



Tender document for selection of Manpower Service Provider
for the office of Punmedia Society

Reference number: E 87925

Punjab State Media Society (Punmedia),
Punjab Civil Secretariat
Floor 5, Sector 1
Chandigarh-160001

1. Notice Inviting Tender

Punjab State Media Society

(Punmedia)Tender Notice

RFP Reference Number: E 87925

Punjab State Media Society (Punmedia) invites bids for the appointment of Manpower Service Provider.

Interested bidders are required to submit their tenders in sealed two Separate envelopes (one for technical bid and one for financial bid) quoting minimum rate till 23rd October, 2020 by 03:00 pm by hand in the office of C.E.O Punmedia, Information & Public Relations department, Punjab at Room No. 20, 5th Floor, Punjab Civil Secretariat-1, Sector-1, Chandigarh. Detailed Terms & Conditions are available at diprpunjab.gov.in/tender.

C. E. O Punmedia

Punjab

2. Document Control Sheet

S.N.	Particular	Details
1.	Document Reference Number	E 87925
2.	Start date & time of sale of tender	02-10-2020 09:00 Hrs
3.	Last date and time for submission of bids	23-10-2020 15:00 Hrs
4.	Date and time of opening of Pre-Qualification bids	24-10-2020 11:00 AM
5.	Date of opening of commercial bids	To be intimated later
6.	Address for Communication	Punjab State Media Society (Punmedia), Punjab Civil Secretariat Floor 5, Sector 1 Chandigarh
7.	Location of tender document	Tender document can be downloaded from the diprpunjab.gov.in
8.	Cost of tender document & Mode of Payment	Rs. 2,500/- (Rs. Twenty Five Hundred Only) through Demand Draft in the name of CEO PSMSP mode.
9.	Earnest Money Deposit (EMD) through demand draft mode	Rs. 8,00,000/- (Rs. Eight Lakh Only) Demand Draft on the name of CEO PSMSP.
10.	Contact details	Sh. Harjeet Singh Grewal (Joint Director) Mobile : +91 7658800000 Mobile : Email: dcfapunmedia@gmail.com
11.	Website for RFP Reference	diprpunjab.gov.in

Note:

- 2.1.1. In case a holiday is declared on any day, the event will be shifted to the next working day, same time.
- 2.1.2. All corrigendum / addendums / clarifications regarding this RFP shall be posted on the above mentioned websites only. No other communication or advertisement will be given.

3. Definitions

Unless the context otherwise requires, the following terms whenever used in this tender and contract have the following meanings:

- 3.1.1. “Client” means Punmedia Society.
- 3.1.2. “Bidder” means firm/ company/ business entity who submits bid in response to this tender.
- 3.1.3. “Committee” means the committee constituted by the Client for evaluation of bids.
- 3.1.4. **“Manpower” or “Personnel” means the various categories of personnel deployed by the Manpower Service Provider viz Content writers, Digital Media Executives, Photographers ,Designers, Peons, Interns, Social media Associate, Accounts personnel or any other designation or post which the Client may require and requisition through the MSP.**
- 3.1.5. “Supplier” or “MSP” or “Manpower Service Provider” or “Service Provider” means the firm/ company/ business entity, selected through competitive tendering process in pursuance of this tender, for Supply of manpower to the Client under the contract.
- 3.1.6. “Contract” means the contract entered between the Punmedia Society and the successful bidder for supply of manpower with the entire documentation specified in the tender.
- 3.1.7. “Proposals” or “Bids” means proposal or bid submitted by bidders in response to this tender issued by Punmedia Society for selection of MSP.

4. Introduction

4.1. Background

Department of Information and Public Relations (DIPR), Punjab with the help of its implementing agency Punjab State Media Society (Punmedia). Punmedia Society assists facilitate and compliment the working of the DIPR for the overall benefit of the government and general public by setting up the necessary administrative, financial, legal and technical framework as well as an implementation mechanism in the state of Punjab through various modes.

4.2. Invitation For Bid

- 4.2.1. Through this tender, Punmedia Society invites proposals from interested bidders (Manpower Service Providers) for providing manpower of various categories at different positions on outsourcing basis to the offices of the Client. There will be no quantum of business / employment obligation in respect of the outsourced manpower / other services provided by the MSP to the Client either at present or in future on any of the parties. Employment of the outsourced manpower and providing of other services will be governed by the terms and conditions of the employment / service contract with each of constituent by the MSP.
- 4.2.2. Punmedia Society shall enter into an agreement for Two years with the successful bidder to obtain manpower required for various projects of the Client.
- 4.2.3. Only the bidder, in whose name this tender document is purchased, shall be eligible to submit the bid.
- 4.2.4. Punmedia Society may, at its own discretion, extend the date for submission of proposals. In such case, all rights and obligations of the Punmedia Society and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

5. Instructions to Bidders

5.1. General

- 5.1.1. All information supplied by bidders shall be treated as contractually binding on the bidders on successful award of the assignment by Punmedia Society on the basis of this tender.
- 5.1.2. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Punmedia Society. Punmedia Society may cancel this tender at any time prior to a formal written contract being executed by or on behalf of Punmedia Society.
- 5.1.3. This tender does not constitute an offer by Punmedia Society. The bidder's participation in this process may result in Punmedia Society selecting the bidder to engage towards execution of the contract.

