. Eligibility Criteria and Technical bids of only those bidders, whose Tender cost and EMD are found to be in order, will be opened afterwards in the same bid opening session, in the presence of the vendor's representatives.
3. Financial bids of only those bidders, whose bids found technically qualified, by the Technical Evaluation Committee, will be opened.
4. One authorized representative of each of the bidder would be permitted to be present at the time of aforementioned opening of the bids.

5.9.1 Technical Evaluation

1. The Bidders are requested to furnish documents to establish the eligibility (indicating the page no in the bid) for each of the item given in the Annexure 04 relevant portions in the documents should be highlighted, if a bid is not accompanied with all necessary documents. It may be summarily rejected.
2. Undertaking for subsequent submission of any of the eligibility documents will be entertained. However DoT, GoJ reserves the rights to seek fresh set of documents seek clarification on the already submitted documents.
3. All the documents should be submitted electronically in PDF format as mentioned in Annexure 02 upon verification, evaluation/assessment, if in case any information furnished by the bidder is found to be false/incorrect. Their bid will be summarily rejected and no correspondence on the same shall be entertained. Submission of false/ forget documents will lead to disqualification of bidder
4. A bid does not fulfill all the stipulated eligibility conditions/ criteria will not be considered. The Bids conforming to the eligibility criteria only will be considered for further evaluation. If there is any lack of clarity in the submitted eligibility documents. Tender committee may ask concerned bidder representative to be present physically to prove their eligibility.
5. The Tender Committee may inspect the premises to verify the manpower and infrastructure given in Bid.

5.9.2 Financial Bid Evaluation

1. The Financial Bid contains documents as mentioned IN Annexure-2.

2. The financial bid of only the technically qualified bidders will be open in the presence of their representative on a specified date and time to be intimated to the representative Bidders by DoT, GoJ . and the same will be evaluated by the duly constituted Committee.
3. The total amount payable to the selected bidders against a deployed manpower will be as follows {in-INR}

Manpower Monthly Employment {include EPF & ESIC excluding Agency Charge and taxes {as per annexure 07}	Agency Charge { agency charge as per financial evaluation}	Tax 18% { As per current slab}	Total monthly payable Amount to selected agency
A	B	$C = \{A+B\} * 18\%$	A+B+C

Tax @18% has been Considered above as per Current tax slab at the time of Actual payment, payable Value will be Calculated based on applicable/prevaling taxes at that time . Non claimed taxes in the price bid will be borne by the bidder.

5. The Bidder has to Quote **Agency Charge** Only.
6. The Bidder who has Quoted the lowest Agency Charge will be declared as L1.

5.10 BID EVALUATION

No enquiry shall be made by the bidder(s) during the course of evaluation of the tender. After opening of bid, till final decision is conveyed to the successful bidder(s). However, the Committee/ its authorized representative and DoT, GoJ can make any enquiry/ seek clarification from the bidders, which the bidders must furnish within the stipulated time else the bids of such defaulting bidders will be rejected.

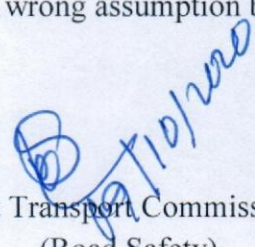
5.11 INSTRUCTION TO BIDDERS

1. Validity of the contract is given in the Annexure-1; Validity of bids, Rates etc.
2. In the event the bidder's Company or the concerned division of the Company is taken over/bought over by another company, all the liabilities, obligations and execution responsibilities under the agreement with DoT, GoJ should be passed on for compliance by the new company.
3. The selected agency has to agree for honoring all tender conditions and adherence to all aspects of fair trade practices in executing the purchase orders placed by DoT, GoJ .
4. During the contract period if the agency's name got changed due to acquisition. amalgamation etc. and agency must inform DoT, GoJ with all required documents within one month of its name change. Failing which the contract will be cancelled and PBG may be forfeited.
5. In the case of Bidders whose tender bids are accepted for selection. selected agency shall be required to give performance Bank Guarantee(PBG) as LOI, Within 15 working days. In case of delay in signing off the agreement of submission of contract and forfeiture of PBG/EMD.
7. DoT, GoJ may, at any time terminate the contract by giving written notice to the selected vender without any compensation,. If the selected agency becomes bankrupt or otherwise

File

insolvent, provide that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to DoT, GoJ .

