



# ಪಿಲಿಕುಳ ಅಭಿವೃದ್ಧಿ ಪ್ರಾಧಿಕಾರ

## PILIKULA DEVELOPMENT AUTHORITY

ಆಡಳಿತ ಕಚೇರಿ: ಮೂಡುಶೆಡ್ಡೆ, ಮಂಗಳೂರು-575028, ದೂರವಾಣಿ: 0824-2263565, ಇ-ಮೇಲ್:pilikula96@gmail.com, ವೆಬ್‌ಸೈಟ್: www.pilikula.com  
Administrative Office: Moodushedde, Mangaluru-575028, Ph: 0824-2263565, e-mail:pilikula96@gmail.com, website: [www.pilikula.com](http://www.pilikula.com)

No.PDA(1)/CR/59/appointment/2022-23

Dated:01.08.2022

### E-tender Notice for providing skilled manpower services

1. The Commissioner, Pilikula Development Authority (PDA) invites tender for providing skilled manpower services as per the Karnataka Transparency in Public Procurement Act 1999 and Rules 2000 through electronic tendering system (e-tender) under two cover system (Technical Bid and Financial Bid) from eligible firms/agencies.
2. The Tenderers who fulfill the following conditions only need to apply:
  - i. The Tenderer should be having an experience of at least 3 years in providing skilled manpower services to two or more State/Central Government Department/ organizations/ undertakings/ corporations for at least in preceding three financial years and should have rendered services satisfactorily.
  - ii. Tender documents may be downloaded from Govt. of Karnataka e-Procurement website <http://eproc.karnataka.gov.in> under login for Contractors:  
Tenders must be electronically submitted within the date and time published in e-procurement portal.
  - iii. PDA Reserves the right to accept/ reject any tender or cancel the whole Tender without assigning any reason whatsoever.
  - iv. Both the Technical & Financial Bidding is through e-Tendering only. The bidders shall upload all the documents as per PQR for technical evaluation along with financial evaluation. Only the qualified Technical Bidders will be considered for Financial Bids.

### Calendar of events:

- |   |                            |
|---|----------------------------|
| i. Last date and time of submission of tender | 16.08.2022 up to 17.30 hrs |
| ii. Opening of technical bid                  | 18.08.2022 at 10.30 hrs    |
| iii. Opening of financial bid                 | 20.08.2022 at 10.30 hrs    |

Commissioner

## Technical Criteria

### 3. Pre-qualification Requirements for Bidders [PQR and conditions]:

- i. Bidders should be a firm registered with Labour Department.
- ii. The bidders should be having an experience of at least 3 years in providing skilled manpower services to two or more State/Central Government Department/ organizations/ undertakings/ corporations for at least in preceding three financial years and should have rendered services satisfactorily. (Documentary proof in the form of certificate issued by the Sate/Central Govt. Depts/Authority/organization / undertaking for satisfactory services rendered shall be scanned and uploaded. The Commissioner Pilikula Development Authority will verify the documents with the concerned wherever necessary.
- iii. The annual turnover of the bidder shall not be less than Rs.50.00 Lakhs in any one of the last three financial years (i.e. 2018-19, 2019-20 and 2020-21).

#### iv. The bidder shall upload the copies of the following Documents for technical criteria:

- a. Certificate of Registration under the Employees State Insurance Act (ESI) – Copy of the registration certificate.
  - b. Provident Fund Registration Certificate issued by the Regional Provident Fund Commissioner.
  - c. Registration Certificate issued by the Labour Dept.,
  - d. GST Registration Certificate.
  - e. Certificate of Registration under Professional Tax Act.
  - f. Copy of the PAN card of the bidder.
  - g. Any other registrations required as per the existing laws relating to providing of Manpower services.
  - h. Audited Balance Sheet and Profit and Loss Account duly certified by a Chartered Accountant for the years 2018-19, 2019-20 and 2020-21.
  - i. Experience Certificates in providing of manpower Services (skilled category) and should have rendered service to two or more State / Central Government Department's / organizations /undertakings / corporations for the last 3 years.
  - j. Name & address of the Bidder/organization/undertaking/corporation.
- v. Bidders whose contracts have been terminated / foreclosed by any employer during the last 3years due to non-fulfillment of contractual obligations/ non compliance of statutory obligations are not eligible to bid. **The bidder should clearly specify and submit letters in writing separately stating that they do not fall under this category.**
- vi. Final acceptance of the tender rests with the Commissioner, Pilikula Development Authority. He has right to accept or reject any or all tenders without assigning any reason thereof.