5.2. Validity of Bids

- 5.2.1. Bids shall remain valid till 30 (Thirty) days from the date of submission of bids. Punmedia Society reserves right to reject a proposal valid for a shorter period as non-responsive.
- 5.2.2. In exceptional circumstances, Punmedia Society may solicit the bidder's consent to extend the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the bidder should be unconditional. A bidder may refuse the request without forfeiting the Earnest Money Deposit. A bidder granting the request will not be permitted to modify its Bid.
- 5.2.3. Punmedia Society reserves the right to annul the tender process, or to accept or reject any or all the bids in whole or part at any time without assigning any reasons and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

5.3. Tender Document Fees

The bidder may download the tender document from the website as mentioned in document control sheet. The bidder shall furnish tender document fees, as part of the Eligibility Criteria, as per detail provided in the Document Control sheet.

5.4. Amendment to the Tender Document

- 5.4.1. Amendments necessitated due to any reasons, shall be made available on website only as provided in the document control sheet. It shall be the responsibility of the bidders to keep on visiting the website to amend their bids incorporating the amendments so communicated through the website. Punmedia Society shall not be responsible for any oversight or negligence on

part of the bidders on the amendments to the terms and conditions of the tender document and notified through the website.

- 5.4.2. The corrigendum (if any) & any other related communication regarding this tender shall be posted only on the website and no separate communication either in writing or through email will be made to any interested/ participating bidders.
- 5.4.3. Any such corrigendum(s) or addendum(s) or clarification(s) shall be deemed to be incorporated into the tender document.
- 5.4.4. In order to provide prospective bidders reasonable time for taking the corrigendum(s) or addendum(s) into account, Punmedia Society may, at its discretion, extend the last date for the receipt of Bids.

5.5. Clarifications on submitted bids

During process of evaluation of the Bids, Punmedia Society may, at its discretion, ask Bidders for clarifications on their bids. The Bidders are required to respond within the prescribed time frame given for submission of such clarification.

5.6. Earnest Money Deposit (EMD)

- 5.6.1. The bidder shall furnish EMD, as part of the Eligibility Criteria, as per detail provided in the Document Control sheet.
- 5.6.2. The EMD shall be in Indian Rupees and bidder has to pay through Demand Draft mode.
- 5.6.3. EMD of the successful bidder will be released after the successful bidder signs the final agreement and furnishes the Performance Bank Guarantee (PBG) as performance security.
- 5.6.4. EMD of all unsuccessful bidders would be refunded by Punmedia Society as promptly as possible after signing of the agreement with the successful bidder.
- 5.6.5. The EMD submitted shall be interest free and will be refundable to the bidders without any accrued interest on it.
- 5.6.6. The Earnest Money will be forfeited on account of one or more of the following reasons:-
 - 5.6.6.1. Bidder withdraws its bid during the validity period specified in the tender.
 - 5.6.6.2. Bidder does not respond to requests for clarification of its bid.
 - 5.6.6.3. Bidder fails to provide required information during the evaluation process or is found to be non-responsive.
 - 5.6.6.4. In case of a successful bidder, the said bidder fails to sign the Agreement in time; or furnish Performance Bank Guarantee in time.

5.7. Preparation of Bid

The Bidder must comply with the following instructions during preparation of Bid:

- 5.7.1. The Bidder is expected & deemed to have carefully examined all the instructions, guidelines, forms, requirements, appendices and other information along with all terms and condition and other formats of the bid. Failure to furnish all the necessary information as required by the bid or submission of a proposal not substantially responsive to all the requirements of the bid shall be at Bidder's own risk and may be liable for rejection.
- 5.7.2. The Bid and all associated correspondence shall be written in English and shall conform to prescribed formats. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. Any interlineations, erasures or over writings shall be valid only if they are authenticated by the authorized person signing the Bid.
- 5.7.3. The Bid shall be uploaded on the **diprpunjab.gov.in** website by the Bidder or duly authorized person(s) to bind the Bidder to the contract.
- 5.7.4. No bidder shall be allowed to modify, substitute, or withdraw the Bid after its submission.
- 5.7.5. The bidder shall be responsible for all costs incurred in connection with participation in the Bid process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of bid, in providing any additional information required by Punmedia Society to facilitate the evaluation process, in negotiating a definitive MSP and all such activities related to the bid process. Punmedia Society will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 5.7.6. Every page of the documents submitted by the bidder must be duly signed by the authorized signatory of the bidder along with the Organization seal.
- 5.7.7. The bids submitted by fax/e-mail etc. shall not be accepted. No correspondence will be entertained on this matter.
- 5.7.8. Failure to comply with the below requirements shall lead to the Bid rejection:-
 - 5.7.8.1. Comply with all requirements as set out within this tender.
 - 5.7.8.2. Submission of the forms and other particulars as specified in this tender and respond to each element in the order as set out in this tender.
 - 5.7.8.3. Non-submission of all supporting documentations specified in this tender, corrigendum or any addendum issued.