8. The selected agency will not demand any type of deposit (in any form) from the selected candidate. If found at any points of time appropriate action will be taken against selected agency.
9. Any default or breach in discharging Obligations under this tender by the selected agency while rendering services/ supplies to DoT, GoJ , Shall invite all or any actions. sanctions, as the case may be, including forfeiture of PBG stipulated in this tender documents. the decision of DoT, GoJ arrived at as above will be final and no representation of any kind will be entertained an the above. any attempt by bidder to bring pressure of any kind. may disqualify the bidder from the present tender and the bidder may also be liable to be debarred from bidding for DoT, GoJ tenders in future for a period of at least three years.
10. DoT, GoJ reserves the right to modify and amend any of the stipulated condition/ criterion given in this tender, depending upon project priorities vis-a-vis urgent commitments. DoT, GoJ also reserves the right to accept. reject a bid. to cancel/abort tender process and/or reject all bids at any time prior to award of contract. without thereby incurring any liability to the affected agency on the grounds of such action taken by the DoT, GoJ .
11. The decision of DoT, GoJ arrived during the various stages of the evaluation of the bids is final & binding on all vendors any representation towards these shall not be entertained by DoT, GoJ. Reasons for rejecting a bid will be disclosed only. when an enquiry is made by the concerned bidder.
12. In case the selected agency is found in- breach of any condition(s) of tender of work order, at any stage during the currency of contract the legal action as per rules/ laws will be taken.
13. Any attempt by bidder to bring pressure towards DoT, GoJ decision making process, such bidder shall be disqualified for participation in the present tender and those bidder may be liable to be debarred from bidding for DoT, GoJ tenders in future for a period of three Years.
14. Printed/ written conditions mentioned in the tender bids submitted by bidders will not be binding on DoT, GoJ .
15. Upon verification, evaluation/ assessment, if in case any information furnished by the bidder is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, Shall be entertained.
16. DoT, GoJ will not be responsible for any misinterpretation or wrong assumption by the bidder, while responding to this tender.


Joint Transport Commissioner
(Road Safety),

Lead Agency, Transport Department,
Government of Jharkhand

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ANNEXURE 1. VALIDITY OF BIDS, RATES. ETC.

S. No.	Item	Value
1.	Validity of bids	180 (one hundred and eighty) days
2.	Validity of contract	2(Two)Years

mb

ANNEXURE 2. BID SUBMISSION

A. Online bids (complete in all respect) must be uploaded on <https://jhakhandtenders.gov.in> latest by the deadline given in date sheet.

B. The Online & Manual bids should be submitted as under.

Part-1 (Online Bid Submission)

1. Folder-1(Fee/Technical)

scanned copy of following documents in pdf format

- a. Demand Draft & Bank Guarantee towards Tenders cost and EMD Respectively.
- b. Documents providing the eligibility of bidders as per the eligibility criteria mentioned in the RFP along with the compliance sheet for eligibility as per Annexure 04.
- c. Covering letter containing details of DD & BG against Tenders cost and EMD respectively.
- d. Bidder Details as per Annexure 03

2. Folder-2(Financing)

- a. Duly Filled in & Digitally signed BOQ (Available online in the Portal)
- b. Filled Annexure-8 in company Letter head (PDF Format)

Part-II (Manual Bid Submission)

- a. Original DD against Tender Cost (non-refundable) and Bank Gaurantee against EMD along with covering letter containing details of DD & BG against Tender cost and EMD respectively in an envelope of DD & BG against Tender cost and EMD respectively in an envelope .
- b. Bidder details as per Annexure 03
- c. Documents providing the eligibility of bidders as per eligibility Criteria along with the compliance sheet.
- d. All above documents must be in an outer Envelope superscript with Tender Ref. No. and details of bidder.

Note:- Financial bid or its part must not be submitted during manual bid submission of hard copy of Financial bid or its part may result in disqualification of bidder.

ANNEXURE 3. BIDDER DETAILS

S.No.	Details required (*with date of registration)	Submission
1	Name of the bidder	
2	Name of the Managing Director/partner/Secretary	
3	Full Address of the Registered Office	
4	Telephone No.	
5	Email ID	
6	Full Address of the office in India	
7	Telephone no.	
8	Mobile no.	
9	Registration no. of Company/ Organization	
10	Date of incorporation of company/Organization	
11	Employees Provident fund(EPF) registration No.	
12	Employee State Insurance Corporation (ESIC) Registration No.	
13	GST Registration No.	
14	PAN Card No.	
15	Quality Certificate Registration No.(ISO)	
16	Website Address	
17	Name of Contract Person	
18	Contract person (Designation, Email & Mobile No.	
19	No. of Employees	
20	Type of Organization	
21	Selection with Government Department	

