

VAIKUNTH MEHTA  
NATIONAL INSTITUTE OF COOPERATIVE MANAGEMENT (VAMNICOM)  
SAVITRIBAI PHULE PUNE UNIVERSITY ROAD, PUNE - 411 007

**TENDER NOTICE FOR HIRING OF MANPOWER**  
**SERVICES**

Open Tenders in sealed envelopes are invited from reputed registered manpower agencies having 3 years minimum experience for providing the services of Front Office Manager & Executives, Technical Staff / Non-Technical Staff, Housekeeping and Gardener at VAMNICOM, Pune for a period of one year with effect from 1<sup>st</sup> January, 2023 to 31<sup>st</sup> December, 2023. **The period of the above services will be extended next upto 3 years (yearly basis) on satisfactory performance of the agency.**

The separate details for each segment of manpower services are available on the Institute website [www.vamnicom.gov.in](http://www.vamnicom.gov.in)

**TENDER DOCUMENT FOR SERVICES OF TECHNICAL /  
NON-TECHNICAL STAFF**

<b>Tender Document No.</b>	<b>:</b>	<b>VM-GAD/TECH.-N-S/2022-23</b>
<b>Earnest Money Deposit (EMD)/ Security Deposit</b>	<b>:</b>	<b>Rs. 5,00,000.00 (Refundable) (Rs. Five Lacs only)</b>
<b>Processing Fee</b>	<b>:</b>	<b>Rs. 1,000.00 (Non refundable)</b>
<b>Pre-bid Meeting</b>	<b>:</b>	<b>09/12/2022 (Friday) at 11:30 AM</b>
<b>Date of Issue Blank Tender Form (to be downloaded from the website only)</b>	<b>:</b>	<b>02/12/2022</b>
<b>Last Date of Submission of Tender</b>	<b>:</b>	<b>16/12/2022 [before 05:30 PM]</b>

**Note : The MSME vendors are exempted ONLY for EMD money at the time of submission of tender document subject to documentary evidence / MSME certificate.**

Any other additional information which is not included in Technical Bid / Financial Bid, if any, may be given on a separate sheet of paper and inserted in respective envelope.

The Director, VAMNICOM, Pune reserves the right to cancel the entire tender process without assigning any reason thereof.

### **About the Institute :-**

Vaikunth Mehta National Institute of Cooperative Management (VAMNICOM) is a premier National Institute financed by Ministry of Cooperation, Govt. of India.

VAMNICOM is a nerve centre of Cooperative Education, Training and Research. Besides, conducting Management Development Training Programmes in various functional areas of management, the Institute offer two years full time PGDM-ABM programme, PGCBM programme for in-service officers working and Diploma in Management of Computer Operations for middle level and operational level personnel in the cooperatives.

VAMNICOM associates with various international agencies / organizational like International Cooperative Alliance (ICA), International Labour Organization (ILO), Food & Agricultural Organization (FAO), etc. The Institute has also been an active promoter in establishment of Centre for International Cooperation and Training in Agricultural Banking (CICTAB) which is engaged in organizing training programmes in the field of agricultural / rural banking to professionals from SAARC countries and other countries.

### **Strength, Nature of duties and Gross salary of the staff:-**

1. The agency shall ensure that following staff to be deployed at VAMNICOM:

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Strength</b>	<b>Category as per Central Govt. Minimum Wage Act</b>	<b>Salary (Rs.)</b>
01	Computer Lab Assistant	01	Highly Skilled	24440/-
02	Academic Associate	05	Highly Skilled	24440/-
03	Library Assistant	01	Highly Skilled	24440/-
04	Sr. Clerk	01	Skilled	22516/-
05	Account Assistant	01	Skilled	22516/-
06	Driver	01	Skilled	22516/-
07	Jr. Clerk	08	Skilled / Semi - Skilled	22516/- 20488/-
08	Attendant	06	Un-skilled	18486/-