### 4. General instructions

- i. The Commissioner, Pilikula Development Authority is authorized officer to accept the tender.
- ii. All the Tenders shall be prepared and submitted in accordance with the prescribed instructions.
- iii. Tenders will not be accepted after the time and date fixed for the receipt of tenders as set out in the Tender Notice or subsequent extensions if any.

- iv. Tenders shall be submitted through e–portal only.
- v. Submission of letter accepting all the tender conditions in writing with sign of bidder
- vi. The agency should be in a position to provide tendered Number of required qualified manpower services immediately from the date of detailed work award.

**5. EARNEST MONEY DEPOSIT**

The firms/agencies required to pay the Earnest Money Deposit (EMD) of Rs. 19,100/- (Rupees Nineteen Thousands One Hundred only) in the e-Procurement portal through electronically. Those who failed to pay EMD shall be rejected. Unsuccessful/rejected Bidder’s EMD shall be refunded.

**6. SECURITY DEPOSIT /PERFORMANCE SECURITY**

The bidder shall deposit an amount of Rs.1,00,000/- (Rupees One Lakhs only) the bid amount as security deposit/performance security in the form of DD from any nationalized bank at the time of entering into agreement. The same shall be refunded to the Service Provider after successful completion of service contract assignment.

The PDA agrees to make payment to the Agency against monthly bills submitted if the same is correct in all respects.

**7. BREACH OF TERMS AND CONTRACT**

The following acts on the part of the successful bidder will constitute breach of contract:

- a. Failure to deploy the required qualified number of services within the prescribed time limit.
- b. Failure to make/submit details/proof of payments, any other statutory remittances in respect of any of the personnel deployed by the Contractor within the prescribed time limit.
- c. Failure to submit the relevant documents/registers pertaining to the personnel deployed. Deficiency in service, like not replacing the employees in place of absentees, under-performers, persons suspected of carrying out fraudulent transactions involved in crimes etc. whenever such requests are made by the PDA.

**8. Requirement of manpower:**

Sl. No.	Position	No	Minimum Qualification	Desirable	Monthly Emoluments (In Rs.)
1.	Biologist	1	MSc. in applied Zoology	Minimum 2 year experience	23,250.00 (Consolidated)
2.	Accountant	1	B.Com	Minimum 5year experience	20,100.00 (Consolidated)
3.	Junior Engineer (Civil)	1	Diploma in Civil Engineering	Minimum 5 year experience	20,100.00 (Consolidated)

**9. Terms and Conditions**

A. The duration of the contract is for one year or until further orders whichever is earlier and also extendable for any further period by mutual consent with the same terms and conditions of the agreement executed. However, the contract can be terminated by either party on three months’ notice.

B. The selection for the manpower services is ultimately rest with the Pilikula

- Development Authority.
- C. The tenderer should quote contractors service charges in percentage (%) only in the financial bid.
  - D. The Agency shall provide uninterrupted service to the PDA during the contract period.
  - E. The Service charges quoted shall be ***“Firm basis only”*** and no enhancement in prices is allowed during the contract period.
  - F. The Service charges shall be quoted in compliance of the relevant provisions under Labour Laws.
  - G. The Commissioner, Pilikula Development Authority is authorized officer to accept the tender.
  - H. All the Tenders shall be prepared and submitted in accordance with the prescribed instructions.
  - I. Tenders will not be accepted after the time and date fixed for the receipt of tenders as set out in the Tender Notice or subsequent extensions if any.
  - J. Tenders shall be submitted through e-portal only.
  - K. Submission of letter accepting all the tender conditions in writing with sign of bidder.
  - L. The agency should be in a position to provide tendered Number of required qualified skilled manpower services immediately from the date of detailed work award.
  - M. The Agency will be responsible for the discipline of the staff employed by them as per Conduct Rules and Regulations.
  - N. Payments of salaries made by the bidder to the manpower should only be through bank account on or before 5<sup>th</sup> of every month and no cash transaction whatsoever should be made and proof of disbursement should be provided every month.
  - O. The employees engaged by the agency will be in the employment of the Agency only and not be treated as employees of the Pilikula Development Authority.
  - P. For availing the services for Biologist, Accountant, Junior Engineer consolidated emoluments fixed should be paid by the successful bidder after deducting the statutory deductions if any as per rules.
  - Q. The Agency shall provide extra services if required by the **Commissioner, Pilikula Development Authority** during the period of this agreement at the rates already agreed in this contract.
  - R. The Agency shall arrange subject to the provisions contained herein to safeguard the documents, appliances and property of the entire PDA.
  - S. Only well-trained, disciplined and honest, suitably qualified Personnel should be deployed for the services by the successful bidder. The deployed personnel will perform their duties to the satisfaction of the **PDA**. A representative of the Agency will report at least once in a week for co-ordination with the PDA officers.