ANNEXURE 4. BIDDER DETAILS

S.No.	Eligibility Criteria	Documents Required (List)	Page No.
1	Tender Cost as mentioned in the Tender	DD of RS. 10,000/-	
2.	EMD as mentioned in the Tender	BG of Rs. 30,00000/-	
3.	Covering Letter Containing details of DD & BO against tender cost and EMD respectively	Governing Letter with reqd. Details	
4.	Bidders details as per Annexure 03	As per Annexure 03	
5.	Bidder should either be a company registered under either be a Company registered under the Indian Companies Act, or a Partnership firm registered under the Indian partnership Act or	Copy of Certificate of registration issued by the relevant authority as the case may be	
6	Bidder should have Articles of Association (in case of registered firms,) Bye laws and certificate of registration (in case of registered Cooperative societies), Partnership deed (in Case of partnership Firm)	Copied of relevant documents.	
7	The Bidder Should have cumulative turnover of Rs. 15(Fifteen) Crores for the last three Financial Years out of Which Rs. 03(Three) Crore from Providing Manpower Services.	Audited balance sheet and P&L Account statement/ Certificate from chartered accountant confirming the cumulative annual turnover for the stated financial years must be submitted and certificate from chartered accountant confirming the turnover from providing Manpower services.	
8	Bidder should have been profitable for each of the last three financial years.	Audited balance sheet and p & L account statement/ Certificate from chartered accountant confirming the net profit of the bidder for the stared financial years	
9	Bidder must submit a power of Attorney in the name of the Authorized Signatory for the Tender	Power of Attorney	
10	Bidder must have experience of having successfully completed and/or ongoing similar works i.e. deployment of manpower costing not less than the amount equal to Rs. 10 crore during last 03 years from the date of bid	Relevant Work-Orders	

	submission.		
11	<p>Bidder Must provide a copy of the following in the name of the bidding company:</p> <ul style="list-style-type: none"> a. PAN Card b. GST Registration certificate c. Latest GST return d. EPF Registration with latest (last financial Year) ECR e. ESI Registration with latest ECR f. MSME registered 	<p>Copy of</p> <ul style="list-style-type: none"> a. PAN Card b. GST Registration certificate c. Latest GST return d. EPF Registration with latest ECR e. ESI Registration with latest EC RPAN Card 	
12.	The Agency should have 150 no. of employees continuously working for the past one year on their employee rolls	Undertaking to be provided in this regard from authorized signatory on company letter head as per Annexure-6	
13	The Bidder should have completed similar works of providing Manpower of 12,500 man-months (Single/ Multiple) Order to any Government (State or Central) or to any reputed private sector during last 05 years from the date of bid submission.	<p>work Order of those assignments which has been completed along with Work Completion Certificate to be Enclosed.</p> <p>in Case of ongoing work-order, Copy of work order and PBG./agreement should be submitted also mention the status of on going work-order(Attach Reprot from the Client)</p>	
14	The agency should have a valid ISO 9001-2015/2018 Certification.	Copy of valid certificate	
15.	Firm/ Company should have its office/branch in Jharkhand or declaration to open within one month after issuance of LoI	Proof must be submitted of office/branch in Jharkhand or declaration to open within one Month after issuance of LoI	
16	GST registration under Jharkhand State or declaration to obtain such registration within one month after issuance of LoI	Copy of GST registration Certifacate or declaration to open within one Month after issuance of LoI	
17	The Bidder Shall not be under a Declaration of Ineligibility for corrupt	Undertaking to be provided in this regard from authorized	

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	or Fraudulent practice or blacklisting with any Government Departments/ agencies /ministries or PSU's and should not be blacklisted at the time of Bid submission.	signatory on company letter head as per Annexure-5	
18.	Each Bidder should submit a maximum of one(1) proposal for the assignment. in response to this tender. any bidder who submit more than one proposal for the assignments shall be disqualified	undertaking to be provided in this regard from authorized signatutory on company letter head.	

Note:- All bid documents must be clearly signed and stamped by the Authorized signatory of the bidder. Only those bidders who satisfy the eligibility requirements shall be short-listed for further evolution.

Annexure 5. Declaration for not Blacklisted

Dated...../...../.....

To,

**The JTC(RS),
Lead Agency, Road Safety, Department of Transport,
Engineers Hostel-II
Dhurwa, Ranchi, Jharkhand**

In response to the Tender Ref No.....dtd..... for RFP titledas an owner/Partner /Director for. I/ we hereby declare that presently our Company /Firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices, Blacklisted either indefinitely for for a particular period of time, or had work withdrawn by any State/Central Government/PSU.