#### 4. JOB PROFILE:

Sl. No.	Name of the Post	Qualification	Job Profile
01	Computer Lab Assistant	As per the requirement of CIT Section	<ul style="list-style-type: none"> <li>➤ To keep all the records of AMC's of IT Section</li> <li>➤ To have sufficient knowledge of Hardware and Software</li> <li>➤ To keep records of all the Computers, Printers, Scanners etc. of the Institute</li> <li>➤ To provide the Wi-Fi facility to the Guests of the Institute / Participants of the programme</li> <li>➤ UPS Maintenance</li> </ul>
02	Academic Associate	As per the requirement of PGDM Section.	<ul style="list-style-type: none"> <li>➤ To keep all the records of PGDM-ABM students</li> <li>➤ To help the Resource Person / Faculty Members of the Institute for taking classes</li> <li>➤ Preparation of timetable</li> <li>➤ Examination work</li> <li>➤ Academic work (conduct of quiz, debate etc.) collection of Assignment</li> <li>➤ Arrangements of study visits of the students of PGDM - ABM</li> <li>➤ Examination work of PGDM - ABM</li> </ul>
03	Library Assistant	Post Graduate with specialization	<ul style="list-style-type: none"> <li>➤ To keep all the records of Books, Journals, Magazines, Newsletter, Article, Case study etc.</li> <li>➤ To issue the book / journals to the Guest of the Institute and Faculty Members of the Institute.</li> <li>➤ To make necessary entries in the library software</li> <li>➤ Facilitate to the Guest / Students</li> </ul>
04	Sr. Clerk	Graduation with English & Hindi (desirable) typing 30 w.p.m.	<ul style="list-style-type: none"> <li>➤ To help the Resource Person / Faculty members for taking classes in PGDCBM etc.</li> <li>➤ Preparation of time-table of PGDCBM</li> <li>➤ Examination work of PGDCBM</li> </ul>
05	Jr. Clerk	Graduation with English & Hindi (desirable)	<ul style="list-style-type: none"> <li>➤ To maintain the files of the programme / sections</li> <li>➤ To help the faculty members for conducting of Training Programmes</li> </ul>

		typing w.p.m. 30	<ul style="list-style-type: none"> <li>➤ Complete all the work of Training Programmes viz. Preparation of Announcement Letter, Sending of Admission Letters, Preparation of List of Participants etc.</li> <li>➤ To arrange the study visit of the Training Programme</li> <li>➤ To accompanying with the participants during the study visits</li> <li>➤ Any other work assigned by the Competent Authority</li> <li>➤ To keep all the records of Training Programmes</li> <li>➤ To processes all the bills</li> </ul>
06	Driver	12 <sup>th</sup> Pass	<ul style="list-style-type: none"> <li>➤ Driving duties as per the requirements of the Institute</li> <li>➤ To maintain log book of all the vehicles</li> <li>➤ To maintain petrol log all the vehicles</li> <li>➤ To keep all the vehicles in working condition i.e. timely servicing and carry out other repairing work etc.</li> <li>➤ To keep the records of Insurance, PUC</li> <li>➤ Cleanliness of all the Vehicles</li> </ul>
07	Attendant	12 <sup>th</sup> Pass	<ul style="list-style-type: none"> <li>➤ Filing work</li> <li>➤ Xeroxing / Scanning work</li> <li>➤ To ensure the cleanliness of the Office Premises, Classrooms, Faculty / Staff Cabin, Toilets etc.</li> <li>➤ Provide the Water to all the Faculty, Staff, Guest, Training Participants etc.</li> <li>➤ Distribution of files to concerned section</li> <li>➤ Post office work (dispatching the letters and bringing of letters from post office</li> <li>➤ Dispatch section work (inward - outward)</li> <li>➤ Training Programme work viz. arrangements of classrooms, nameplate cutting, refiling of water, arrangement of Tea, Snacks to the participants</li> <li>➤ Accompanying with the training programme participants for the study visit.</li> </ul>

## **Payment to Manpower Supplying Agency -**

The Institute will pay to Manpower Supplying Agency / Vendor on the basis of their monthly bills submitted to the Institute. The monthly bill may include salary released to the Technical / Non - Technical Staffs as per Minimum Wages, PF, ESIC, P.T., L.W.F. etc. applicable to Central Government plus services charges in percentage of Vendor and applicable GST. DA mentioned in gross salary is subject to revision every six months.

