



RAJIV GANDHI CENTRE FOR AQUACULTURE
(MPEDA, MINISTRY OF COMMERCE & INDUSTRY, GOVT. OF INDIA)
TECHNOLOGY TRANSFER TRAINING & ADMINISTRATIVE COMPLEX,
SIRKALI TALUK-609109, NAGAPATTINAM DIST., TAMIL NADU
Phone: +91 4364 265200 E mail: rgcaho@gmail.com, engg.rgca@gmail.com



Name of the work	OUTSOURCING OF MANPOWER FOR RGCA HQ, SIRKALI & ITS PROJECT CENTRES
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Rajiv Gandhi Centre for Aquaculture (RGCA), a society of Marine Products Export Development Authority (MPEDA) an autonomous body of Ministry of Commerce & Industry, Govt. of India invites Tenders from Manpower Service Company satisfying the following eligibility criteria for the above proposed works.

ELIGIBILITY CRITERIA:

The bidder should have at least 03 (three) years of experience in providing manpower to State/Central Government organizations/PSUs/Central Autonomous organizations/Organizations/companies/firms/MNCs of repute and should be registered with government authorities for running the manpower outsourcing business, for providing support of manpower/technical/ non-technical/professional manpower etc. A copy of the valid registration and proof of experiences (copy of work orders, completion/experience certificates, bills etc.) should be attached to the technical bid. The bidder should not have any legal suit/criminal case pending against its proprietor or any of its Directors.

1. The bidders may note that the testimonials submitted by them in proof of the above requirements are latest, valid and genuine as they may be verified from the concerned authorities.
2. The annual turnover of the bidder for the last three years should be at least Rupees Fifty Lakhs per annum. Copy of the IT returns or audited balance sheet duly certified by the Chartered Accountant to be enclosed with the technical bid.
3. The contractor should have a valid Provident Fund registration with the Regional PF Commissioner in the concerned Region. PAN/TAN number/ESI registration / Work Men Compensation Scheme (*in case of non availability of ESI Scheme in the particular region*) /Sales Tax/Service Tax Registration Numbers/ GST registration & valid labour contract license with Government of India and details thereof should be provided.
4. The cost of Tender document of Rs. 1,000/- (which is non-refundable) should be paid by Demand Draft drawn in favour Rajiv Gandhi Centre for Aquaculture payable at Mayiladuthurai along with tender documents.
5. Rate quoted by the Manpower agencies under Contract Labour (Regulation & Abolition) Act, 1970 & Rules 1971, Rates of wages including V.D.A. Area wise per day/person for Unskilled, Semi skilled, Skilled and Highly skilled under Agriculture category for Area "A", Area "B" & Area "C" and statutory benefits viz EPF, ESI/ (Workmen Compensation Scheme in case of non availability of ESI scheme in the particular region) etc.

6. EMD for Rs. 3,00,000/- given as DD along with Tender. Technical bids without DD's EMD shall not be qualified for further evaluation. The Earnest Money will be retained in the case of successful Tenderer as part of the Security. EMD given by unsuccessful Tenderers will be refunded without any interest and the same will be done only after successful Tenderer accepts the Contract and after providing Security Deposit.
7. Bidders meeting the required criteria mentioned in this document shall only be considered for evaluation of price bid. The bidders those who are not furnishing the documentary evidence as required will not be considered.
8. The completed Tender along with the requisite documents are to be submitted in a sealed cover on or before 15.00 Hrs of 03/01/2018 at RAJIV GANDHI CENTRE FOR AQUACULTURE, (MPEDA, MINISTRY OF COMMERCE & INDUSTRY, GOVT. OF INDIA), TECHNOLOGY TRANSFER TRAINING & ADMINISTRATIVE COMPLEX, SIRKALI TALUK-609109,NAGAPATTINAM DIST., TAMIL NADU.
9. The time & venue of opening shall be informed to the Tenderers later.
10. Tender without certified photocopies of documents in support of fulfilling minimum criteria as above will be rejected.

Incomplete and late Tenders will be summarily rejected. RGCA reserves the right to reject any or all Tenders without assigning any reason whatsoever.