5.8. Disqualifications

5.8.1. Punmedia Society may at its sole discretion and at any time during the evaluation of Bids, disqualify any Bidder, if the Bidder has:

- 5.8.1.1. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- 5.8.1.2. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding **two years**.
- 5.8.1.3. Failed to provide clarifications related thereto, when sought;
- 5.8.1.4. Submitted more than one Bid (directly/in-directly);
- 5.8.1.5. Declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices or blacklisted.
- 5.8.1.6. Submitted a bid with price adjustment/variation provision.
- 5.8.1.7. Documents are not submitted as specified in the tender document.
- 5.8.1.8. Suppressed any details related to bid.
- 5.8.1.9. Submitted incomplete information, subjective, conditional offers and partial offers submitted
- 5.8.1.10. Not submitted documents as requested in the checklist
- 5.8.1.11. Submitted bid with lesser validity period
- 5.8.1.12. Any non-adherence/non-compliance to applicable tender content

5.9. Deviations

Bids submitted with any deviations to the contents of the Tender Document will be considered as non-responsive. No deviation(s) / assumption(s) / recommendation(s) shall be allowed with the bid. Bidders must ensure that pre-bid meeting is attended by their concerned senior people so that all clarifications and assumptions are resolved before bid submission

5.10. Outsourcing

The MSP shall not be allowed to outsource/ sublet any part of the Manpower Supply Order issued by the Punmedia Society.

5.11. Clarification on Tender Document

The bidders requiring any clarification on the bid document may submit his queries by the due date and time as mentioned in the Document Control Sheet in the following format in a MS Excel file:

Sl.No.	Page No.	RFP Clause No.	Clarification Sought
1.			
2.			

5.12. Bid Opening and Evaluation

- 5.12.1. The Client will constitute a committee to evaluate the Bids submitted by Bidders. A two-stage process, as explained hereinafter, will be adopted for evaluation of Bids. No correspondence will be entertained outside the process of evaluation with the Committee.
- 5.12.2. The Bids submitted will be opened at time & date as specified in the document control sheet by Committee or any other officer authorized by Committee, in the presence of bidders or their representatives who may wish to be present at the time of bid opening.
- 5.12.3. Only two persons for each participating bidder's shall be allowed to attend the Bid opening meetings.
- 5.12.4. The representatives of the bidders are advised to carry the identity card or a letter of authority from the bidders to establish their identity for attending the bid opening.
- 5.12.5. Committee may, at its discretion, call for additional information from the bidder(s) through email/fax/telephone/meeting or any other mode of communication. Such information has to be supplied within the set out time frame as provided by Committee, otherwise Committee shall make its own reasonable assumptions at the total risk and cost of the bidder and the bid may lead to rejection. Seeking clarifications cannot be treated as acceptance of the bid. For verification of information submitted by the bidders, the committee may visit bidder's offices at its own cost. The bidders shall provide all the necessary documents, samples and reference information as desired by the committee.

5.13. Eligibility Criteria

The Eligibility criteria Evaluation of the bidders will be carried out by the Committee as per the Eligibility criteria defined in the tender document. Only the bidders who fulfil the given Eligibility Criteria shall be eligible for next round of evaluation i.e. Commercial bid opening. Non-conforming bids will be rejected and will not be eligible for any further processing. The eligibility criteria are given as below:-

Note: All the mentioned documents have to be submitted properly.

S. N.	Particulars	Eligibility Criteria	Supporting documents
1.	Legal Entity	Bidder should be either: <ul style="list-style-type: none"> • A company registered under the Indian Companies Act, 2013 OR • A partnership firm registered under the Limited Liability Partnerships (LLP) Act, 2008 OR • A partnership firm registered under the Indian Partnership Act, 1932. 	a. Certificate of Incorporation / Certificate of Registration b. Memorandum and Articles of Association / Partnership deed.

Tender document for selection of Manpower Service Provider (MSP)

2.	Business Continuity	The bidder should be in operation for at least the last three years as on 31st March 2020 in the field of supplying manpower services.	Work order / contract to validate the year and area of activities.
3.	Past Relevant Experience - No. of Manpower	<p>The bidder must have supplied at least 100 personnel in the last 3 years to any of the following:</p> <ul style="list-style-type: none"> • Government organizations • Private firms with minimum annual turnover of Rs. 25 crore in the last financial year. <p>Out of the above supplied manpower at least 25 personnel should one of the following technical qualifications in the field of Computer Science or IT: B.Tech / B.E./ M. Tech. / M Sc, MCA or in Journalism/Media or Office work.</p>	Work order / contract to validate the number of manpower supplied.
4.	Past Relevant Experience - Project Cost	<p>The bidder should have an experience of having successfully supplied manpower during the last 3 years ending 31.03.2020 as per following details:-</p> <ol style="list-style-type: none"> a. Three similar works each costing not less than the amount equal to Rs. 3 crore. b. Two similar works each costing not less than the amount equal to Rs. 2 crore. c. One similar works each costing not less than the amount equal to Rs. 1 crore. <p>("Similar works" means - supply of full-time manpower, as defined in Clause 3.1.5)</p>	<p>Work orders along with the completion certificate/ satisfactory client certificate confirming year, cost and area of activity.</p> <p>Any other relevant documents for costing of each similar work may also be accepted.</p>
5.	Turnover	Bidder should have minimum annual average turnover of Rs. 15 crores from supplying of manpower only, in the last three financial years for which bidder's accounts have been audited.	<ul style="list-style-type: none"> • Audited Financial Statements OR • Certificate from statutory auditors clearly certifying the turnover requirements
6.	ISO Certification	The bidder should be ISO 9001:2008 or ISO 9001:2015 certified.	Self-certified copy of certification which is valid on date of bid submission.
7.	Disclosures	<p>The Bidder needs to submit the undertaking that the Bidder :-</p> <ol style="list-style-type: none"> a. Has not been ever under a declaration of ineligibility for corrupt or fraudulent practices and should not be blacklisted by any State Govt. / Central Govt. / Board, Corporations and Government Societies / PSU for any reason. b. Has not been ever insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by court or judicial officer, not have its business activities suspended and must not be the subject of legal proceedings 	Self-Certified letter