### **1. Instructions to fill-up the Tender Document**

- 1.1 The Bidders should submit their bids, complete in all respect, in two separate sealed envelopes:
  - i) **Envelop No. 1 - Marked as Technical Bid**: Containing TECH BID information and Demand Draft of Rs. 1000.00 for Processing Fee & Rs. 5,00,000.00 (Rs. Five Lacs only) for Earnest Money Deposit/Bid Security respectively **drawn in favour of DIRECTOR, VAMNICOM, Pune and payable at Pune.**
  - ii) **Envelope No. 2 - Marked as Financial Bid**: Containing the **Financial Bid only.**
- 1.2 The Bidder should submit the tender documents, complete in all respect (envelopes of Technical Bid and Financial Bid should be submitted in a single envelope). The sealed envelope should be marked as "**Tender for Providing Technical / Non - Technical Staff**". Name, address and contact details of the agency must be clearly visible on each envelope.
- 1.3 Bids, received, shall be opened in the presence of Authorized Officials of VAMNICOM and the bidders who choose to remain present. If any of the required papers/certificates as specified in the Tender are not included or found fictitious will be disqualified. The rejection of the tender document at Technical Bid stage should not be questioned by the agency. VAMNICOM will not be answerable in such cases.
- 1.4 The pre bid meeting will be held on 09/12/2022 (Friday) at 11:30 AM with the officials of VAMNICOM and interested bidders for clarification / suggestions if any regarding Tender Document. Any doubt/query will not entertain before Pre bid meeting.
- 1.5 Technical Bid will be opened on 20/12/2022 (Tuesday) at 10:00 AM in the presence of officials of VAMNICOM and Representatives of Tenderers (presence of representative of the Tenderers is optional)
- 1.6 The Financial Bid will be opened on the same day i.e. on 20/12/2022 (Tuesday) at 02:00 PM in the presence of Authority of VAMNICOM Pune and the Representative of the Tenderers, who qualify the Technical Bid.

- 1.7 The Financial Offer shall be valid for 3 months from the opening of the tender.
- 1.8 Quotations over phone/e-mail will not be accepted. Bids received without sealed covers and rates not quoted in specified proforma will not be accepted. Bids may be submitted by registered post or in person. However, any delay on this account shall not be accepted.
- 1.9 Each page of the Bid submitted needs to be properly numbered, stamped and signed. Loose paper(s) will not be accepted.
- 1.10 The Tenderer must not disclose any details pertaining to their Financial Bid in the Technical Bid Envelope. If any details of the Financial Bid is found in the Technical Bid, the offer of such Tenderer will be summarily rejected.
- 1.11 Tender document must be submitted on or before the last date of the tender submission, as specified in this document as per given address:-

The Registrar  
Vaikunth Mehta National Institute of Cooperative Management.  
Chaturshrungi, Savitribai Phule Pune University Road,  
Pune - 411 007, Maharashtra

- 1.12 After the last date no tender document will be accepted.

## 2. Submission of Tenders

### 2.1 Format of Covering letter

Bidders name and address

To

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The Registrar  
VAMNICOM  
Savitribai Phule Pune University Road  
Pune 411 007, Maharashtra

**Sub.: Bid for “providing Technical / Non - Technical Staff ” at VAMNICOM,  
Pune - Reg.**

Sir,

In response to the Tender Document No. VM-GAD/OUTSS/2022-23 Dt.\_\_\_\_\_ for providing the manpower services of Technical Staff/Non-Technical Staff (Computer Lab Assistant, Library Assistant, Academic Associates, Clerical Staff, Attendant) at VAMNICOM, Pune in conformity with the terms and conditions, laid down therein, I/we, hereby, submit my/our duly filled Offer letter, in conformation of this Tender Document.

1. I/we agree to provide the manpower services Technical / Non-Technical, at the rate quoted by me/us.
2. I/we have issued a Demand Draft pertaining to Earnest Money Deposit (EMD) / Security Deposit of Rs. 5,00,000.00 vide D.D. No. \_\_\_\_\_ Dated / / 2022 drawn on \_\_\_\_\_ Bank.
3. I/we have also issued a Demand Draft pertaining to processing fee of Rs.1000.00 (non refundable) vide D.D. No. \_\_\_\_\_ Dated / /2022 drawn on \_\_\_\_\_ Bank.
4. The required documents, as asked in this tender document, have been submitted by me/us in the Technical Bid envelope.
5. Quotation for providing manpower services at VAMNICOM are given in the prescribed format in Financial Bid envelope separately.
6. I, hereby certify that the information furnished by me/us above is correct to the best of my/our knowledge. We understand that if, any deviation is found in the above statement at any stage, our company/firm will be black listed and our Bid Offer will be rejected.
7. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations, if any.
8. We understand that you are not bound to accept any Proposal you receive.