**PROJECT DIRECTOR
RGCA**

Terms & Conditions:-

1. The successful bidder shall enter into a contract with RGCA for a period of one year.
2. The service provider shall engage such number of required employees as required by RGCA from time to time.
3. The number of categories or employees required in each category may vary. The number of employees may be reduced or increased according to the requirement, will be reviewed bi-monthly basis.
4. The outsourced employees engaged by the service provider shall be polite, cordial, positive and efficient while handling the assigned work so that their actions promote good will and enhance the image of RGCA in front of the stake holders and the general public at large. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by them.
5. The service provider shall make sure that the outsourced employees deployed by them shall decently display photo ID cards with tag whenever they are on duty for RGCA. The ID Cards must display the logo and full address of the service provider apart from the basic details of the employee. The ID card to be issued to the outsourced employees deployed by the agency shall be approved by RGCA before issue.
6. The service provider may also require to supply professional/support/technical/ non-technical manpower on short term basis on the same terms and conditions, of the tender and contract agreement.
7. The monthly salary payable to each employee shall be fixed by RGCA. **The lowest bidder in terms of total cost to the RGCA on account of payment of service charges per month taken together for all the various levels of employees to be outsourced and the lowest bidder taken together for all the levels will be awarded the contract.** The financial bids shall be compared for the total money outlay. **The administrative charges will be the crucial deciding factor for deciding the lowest bidder and award of contract.**
8. The Service provider shall furnish a Performance Security (Security Deposit) of Rs 3,00,000/- (Rupees Three lakhs only) for each unit of RGCA in favour of "Project Director, RGCA" payable at Sirkali. The security deposit shall remain valid for the period of the contract. The security deposit shall be forfeited in case of non-fulfillment of the terms & conditions of the contract and or for compensating any loss suffered due to any employee deployed by the service provider.
9. RGCA shall maintain an attendance register in respect of workers deployed by the service provider. The wages/remuneration will be decided in respect of the employees as per this attendance system. In case of late attendance for more than half an hour, ½ day's salary will be deducted from the individual's salary account.
10. The outsourced employees engaged by the service provider can avail 01 day causal leave for every completed month. However, they should obtain prior permission of the concerned Section In-charge, RGCA and the service provider. No compensation/compensatory off for the un-availed leave is permissible.
11. The employees engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month.
12. The monthly salary payable to each employee is inclusive of statutory obligations such as EPF & ESI, etc., in case of applicable categories and all other statutory deductions in case of other categories, as per rules. The service provider shall be wholly responsible for compliance of these statutory obligations. The proof of remittance of EPF by way of electronic transfer (ECR' challan) remittance details of exclusive for the employee engaged by the agency at RGCA should be produced.
14. The employees of the service provider shall not claim any benefit/ compensation/ absorption/ regularization of services from Project Director, RGCA under any statutory provisions.

15. The transportation, Food, Medical and statutory requirements in respect of each employee of the service provider shall not be the responsibility of RGCA.
16. Working hours would be normally 08 hours per day from 9.00 AM to 5.30 PM (lunch break half an hour) and maximum upto 12 hours. However, in exigencies of work, they may be required to sit late and may be called on Sunday and other Gazatted holidays.
17. No wage/remuneration shall be paid to any staff for the days of absence from duty.
18. The service provider shall provide replacement within seven days of any person leaving the job due to his/her own personal reasons at no extra cost. In case of leave in excess of seven days suitable replacement shall be provided.
19. The employees deployed by the service provider may be transferred to any or the units/offices under RGCA by giving notice to the employee through the outsourcing agency. The employees are required to proceed on official duties within station/outstation etc., as and when assigned by RGCA. Any such employee supplied by outsourcing agency is fails to comply the instructions issued by RGCA should be withdrawn by the agency and a replacement provided within 7 working days.
20. Daily schedule of work assigned/output of work to be maintained by each employee supplied by the agency. The record of work attended daily, daily work report should be submitted every week by the concerned employee to their respective Section In-charges. A monthly report on their work output should be submitted by each outsourced employee in the prescribed format to their concerned HODs/Section In-charges.
21. The service provider shall indemnify RGCA against any loss or damage of goods/ Materials/ Equipment etc., on account of negligence or fault of any workers engaged by the service provider.
22. The service provider shall not assign, transfer, pledge or sub contract the performance of service without the prior written consent of this office.
23. Either party can terminate the agreement by giving one month notice in advance.
24. In case of any dispute touching any of the clauses of the agreement, the decision of **Project Director, RGCA** shall be final and binding on both the parties.
25. The employees of the service provider shall not form/join any labour union or resort to strike or demonstration or any other agitation of this nature.
26. The employees deployed by the service provider must not act against the interest of RGCA. The workers shall not divulge or disclose to any person, any details, of office, operational process, technical know-how, security arrangements and administrative/organizational matters.
27. The service provider shall immediately withdraw/replace such employees who are found not suitable by RGCA for any reasons. RGCA reserves every right to order the service provider to withdraw/replace/curtail/reduce any number of outsourced employees in all the categories/the working hours of the engagement of any employee supplied by the service provider.
28. The personnel engaged by the service provider should not have any criminal cases pending against them. The service provider shall make adequate inquiries about the character and antecedents of the person whom they are recommending.
29. The service provider should also ensure that the personnel engaged are healthy and medically fit to work in the proposed role. Medical Certificate might be provided when called for.
30. The service provider shall submit the bill in triplicate in respect of a particular month in subsequent month. The payment shall be released within 10 days from the date of receipt of bills after statutory deductions at source.
31. The service provider shall be contactable at all times and message sent by phone/e-mail/special messenger from RGCA should be promptly responded to in fulfilment of the contract from time to time.
32. The contract shall be interpreted and have effect in accordance with the law of India and any suit or other proceedings related to this contract shall be fixed.