		<p>for any of the foregoing reasons.</p> <p>c. And their directors, partners and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a manpower supplying contract within a period of three years preceding the commencement of the manpower supplying process, or not have been otherwise disqualified pursuant to debarment proceedings.</p>	
8.	GST and PAN Registration	The Bidder should have valid GST registration certificate and PAN in the name of bidder.	Self-certified copy of relevant valid certificates
9.	Local office in Chandigarh / Mohali / Panchkula	The bidder must have operating office in Chandigarh / Mohali / Panchkula. If there is no operating office in Chandigarh / Mohali / Panchkula at present, the supplier must open an office within one month of award of contract.	A self-certified letter indicating the address of the local office on its pre-printed letter heads. If the bidder does not have a local office at the moment, the bidder must give an undertaking that it will open a local office in Chandigarh / Mohali / Panchkula within one month of award of contract.
10.	EPF / ESI / Labour registration	The bidder must be registered with the Provident Fund, ESI and Labour Organizations / Departments	Attested copy Certificate of registration with the Provident Fund, ESI and Labour Organizations / Departments
11.	Furnishing Tender document fees and EMD	The bidder must ensure to deposit the tender document fees and EMD	Any relevant proof

Your are requested to submit a documents as per above format.

5.14. Commercial Bids Evaluation

5.14.1. Commercial Bids would be opened only for those Bidders, who qualify all the Eligibility Criteria as explained above on the prescribed date in the presence of bidder's representatives.

5.14.2. The bidder offering Lowest "**Administrative Charges**" would be termed as L1 (Least Cost) bidder or the successful bidder.

- 5.14.3. In case the evaluated bid amount of two or more bidders are the same, then the firm having higher total turnover for the financial year 2020-21 will be declared as L1 bidder or the successful bidder.
- 5.14.4. Failure to abide the tender conditions may result into forfeiture of EMD& PBG.
- 5.14.5. Any conditional commercial bid will lead to disqualification of the entire bid and forfeiture of the EMD.
- 5.14.6. **Bidder quoting negative service charges will be treated as non-responsive and will result in forfeiture of the EMD.**
- 5.14.7. Errors & Rectification:
- 5.14.7.1. If there is a discrepancy between words and figures of the Administrative Charges, the amount in figures will prevail.
- 5.14.7.2. If the bidder doesn't accept the correction of error(s) as specified, its bid will be rejected.

5.15. Notification of Award of Contract

Punmedia Society will notify the successful bidder in writing about acceptance of their bid. The notification of award will constitute the formation of the contract **after submission of performance bank guarantee of Rs. 2 lakh as performance security by the successful bidder.**

5.16. Performance Security

- 5.16.1. As soon as possible, but not more than 15 days following receipt of letter of award of the contract, the successful bidder shall furnish PBG of Rs. 2 lakh as performance security.
- 5.16.2. PBG shall remain valid for a period of 180 (one hundred eighty) days beyond the expiry of the contract. Whenever the contract is extended, MSP will have to extend the PBG proportionately.
- 5.16.3. In case the successful bidder fails to submit PBG within the time stipulated, Punmedia Society at its discretion may cancel the award of contract to the successful bidder without giving any notice and the EMD of the concerned bidder will be forfeited.
- 5.16.4. The MSP will not be entitled for any interest on the PBG submitted.
- 5.16.5. Punmedia Society shall forfeit the PBG in full or part in the following cases:
- 5.16.5.1. When the terms and conditions of contract are breached/ infringed.
- 5.16.5.2. When contract is being terminated due to non-performance of the MSP
- 5.16.5.3. The Client incur any loss due to MSP's negligence in carrying out the project implementation as per the agreed terms & conditions.

5.17. Signing of Contract

The successful bidder will sign the contract with Punmedia Society **within 15 working days of the release of notification** and submission of performance

security. After signing of the contract, no variation in or modification of the term of the contract shall be made except by mutual written amendment signed by both the parties.

5.18. Fraud and Corrupt /Malpractices

All the Bidders must observe the highest standards of ethics during the process of selection of MSP and during the performance and execution of contract.