If this Declaration is found to be incorrect then without prejudice to any other action that may be taken my/our security may be forfeited in full and the tender if any to the extend accepted may be cancelled.

Thanking You

Name of the Bidder.....

Name of the Authorized Signatory.....

Signature:

Seal

Date.

Place.

6/12/20

ANNEXURE 6. UNDERTAKING

Name of the bidder

We certify that we have ----- (in figures)
employees continuously working for the past one year on their employee rolls at different levels.

Name of the Bidder

Name of the Authorised Signatory.....

Signature:

Seal:

Date:

Place:

ANNEXURE 7. REQUIRED MANPOWER PROFILES

Educational Qualifications and Experiences of Various manpower post

1. Candidate should have Qualification as mentioned below from **Govt. recognized University/Institute**. If Certificate(s) found to be inappropriate, deployed manpower will be terminated.
2. **“Minimum Qualification” and “ Minimum Experience”** is the qualifying criteria and must be met by the candidate for interview call.
3. **“Monthly Emoluments”** means Monthly Lump-sum payment which is commonly known as CTC including EPF & ESI minus existing PMPRY(Pradhan Mantri Rojgar Protsahan Yojna)benefit if any and excluding Agency Charge and applicable taxes.

A.EXPERIENCE

1. Peon/Sweeper

<i>Minimum Qualification</i>	Matriculation from Govt. Recognized Board
<i>Minimum Experience</i>	NIL
<i>Monthly Emoluments</i>	Rs. 10,600/-

2. Driver

<i>Minimum Qualification</i>	Intermediate (10+2) from Govt. Recognized Board
<i>Minimum Experience</i>	02 years experience in the relevant field
<i>Technical Skills</i>	Proficient in driving with LMV driving license
<i>Monthly Emoluments</i>	Rs. 12,500/-

3. Multi Tasking Staff

<i>Minimum Qualification</i>	Intermediate (10+2) or ITI certificate from Govt. Recognized Board
<i>Minimum Experience</i>	06 months experience in the relevant field
<i>Technical Skills</i>	Proficient in computer operations with knowledge MS word, MS powerpoint, MS excel, internet, knowledge of file handling, driving and other official works. The candidates possess minimum typing speed of 25 words per minute in English.
<i>Job Description</i>	Handling of Computers, Data entry, handling of different software and any other similar jobs as assigned from time to time.
<i>Monthly Emoluments</i>	Rs. 17,600/-

4. Computer Operator

Minimum Qualification	Graduation in any stream from Govt. Recognized University/institutes
Minimum Experience	06 months experience in the relevant field
Technical Skills	Proficient in computer operations with knowledge MS word, MS power point, MS excel, internet etc. The candidates must possess minimum typing speed of 25 words per minute in English and Hindi both.
Job Description	Handling of Computers, Data entry, handling of different software and any other similar jobs as assigned from time to time.
Monthly Emoluments	Rs. 18,700/-

5. Accountant

Minimum Qualification	B.Com from Govt. Recognized University/institutes
Minimum Experience	Minimum (02) two years of relevant experience
Technical Skills	Knowledge of Accounts & Audit System, Budgeting, Banking Institutions, Reputed financial firms or large Govt organizations.
Job Description	Looking after all accounts related work , checking of bills/vouchers, smooth disbursal payments against bills/vouchers, periodic financial reports. And other assigned task.
Monthly Emoluments	Rs. 19,800/-

6. Social Media Analyst

Minimum Qualification	Graduate in Mass Communication, Social media domain will be mostly preferred from Govt. Recognized University/institutes.
Minimum Experience	Minimum (01) one years of domain experience.
Technical Skills	Proficient in computer operations with knowledge MS word, MS power point, MS excel, internet, fluency in all social media channels, Corel Draw and other drawing and editing app like Photoshop etc.
Job Description	Collects, Create and analyze data related to social media marketing campaigns. Assist organization in identifying appropriate

	social media channels for their organization needs to target Public and creating social media post
Monthly Emoluments	Rs. 20,500/-

7. Mass Media Manager

Minimum Qualification	Graduate in Mass Communication from Govt. Recognized University/institutes.
Minimum Experience	Minimum (01) three years of domain experience.
Technical Skills	Proficient in computer operations with knowledge MS word, MS power point, MS excel, internet etc.
Job Description	Domain specific support and any other assigned tasks. Regular press release regarding road safety in mass media and social media.
Monthly Emoluments	Rs. 21,500/-