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TECHNICAL BID (COVER-I)

Sl No.	Particulars	To be filled up by the Bidder
1	Name of Agency	
2	Details of EMD & Tender Fees; i) Amount ii) Reference No. iii) Date iv) Issuing Bank	
3	Date of establishment of the agency(Certificate of registration to be enclosed)	
4	Detailed official postal address of the agency with i) Telephone number ii) Fax number iii) Website address iv) E-mail id v) Mobile number	
5	PAN Number(copy to be enclosed)	
6	Service Tax / GST Registration number (copy to be enclosed) Give 15 digit Service code number.	
7	EPF registration number (copy to be enclosed)	
8	ESI registration number (copy to be enclosed)	
9	Professional Tax registration number(copy to be enclosed)	
10	Annual Turnover of last three years; Copy of the IT return/Certified copy of Audited Balance Sheet from Chartered Accountant to be enclosed.	
11	Present HR strength of the agency in the country	

12	Whether the agency has been blacklisted by any Govt. organization. (Self- certification to be enclosed)	
13	Names & designation of authorized persons eligible to enter into contract. (Power of attorney/Affidavit in favour of person signing the papers to be enclosed)	
14	Name of person to be contacted in the absence of authorized person mentioned above.	
15	List of Major Clients along with details regarding turnover, number of employees and duration of contract to be enclosed	
16	Proof of having operation of office at respective Region (States)	

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. We understand that in case of any false declaration, the company will be blacklisted.

Signature of Authorized Signatory

Name:
 Designation:
 Date:
 Place:

**FINANCIAL BID
(WORKERS REQUIREMENT)**

SL.NO	Positions of engaging manpower	No. of personnel required	Category	Salary per person/month (Including V.D.A, EPF & ESI contribution etc.)			Remarks
				"A" Area	"B" Area	"C" Area	
1	SECURITY/SECURITY SUPERVISOR	58	Skilled				
2	GARDENER	1	Unskilled				
3	ELECTRICIAN CUM PLUMBER	17	Skilled				
4	HOUSE KEEPING / SWEEPER	20	Unskilled				
5	COOK / COOK ASSISTANT	20	Semi-skilled				
6	HATCHERY WORKERS / FARM WORKERS/CUBICAL WORKER	150	Semi-skilled				
7	DRIVER	4	Skilled				
8	CAGE WORKERS	36	Skilled				
9.	STORE KEEPER	2	Skilled				
	TOTAL	308					

Note: Number of workers may increase or decrease, based on the requirements of institute.