5.18.1. For this purpose, definitions of the terms are set forth as follows:

5.18.1.1. "**Corrupt practice**" means the offering, giving, receiving or soliciting of anything of value to influence the action of the Client or its personnel in contract executions.

5.18.1.2. "**Fraudulent practice**" means a misrepresentation of facts, in order to influence a selection process or the execution of a contract, and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive the Client of the benefits of free and open competition.

5.18.1.3. "**Unfair trade practice**" means supply of services different from what is ordered on, or change in the Scope of Work.

5.18.1.4. "**Coercive practice**" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of contract.

5.18.2. Punmedia Society will reject a proposal for award, if it determines that the Bidder recommended for award, has been determined to having been engaged in corrupt, fraudulent or unfair trade practices.

5.18.3. Punmedia Society will declare a bidder ineligible, either indefinitely or for a stated period of time, for award of contract, if bidder is found to be engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract at any point of time.

6. Scope of Work

- 6.1.1. The MSP shall be responsible for providing the requested number of Staff or all categories of services at Chandigarh and anywhere in Punjab, or even out of Punjab as per requirements of the Client. Written communication (via paper or e-mail) will be sent to the MSP for adding or removing staff. Unless the dates of deployment / termination are specified in the written communication, requests for adding or removing staff must be completed within 7 days of sending of written request by the Client.
- 6.1.2. The MSP shall ensure that the personnel deployed shall meet the prescribed qualification and experience and the same must be submitted to the Client.
- 6.1.3. The manpower deployed by the MSP shall be at the sole disposal of the Client and can be utilized for various projects / duties in the State of Punjab and headquarters as may be required for the discharge of its objects and administrative convenience.
- 6.1.4. **The MSP would be required to give monthly advertisement of all job openings on outsource basis. Upon receiving the request for manpower from the Client the MSP shall advertise the job opening in at least one English and one Punjabi newspaper. The newspaper cutting would be submitted in the office of the Client. A written test and interview shall be conducted by the MSP for all the candidates that apply for the job openings. The MSP will be allowed to conduct written test and interview in the premises of the Client. The MSP shall supply the list of shortlisted candidates to the Client. After checking the testimonials of the shortlisted candidates, the Client shall suggest suitable candidates for the job opening. Failure to give monthly advertisements shall lead to a 1% penalty on the total bill raised for that particular month.**
- 6.1.5. If required, MSP may be asked to submit the list of personnel deployed by him along with medical certificate, police verification of character and antecedents, personal details such as names of parents, address (temporary and permanent), telephone number.
- 6.1.6. **The Client may ask for termination or replacement of the services of any of the MSP's personnel at any time without assigning any reason thereof. The Client at its discretion can give 1 month notice period for the same. The decision of the Client will be final and binding on the MSP. No discussions will be entertained in this regard.**
- 6.1.7. **No personnel deployed by the MSP shall be relieved from the services unless he serves the notice period of at least one month and the MSP shall ensure that the turnover of the trained manpower remains within limits. For this purpose, MSP may, if it so desires, ask its personnel deputed to the Client's workplace, to furnish a bond or surety as may be deemed necessary. If the notice period is inadequate the shortfall will be made**

good by paying salary in lieu of the remaining notice period that is not served.

- 6.1.8. **One month salary shall be kept as security deposit by the MSP which will be released by the MSP after obtaining “No Dues Certificate” from the Client. In case there are some dues pending against any outsourced staff, the security amount kept by MSP shall be used by the Client to recover the pending dues. Alternatively, the Client reserves the right to recover such pending dues from the MSP in the future bills.**
- 6.1.9. No guarantee can be given as to the minimum number of staff to be deployed or the amount of business that will be generated during the contractual period. The indicative figures of the staff that is being presently deployed and the approximate cumulative cost to the Client is as follows:-
- 6.1.10. Total number of outsourced staff at present is 47. The list of various categories of manpower are as follows:
- 6.1.10.1. Digital Media Manager - 1
 - 6.1.10.2. Digital Media Assistant Manager - 1
 - 6.1.10.3. Digital Media Executive - 6
 - 6.1.10.4. Digital Media Designer - 1
 - 6.1.10.5. Editor - 1
 - 6.1.10.6. Digital Content Executive - 1
 - 6.1.10.7. Peon - 4
 - 6.1.10.8. Drivers - 7
 - 6.1.10.9. Assistant Programmer - 1
 - 6.1.10.10. IT Manager - 1
 - 6.1.10.11. Video Editor - 1
 - 6.1.10.12. Animation & Graphic Designer - 4
 - 6.1.10.13. Content Writer - 2
 - 6.1.10.14. Photographer - 4
 - 6.1.10.15. Interns - 10
 - 6.1.10.16. Accountant - 1
 - 6.1.10.17. Social Media Associate - 1
- 6.1.11. However, this number may increase/ decrease, from time to time, depending upon the actual requirement.
- 6.1.12. Approximate financial liability of the Client for the above indicated staff (per month) is Rs. 15 lakhs.
- 6.1.13. The MSP is required an adequate number of database of suitable candidates for all the above positions at all times during the contract.
- 6.1.14. The existing persons will be taken over by the MSP. The number of persons to be hired is tentative which may decrease or increase. The same will be intimated to MSP from time to time. The qualifications of all personnel will be decided by the Client. Remunerations of each personnel will be fixed by the Client plus Statutory Charges etc. as per Govt. instructions, if applicable.