8. IT Assistant

Minimum Qualification	Graduation in any discipline from Govt. Recognized University/institutes with DCA from Govt recognized institutes.
Minimum Experience	Minimum (01) one year of post qualification experience in IT/ e-Governance related field .
Technical Skills	Knowledge of English & Hindi Typing(Hindi-25 wpm and English-30 wpm) , Knowledge of LAN WAN, H/W, Installation etc.
Job Description	Managing e-Gov Initiatives programmes, Video Conferencing, Webcasting and other duties as assigned from time to time.
Monthly Emoluments	Rs. 23,200/-

9. Road Engineering Analyst

Minimum Qualification	BE/B.Tech(Civil/mechanical)/ from Govt. Recognized University/institutes.
Minimum Experience	Minimum (03) three years of post-qualification experience.
Technical Skills	Knowledge of Road design, Traffic management, Road Safety design and construction, Vehicle design and maintenance or as per requirement of concerned project.

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Job Description	Monitoring, engineering knowledge of road with all IRC standards and coordination with all stake holders and execution of any other duties assigned from time to time. And any other assigned tasks.
Monthly Emoluments	Rs. 25000/-

10. District Road Safety Manager

Minimum Qualification	BE/B.Tech and MBA from Govt. Recognized University/institutes.
Minimum Experience	Minimum (03) three years of domain experience.
Technical Skills	Candidate should have sound knowledge of database like Oracle, PostgreSQL, MySQL, and SQL Server, road design and safety and basic health protocol.
Job Description	Domain specific support. And any other assigned tasks. Management of road safety programme in the districts like IEC activities, coordination with various officers in the districts including police, other stakeholder in road safety, preparation of various reports and profile about road safety in the district level.
Monthly Emoluments	Rs. 44,000/-

11. Project Coordinator

Minimum Qualification	BE/B.Tech(Computer Science/ IT/ ECE/ EE/EEE)/ M.C.A/ M.Sc(IT)/ M.Sc.(Electronics, CS) from Govt. Recognized University/institutes.
Minimum Experience	Minimum (03) three years of post-qualification experience.
Technical Skills	Knowledge of Report Preparation, Data Compilation, analysis, Co-ordination with team members, PPT preparation and leadership skill, Communication Skill.
Job Description	Monitoring, co-ordination and implementation of Project, co-ordination with all stake holders and execution of any other duties assigned from time to time. And any other assigned tasks, preparation of various reports and profile about road safety in the state level and coordination of district level.
Monthly Emoluments	Rs. 46,500/-

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ANNEXURE 8. FINANCIAL BID (must be uploaded with Financial Bid)

<On Company Letter Head>

To

The Joint Transport Commissioner (Road Safety)
Lead Agency, Road Safety Cell, Transport Department
Engineers Hostel-2, Dhurwa, Ranchi, Jharkhand

Sub:- Financial Bid

Sir,

In response to the Tender Ref.No. _____ dated _____, the commission of the
agency will be Rs. _____ (Rupees <in
words> _____) per person per month irrespective of
the post. The applicable taxes will be extra.

Name of the Bidder

Name of the Authorised Signatory.....

Signature:

Seal:

Date:

Place:

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ANNEXURE 9. IDENTITY CARD FORMAT

Front Side

Agency Logo	Name and Address of Selected Agency
Employee Photo	
Emp. Signature	Issuing Authority Sign. With Design

Back Side

Address :
Blood Group :
Contact No. :
Email ID :

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ANNEXURE 10. TECHNICAL QUALIFICATION DETAILS**Full Marks:100****Technical Eligibility cut-off Marks: 60**

Sl.No	Criteria	Maximum Marks
1	Experience of providing at least 100 Manpower in any single project of Central/State Government/PSU/Private Organizations in last three years. 3 marks for each project with minimum 100 manpower supply, with a maximum of 15 marks.	20
2	Annual Average turnover of last three years from the business of providing Manpower Supply Services should be minimum 15 Corore (F.Y. 2017-18 and 2018-19 and 2019-2020), 15 Crore to 20 Crore – 5 marks, 20 Crore to 25 Crore- 10 marks More than 25 Crores- 15 marks	15
3	MSME Registration	10
4	ISO Certification	10
5	Experience of manpower supply in State of Jharkhand in last 3 Years. 100-500 manpower – 5 mark, 500-1000 Manpower- 10 marks. >1000 Manpower- 15 Marks	20
6	Experience of Recruitment for Similer type of State/District Government Porjects of Implementing PIU/PMU	15
7	Monthly PF Challan of at least 100 Manpowers in Current year	10
Total Marks		100