ADDRESSES OF RGCA PROJECT LOCATIONS

SL NO	PROJECT ADDRESS	SL NO	PROJECT ADDRESS
1.	RAJIV GANDHI CENTRE FOR AQUACULTURE (RGCA) (MPEDA, Ministry of Commerce and Industry, Govt. of India) (RGCA Head Quarters) Technology Training Transfer and Administrative Complex (TTTAC) Poompuhar Road, Karaimedu village, Sattanathapuram – Po,Sirkali Nagapattinam Dist, TamilNadu – 609109	7.	RAJIV GANDHI CENTRE FOR AQUACULTURE (MPEDA, Ministry of Commerce and Industry, Govt. of India) Aquaculture Demonstration Farm No. 102,Gowtham, North Street, Karukalacherry Akkaraivattom P.O, Neravy (Via) Karaikal-609 602. U.T of Pondicherry
2.	RAJIV GANDHI CENTRE FOR AQUACULTURE (RGCA) (MPEDA, Ministry of Commerce and Industry, Govt. of India) Artemia Project 2/340, Rajiv Gandhi Road, Tharuvaiukulam -P O Ottapidaram Taluk, Tuticorin -628 105	8.	RAJIV GANDHI CENTRE FOR AQUACULTURE (RGCA) (MPEDA, Ministry of Commerce and Industry, Govt. of India) Aquatic Quarantine Facility TNFDC Hatchery Complex Beach Road, Kapaleswarer Nagar Neelankarai, Chennai – 600 041.
3.	RAJIV GANDHI CENTRE FOR AQUACULTURE (RGCA) (MPEDA, Ministry of Commerce and Industry, Govt. of India) Artemia Demonstration Farm Door No. 1/273-2 Kadaloo, Uppoor Post Thruvadanai TK, Ramanathapuram DT Pincode 623525	9.	RAJIV GANDHI CENTRE FOR AQUACULTURE (MPEDA, Ministry of Commerce and Industry, Govt. of India) Tilapia Project Manikonda Village, Unguturu Mandal, Krishna District, Andhra Pradesh
4.	RAJIV GANDHI CENTRE FOR AQUACULTURE (RGCA) (MPEDA, Ministry of Commerce and Industry, Govt. of India) Seabass hatchery Project Koozhaiyar Road, Thoduva, Thirumullaivasal -609 113, Sirkazhi, Nagapattinam District, Tamilnadu	10.	Rajiv Gandhi Centre for Aquaculture (MPEDA, Ministry of Commerce and Industry, Govt. of India) RGCA-Marine Fin Fish Hatchery Project Pozhiyoor, Trivandrum, Kerala
5.	RAJIV GANDHI CENTRE FOR AQUACULTURE (RGCA) (MPEDA, Ministry of Commerce and Industry, Govt. of India) Mudcrab hatchery Project Koozhaiyar Road, Thoduva, Thirumullaivasal -609 113, Sirkazhi, Nagapattinam District, Tamilnadu	11.	RAJIV GANDHI CENTRE FOR AQUACULTURE (RGCA) (MPEDA, Ministry of Commerce and Industry, Govt. of India) L.Vannamei Broodstock Multiplication Centre, Bheemuli Beach Road, Mangamaripeta, Chepalauppada -531163, Bheemunipatnam mandal, Visakhapatnam District, AP
6.	Rajiv Gandhi Centre for Aquaculture (RGCA) (MPEDA, Ministry of Commerce and Industry, Govt. of India) Aquaculture Demonstration farm Korathittu, Mahendrapalli PO,- 609 101 Sirkali TK, Nagapattinam District	12.	Rajiv Gandhi Centre for Aquaculture (RGCA) (MPEDA, Ministry of Commerce and Industry, Govt. of India) Broodstock Multiplication Centre (BMC) Thekkurchi Village Ganapathipuram – 629 502 Kanyakumari DT

ANDAMAN & NICOBAR ISLANDS

13	Rajiv Gandhi Centre for Aquaculture (RGCA) (MPEDA, Ministry of Commerce and Industry, Govt. of India) Domestication of Tiger Shrimp Project (NBC) Kodiaghat Village, Burmanalla P.O. Garacharama (Via), South Andaman - 744 105 A & N Islands	14	Rajiv Gandhi Centre for Aquaculture (RGCA) (MPEDA, Ministry of Commerce and Industry, Govt. of India) Grouper Project Kodiaghat, Burmanalla P.O Garacharama (Via), South Andaman - 744 105 A & N Islands
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