7. General Contract Conditions

7.1. Application

These general conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them. For interpretation of any clause in the tender or Contract Agreement, the interpretation of Punmedia Society shall be final and binding.

7.2. Standards of Performance

The MSP shall deliver the services and carry out its obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The MSP shall always act in respect of any matter relating to this contract as faithful supplier to the Client. The MSP shall always support and safeguard the legitimate interests of the Client, in any dealings with the third party. The MSP shall conform to the standards laid down in the tender in totality.

7.3. Contract Period

This contract shall be valid for a period of two years from the date of signing of contract. If the services of the MSP are found satisfactory, contract may be extended for an additional period of maximum 1 year by mutual consent on the same terms & conditions.

7.4. Prices

- 7.4.1. The service charges quoted in the commercial bid shall be exclusive of all statutory duties & taxes.
- 7.4.2. The prices shall remain fixed for the complete contractual period. No price change request will be accepted after opening of the bids and during the validity of the contract.

7.5. Payment Terms

- 7.5.1. Payment to the MSP shall be made in Indian Rupees through account payee cheque/RTGS only on monthly basis.
- 7.5.2. **The invoices shall be raised only from Punjab using GST No. of Punjab.**
- 7.5.3. The MSP shall submit all invoices for the month before the 2nd working day of the following month. The invoice shall give the following details:-
 - 7.5.3.1. Salary paid for the personnel based on attendance (computed at the rates as may be notified by the Client from time to time per month of 30 days) less the employee's contribution of PF and ESI and other statutory dues payable to the concerned authorities by the MSP supported by attendance sheet; (Reimbursable amount).

- 7.5.3.2. Employee's contribution of PF and ESI supported with proof of having deposited the same with the appropriate authorities (Reimbursable amount).
 - 7.5.3.3. Client's contribution of PF and ESI supported with proof of having deposited the same with appropriate authorities.
 - 7.5.3.4. Service Provider's fees shall be computed on the salary component of the personnel as covered in 5.6.2.1 only.
 - 7.5.3.5. GST payable (if any) at the prevailing rates as on the invoice submission date on the total of 5.6.2.1 to 5.6.2.4 above.
 - 7.5.3.6. Invoice should be accompanied by PF & ESI challans of the previous month. Remittance should match with the deductions made in the bill.
- 7.5.4. Payments shall be subject to deductions of any amount for which the MSP is liable under the empanelment. Further, all payments shall be made subject to deduction of TDS (Tax Deduction at Source) at the rate applicable from time to time as per the Income-Tax Act, 1961 and any other applicable deductions/ taxes.
- 7.5.5. Deduction/Penalty clauses are as follows:-
- 7.5.5.1. **Salary must be disbursed to the complete outsourced staff on or before 7th of every month except for the staff who have resigned and their no dues certificate is pending. Delayed disbursement of salary beyond the 7th of any month will attract a penalty of Rs. 500/- per day per person for the period of delay. This deduction will be made from the Administrative Charges of the MSP and if needed, from the PBG. The Client reserve the right to ask the MSP to stop salary of any number of outsourced staff who is at fault, provided such notice is given in written via letter or e-mail. However, the salary of remaining staff will be paid as per above timelines. Relevant proofs are to be submitted to this effect failing which the penalty would be levied. The Client reserves the right to ask for any further clarification/ documents in this regard.**
 - 7.5.5.2. If at any stage it is found that any of the deployed manpower does not meet the educational/experience related qualification mentioned in the supply order, a penalty of 20% of all the payments made towards that particular manpower will be levied on the MSP. The decision of the Client as to whether the qualifications are met as per the set criteria will be final and binding on the MSP.
 - 7.5.5.3. In case of more than a week's delay in supplying manpower from the date of sending written request by the Client, a penalty shall be levied equal to the daily average man-month rate of the respective delayed manpower (i.e Man-month rate of the person / number of working days of the month * number of days absent or delayed). This penalty shall be over & above the non-payment for absence of any such manpower (more than allowed leaves).
 - 7.5.5.4. If the EPF / ESI challans of previous month are not submitted with the salary bills of the following month for which payment is due, a penalty of

25% of the total Administrative Charges calculated for the staff whose EPF / ESI challans of previous month are not submitted with the salary bills of the month for which payment is due.