Thanking you,

Yours faithfully,

(Signature & Stamp)  
Signature of the Bidder with  
Name and Designation

## 2.2 A) PROFORMA OF TECHNICAL BID:

### TECHNICAL INFORMATION ABOUT THE AGENCY:

#### Profile of the Agency:

Sl. No.	Particulars	Information
1	Demand Draft of Rs. 5,00,0000.00 and Rs. 1000.00 as a proof of Earnest Money Deposit (EMD) and Tender Document Processing fee respectively	
2	Name of the Agency	
3	Postal Address of the Agency	
4	Telephone No. of the Agency	
5	Mobile Number of Proprietor	+ 91 -
6	E-mail address of the Agency	
7	Website of the Agency	
8	Nature of the Company (please tick the appropriate word)	Private Ltd./ Public Ltd./ Proprietary /Partnership/Other
9	Actual number of Technical / Non - Technical staffs working in bidders Organization /Agency	
10	Total Experience for providing Technical / Non - Technical staffs.	
11	The Bidder shall provide their personal client list for providing Technical / Non - Technical staffs in Govt./Semi Govt. / Academic Institutions alongwith no. of staff engaged.	
12	Pan No. of the company	
13	License / Registration No. with the appropriate authority for engaging the services of Technical / Non - Technical staffs with attested copies of the license.	
14	The successful agency shall have to submit the license under the Contract Labour (Regulation and Abolition) Act 1970, for the work of contract assigned.	
15	Certified True copy of Certificate of Registration under Shops & Commercial Establishment Act 1948, along with renewal entries.	
16	Certified / true copy of Registration certificate under Employee Provident Fund & Miscellaneous Provision Act 1952	
19	Certified / true copy of registration certificate under ESIC Act	

<b>Sl. No.</b>	<b>Particulars</b>	<b>Information</b>
20	GST No. of the Company	
21	Certified copies of last three years Annual balance sheet & Profit and Loss A/c and Income Tax Returns filed i.e.2019-20, 2020-21, 2021-22.	
22	Declaration on letter head that, the company /agencies had never been black listed / debarred by organsiation in recent past for any cause/reason will remain disqualified for technical bid.	

*Note: All document mentioned from 1 to 22 above are compulsory.*

**Signature:**  
**Seal of the Company:**

2.3 (B) FINANCIAL BID ENVELOPE:

Monthly Rate of wages for Technical / Non - Technical Staff under Minimum Wages Act - 1948, as amended from time to time, applicable to Central Government Institutions.

Sl. No.	Particulars of Rate	Highly Skilled	Skilled Category	Semi - Skilled Category	Un-skilled
<b>A</b>	<b>EARNINGS:</b>				
1	Basic per month as on 1/12/2022				
2	DA				
3	<b>Total Gross Salary</b>				
<b>B</b>	<b>Other Allowances payable by Manpower supplying agency</b>				
4	1) Employee EPF Contribution (@ 13% on Minimum Rs. 15,000/-)  2) ESCI @ 3.25% (if Basic + DA is below Rs. 21,000/-)  3) L.W.F. (Labour Welfare Fund)				
	<b>Total salary</b>				
<b>C</b>	<b>DEDUCTIONS:</b>				
5	PT -				
6	PF -				
7	ESIC -				
8	LWF				
9	Total Deduction				
10	Total Net Wages payable (A +B - C)				
11	Agency Charges in percentage (%) on total net wages payable (However, agencies charges less than 0.9999% will not be considered, in any case)				
12	GST 18 %				
13	Total amount payable by the Institute				

Note: Agency is requested to calculate actual wages payable for the month December, 2022 by a Central Govt. Institutions.

## 2.4 Other documents to be enclosed

- a) The Bidder has to signed and put their stamp on each page of Terms and conditions of Tender document provided by the VAMNICOM, Pune.
- b) If the company has ISO Certification, copy of the same has to be submitted.

*Note: If any of the above documents are found invalid or incomplete, the tender will be considered as non-responsive and liable for rejection.*