- T. The Agency accepts the responsibility for all acts of commission or omission of its employees in relation to assets directly handed over and personally guarded by the staff. Payment of damages, if any will only be made if the negligence of deployed personnel is conclusively proved.
- U. The personnel services provided by the Agency to the PDA are in case found to be indulging in any undesirable or unfair activities in the premises of the office, the Agency solely be responsible for all the consequences thereof.
- V. Mode of payment to the contractor will be monthly, paid by the Commissioner, Pilikula Development Authority subject to availability of funds
- W. Any dispute arising out of this agreement or that, which may arise in future, will be resolved by taking recourse to mutual settlement in the first instance, failing which the dispute will be subject to Mangaluru Jurisdiction courts only. Commissioner, PDA, is entitled to withhold payments due to the AGENCY in case of dispute till it is resolved.
- X. The AGENCY shall strictly comply with the terms and conditions of agreement. In case of violation of any of the terms, the agreement shall be liable for cancellation of contract by giving three-month prior notice.
- Y. The Agency shall maintain proper records pertaining to the employees deployed including the remuneration pay slip, disbursement of remunerations and present the same to the Department/ Officers or the concerned statutory authorities whenever called for.

**Commissioner**

**FINANCIAL BID**

**NAME OF WORK: Providing skilled manpower through outsourcing basis at Pilikula Development Authority**

Tenderer shall quote the contractor service charges in Percentage (%) for the following manpower services.

<b>Sl. No.</b>	<b>Particulars</b>	<b>Emoluments per month(Rs.)</b>
1)	Biologist	As per Sl.No.8 (1-3) of the tender document
2)	Accountant	
3)	Junior Engineer (Civil)	
4)	Contractor's Service charges in percentage (%)	
5)	GST and other	As prescribed by the Govt.

**Note:**

- Service charges shall be quoted same for all the categories of manpower.
- The rate quoted by the tenderer shall be inclusive of all statutory / taxation liabilities at the time of entering in to the contract.
- The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each manpower.

Signature of the Tenderer,  
Name .....  
Designation .....

Seal.....

To:

The Commissioner  
Pilikula Development Authority  
Moodushedde, Mangaluru- 575 028.

**Tender for providing of skilled manpower services at Pilikula Development Authority, Moodushedde, Mangaluru**

I/We..... do hereby submitting tender for providing services as mentioned above at Pilikula Development Authority as per the rates quoted and in all respects in accordance with the conditions applicable.

<b>NATURE OF SERVICE:</b>	PROVIDING OF SKILLED MANPOWER SERVICES AT PILIKULA DEVELOPMENT AUTHORITY, MOODUSHEDDE, MANGALURU
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I/We have paid an amount of Rs.-----/- through Credit Card/Internet Bank/NEFT/OTC towards EMD. I/we are aware that the EMD will not bear any interest.

If this tender is accepted, I/we agree to abide by and fulfill all the terms and conditions of the contract or in default may be taken action as per tender conditions.

Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address given herein.

I/We fully understand the terms and conditions of the contract to be entered into between me/us and the written agreement shall be the foundation of the rights of both the parties and the contract shall not be deemed to be complete until an agreement has been signed by me/us and PDA.

Dated this ..... day of..... 2022.

**BIDDER/ CONTRACTOR/ SERVICE PROVIDER**

To:

The Commissioner  
Pilikula Development Authority  
Moodushedde, Mangaluru- 575 028.

**DECLARATION**

(To be given by the Bidder/Contractor /Service Provider at the time of uploading the completed tender)

<b>NATURE OF SERVICE</b>	PROVIDING OF SKILLED MANPOWER SERVICES AT PILIKULA DEVELOPMENT AUTHORITY, MOODUSHEDDE, MANGALURU
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I/We have read the Tender documents and related matters carefully and diligently and that I/We have uploaded the tender having studied, understood and accepted the full implications of the agreement.

The requirements of the tender agreement stated here in will be fulfilled by me/us to the satisfaction of the Commissioner of Pilikula Development Authority.

BIDDER/ CONTRACTOR/ SERVICE PROVIDER