- 7.5.5.5. If the GST is not submitted every month then a penalty of 25% of the total Administrative Charges of that particular month will be levied.
- 7.5.6. The persons deployed by MSP will perform their duties to the satisfaction of the Client. The MSP or his representative will report at the office of DIPR whenever desired by the Client for co-ordination.
- 7.5.7. The persons deployed by MSP shall have to route their entire correspondence, requests and representations through the MSP and the decision as conveyed by the Client to MSP shall be final and binding on the personnel.
- 7.5.8. Supplied manpower is required to work as per normal working hours of Punmedia Society / State Government where they are placed. The manpower will also follow the holiday schedule of the Punmedia Society / State Government where they are placed.
- 7.5.9. The daily attendance of manpower resources will be marked in the register maintained by the Client or as per the Client's directions.
- 7.5.10. In case of long (not more than 10 days) and unauthorized absence of any of the personnel, the MSP shall take immediate steps for replacement to ensure that the work of the Client does not suffer.
- 7.5.11. The MSP will be responsible to ensure maintenance of office decorum and discipline by the personnel provided by him. In case of persistent misbehaviour of any of the personnel, the MSP shall provide a replacement on receipt of complaint by the Client.
- 7.5.12. The personnel employed by the MSP will be the employee of the MSP only for all intents and purposes and in no case, there shall be any relationship of employer and employee between the said manpower and the Client and they shall not have any claim on regularization of their services.
- 7.5.13. If personnel provided by the MSP are found to be indulging in any undesirable or unfair activities in the Office premises, the MSP will be solely responsible for all the consequences, apart from, liberty of the employer to lodge a complaint before appropriate authorities.
- 7.5.14. The MSP will be solely responsible to fulfill all its obligations towards the manpower deployed under the various relevant and applicable Acts amended from time to time and for the deposit of employee's and employer's share of statutory contributions to the ESI/EPF/ EDLI or any other statutory due with the concerned department/ authorities in the account of concern person at its own level besides maintaining such record in relations thereto as per rules.
- 7.5.15. The MSP shall comply with all the requirements of the various applicable law, Acts and Rules and shall obtain required licenses, permissions, and

maintain all the registers and documents as required by law and also submit periodical returns as required to the appropriate Authorities with a copy to the Client for record. It is also his responsibility to ensure compliance of any requirement as may be prescribed by the Client. The MSP shall be solely responsible for any damages, fines or other action due to failure or lapses of any of the personnel deployed by the service provider.

- 7.5.16. MSP shall be responsible for all statutory compliances and obligations arising out of the deployment of manpower. Apart from the penalties laid down in the contract, MSP shall indemnify the Client for any payments, obligations, penalties, etc. levied by any court or statutory body immediately on such demand, in writing, raised by the Client. Non-payment of such amount within 30 days shall invite a levy of interest at the prevailing market rates, which at present is 12% per annum.
- 7.5.17. The MSP shall pay the personnel at the rates as may be notified by the Client from time to time. This amount would be paid to the personnel after deducting the employee's contribution of PF, ESI as prescribed by the Government from time to time. The payment to the personnel should be made by 7th day of the following month for which the payment is due without waiting for the following:-
- 7.5.17.1. Payment of his invoice to the Client.
 - 7.5.17.2. Attendance of the personnel is not received by the MSP. In such cases, if the attendance reveals that deductions need to be made from the salary released to the personnel, the adjustments would be made in the next salary payable to the employee.
- 7.5.18. The MSP shall deposit the Client's and Employee's contribution of PF and ESI as prescribed by the Government from time to time in the accounts of the personnel to the appropriate authorities within statutorily prescribed period without waiting for the payment of his invoice to the Client.
- 7.5.19. All salaries of the outsourced staff shall be disbursed through online modes only and cheque payments shall not be acceptable.
- 7.5.20. Incomplete invoices and those not supported by stipulated documents will be returned for compliance before payment. The MSP shall be solely responsible for the delay. Any delay in payment of the invoice provided by the MSP shall not be an excuse for making delayed payment to the staff regularly by the stipulated dates. The MSP should have ample financial resources to meet such exigency for a period of at least three months.
- 7.5.21. The Annual statement of Accounts in respect of ESI & PF issued by the concerned Head of the organization shall be furnished to each of the personnel with copy to the Client.
- 7.5.22. The MSP shall be answerable to the Member Secretary, Punmedia Society and / or to an office authorized by the Client for the coordinating the day-to-day work.

- 7.5.23. The decision of the Client pertaining to the quality and quantity of works / services performed by the manpower provided by the MSP will be final and acceptable to the MSP besides being binding. It shall be the responsibility of the MSP to rectify the deficiencies so pointed out without any extra payment. In the event of default by MSP, the Client reserves the right to get the work / services, so dropped, done at its own level at the cost, risk and responsibility of the MSP after giving a notice in regard thereto in writing and expenditure so incurred by the Client will be recovered from the bills of the contractor or from any other outstanding dues, as it may deem fit.
- 7.5.24. The MSP shall ensure that all the employees get minimum wages and other benefits as are admissible under various labour laws & any other applicable the statutory obligations. The bidder shall provide full information, in respect of the wages or any other payment paid to the employee so deployed in conformity with the provisions of the Labour (Regulations and Abolition) Act 1970 and Rules 1971, to the Client.
- 7.5.25. In the event of any theft/ loss occurred to the Client on an account of negligence of agency/ MSP's employees, the MSP shall make good the loss sustained by the Client either by the replacement or by paying, or on payment adequate compensation as decided by Client.
- 7.5.26. In case of any complaint/ defect pointed out by the competent authorities the MSP shall immediately replace the particular person so deployed without further arguments.
- 7.5.27. MSP must get the contract detail added in the license issued by the Labour Department.
- 7.5.28. The guidelines issued by Government from time to time with regards to implementation of any mandatory provision or other statutory requirements must be complied by the MSP.