## 3. TERMS AND CONDITIONS:

1. The above Technical Bid and Financial Bid envelopes marked separately should be kept in one big envelope and to be sent under sealed cover addressed to The Director VAMNICOM, Pune on or **before 05:30 PM of 16<sup>th</sup> December, 2022 (Friday)**.
2. The processing fee of Rs.1000.00 (Rupees one thousand only), which is non-refundable, should be paid by Demand Draft in favour of the **Director, VAMNICOM, Pune** payable at Pune along with the Tender document, signed on each page. **In absence of processing fee, quotation will not be considered and will be liable to be rejected.**
3. The successful Agency has to deposit interest free Earnest Money Deposit (EMD)/ Security Deposit of Rs 5,00,000.00 (Rupees Five Lakhs only) which will be returned to the Agency within 60 days of completion of the contract, subject to the satisfactory performance of the agency and its obligations under the contract and will subject to such deductions, as the Institute found necessary to penal the Agency for any offences of the Terms & Conditions.
4. The agency shall be wholly responsible for the payment to all the engaged staffs through the agency as per the payment of Minimum Wages Act - 1948. As and when the minimum wage rate is changed by the Government, the agency shall have to pay the revised rates to Technical / Non - Technical staff as on that date.
5. The Agency should first pay wages to his own workers through NEFT in their Bank Account and submit the proof of payment thereof along with proof of PF, ESI, PT etc. deposited with the Government agency, as per Labour Laws/Rules, without any link or connection of time/date of receipt of payment from VAMNICOM to Agency. The Agency should submit their bill for reimbursement of payment on or before 5<sup>th</sup> of every month.
6. The VAMNICOM discourages any kind of nepotism in the appointment of any staff through the Agency. If any employee of this Institute, including the Director, forces the Agency to employ his/her relatives/friends, the Agency must inform this matter to the Competent Authority. Failing which, suitable penalty may be imposed upon the Agency.
7. Each Technical - Non Technical Staff supplied by the Agency shall not be less than 18 years and not more than 50 years of age and the Agency shall obtain and submit, to VAMNICOM,

a medical certificate of each of all the staff to certify that he/she is not suffering from any disease or major ailment and he/she is physically fit to do the prescribed work.

8. The Agency shall comply with the requirements under provision of Minimum Wages Act, PF, ESI and other Liabilities under Labour Laws.
9. The Agency shall provide prescribed uniform with Identity Card to their staff. No Outsourced Staff will be allowed without uniform and Identity card while attending the duties at VAMNICOM, Pune.
10. The Agency shall ensure that all outsourced staff abides by VAMNICOM's rules and maintain decorum.
11. The agency must abide by sexual harassment of women at work place (Prevention, Prohibition and Redressal) Act 2013.
12. The outsourced staff of the Agency shall be well mannered and well behaved and the Agency shall replace or substitute staff against whom there is a reasonable complaint or grievance of misbehavior, negligence in work or incompetency.
13. The contract can be terminated by VAMNICOM by giving one month's notice in writing to the Agency. On the other hand, the Agency can request in writing to the Institute to terminate the contract. This request is not binding upon the Institute.
14. The Agency shall be solely responsible for the entire payments/contributions etc. mandatory under various Labour Laws such as ESI, Employees Provident Fund, etc. to the outsourced staff engaged by the Agency.
15. Statutory deductions applicable shall be deducted from all payments made to the company or agency as per rules and regulations in force and in accordance with the GST Act and Income Tax Act prevailing, from time to time.
16. The Agency shall submit records of EPF Return/ESI Return, GST return, etc. on or before 10th of every month. In absence of this, the payment will not be released to the Agency for that particular month.
17. VAMNICOM reserves the right to change/modify any terms and conditions.
18. The Agency shall give appointment letter to each Technical / Non-Technical Staff and shall submit a copy thereof to VAMNICOM.
19. The Agency shall not assign this contract to any other agent or agency without the prior written consent of VAMNICOM.
20. If any outsourced staff suffers injury or accident while on duty in VAMNICOM'S Premises, the Agency will be solely responsible for payment of compensation or damages, if any, to the outsourced staff. The Agency shall indemnify VAMNICOM against all disputes, claims or actions raised by the outsourced staff or by anybody who claim through him. The Agency shall obtain necessary workmen's insurance to cover this liability and submit the document to VAMNICOM, Pune.
21. The authorized person of the VAMNICOM shall be entitled to supervise the disbursement of wages to the outsourced staff of the Agency.

22. Director VAMNICOM reserves the right to reject this contract at any time without assigning any reason.
23. All disputes, arising between VAMNICOM and the Agency shall be settled by the Director, VAMNICOM, Pune. The Arbitration shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 or any amendment thereof for the time being in force. Arbitration proceedings shall take place in Pune. The award of the arbitrator shall be a reasoned award and shall be final and binding on the Parties. The arbitration proceedings shall be conducted and the award shall be rendered in English language. Subject to above, the Courts at Pune shall have exclusive jurisdiction in respect of all matters.