7.6. Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as may be issued and in force from time to time. The Contract shall be interpreted in accordance with the laws of the Union of India and the State of Punjab.

7.7. Governing Language

The Contract shall be written in English language. All correspondences and other documents pertaining to the contract, which are exchanged between the parties, shall be written in the English language.

7.8. Taxes and Duties

All taxes, duties and any statutory levies etc. payable by the MSP during the contract tenure shall be the sole responsibility of the MSP.

7.9. Confidentiality

7.9.1. The MSP must ensure that the manpower deployed by it keeps confidential all the details and information with regards to the various projects they are working on.

7.9.2. The Client shall retain all rights to prevent, stop and if required take the necessary punitive action against the MSP regarding any forbidden disclosure.

7.10. Termination of Contract for default

7.10.1. The Client or the Service Provider can terminate the contract in the event of default of terms and conditions of this tender or the subsequent contract by the other party by giving 2 months' written notice. **In such case, the provisions under Exit Management shall apply.**

7.11. Termination of contract for Insolvency, Dissolution etc.

Client may at any time terminate the Contract by giving written notice to the MSP, if the MSP becomes bankrupt or otherwise insolvent or in case of dissolution of firm/company or winding up of firm/company. In this event termination will be without compensation to the MSP, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to Client.

7.12. Termination for Convenience

Client reserves the right to terminate, by prior written notice of 90 days, the whole or part of the contract, at any time for its convenience. The notice of termination shall specify that termination is for Client's convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

7.13. Force Majeure

7.13.1. **The MSP shall not be liable for forfeiture of its PBG or termination of contract for default if and to the extent that delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.**

7.13.2. For purposes of this clause, "Force Majeure" means an event beyond the control of the MSP and not involving the MSP's fault or negligence, and not

foreseeable. Such events may include, but are not restricted to, acts of Client in their sovereign capacity, wars or revolutions, riot or commotion, earthquake, fires, floods, epidemics, and quarantine restrictions.

- 7.13.3. If a Force Majeure situation arises, the MSP shall promptly notify Client in writing of such condition and the cause thereof. Unless otherwise directed by Client in writing, the MSP shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

7.14. Resolution of Disputes

If any dispute arises between parties, then these would be resolved in following ways:

- 7.14.1. Amicable Settlement: Performance of the Contract is governed by the terms and conditions of the Contract, however at times dispute may arise about any interpretation of any term or condition of Contract including the scope of work, the clauses of payments etc. In such a situation either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, then the second Sub-clause of resolution of disputes shall become applicable.
- 7.14.2. Arbitration: In case dispute arising between the Client and the MSP, which has not been settled amicably, the MSP can request the Client to refer the dispute for Arbitration under Arbitration and Conciliation Act, 1996. Such disputes shall be referred to the Arbitrator which shall be “Chief executive officer - Punmedia Society”. The Indian Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. Arbitration proceedings will be held at Chandigarh. The decision of the arbitrator shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award. The expenses of the arbitration as determined by the arbitrator shall be borne equally by the client and the MSP. However, the expenses incurred by each party in connection with the preparation, presentation and litigation shall be borne by the party itself.

7.15. Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Chandigarh, India only.

8. Bid Formats

Following are the Bid formats to be used by the bidders for submitting their Bids in two envelopes one for the technical bid and one for the financial bid for selection as MSP under the tender:-

Sr. No.	Form	Description
1.	Form-1	Covering Letter
2.	Form-2	Eligibility Criteria Form
3.	Form-3	Commercial Bid Form

[Note: Italicized comments in rectangular brackets of formats have been provided for the purpose of guidance/ instructions to bidders for preparation of the bid formats. These should not appear in the final bids to be submitted by the bidders]

8.1. Form-1: Covering Letter requesting selection as Manpower Service Provider

Bid Reference No. : Punmedia Society/MSP/2018/1

[Bidders are required to submit the covering letter as given here on their letterhead]

To

**Chief Executive Officer,
Punjab State Media Society (Punmedia),
Floor-5, Sector 1
Chandigarh- 160001**

Sub: Bid for Selection as Manpower Service Provider.

Dear Sir,

1. We, the undersigned, have carefully examined the referred tender **no. Punmedia Society/MSP/2018/1**, offer to propose for the selection as Manpower Service Provider, in full conformity with the said tender.
2. We have read all the provisions of tender & Corrigendum and confirm that these are acceptable to us.
3. We further declare that additional conditions, variations, if any, found in our proposal shall not be given effect to.
4. We agree to abide by this Bid, consisting of this letter and commercial bid, and all attachments, **till 30 (thirty) days from the date of submission of bids** as stipulated in the tender and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
5. Until the formal final Contract is prepared and executed between us, this Bid, together with your written acceptance of the Bid and your notification of award, shall constitute a binding contract between us.
6. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification.
7. We understand you are not bound to accept any bid you receive, not to give reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.
8. We declare that this is our sole participation in this tender bid and we are not participating/co-participating through any of other related party or channel.
9. We have not been blacklisted or barred by any State Govt. / Central Govt. / Board, Corporations and Government Societies / PSU for any reason.
10. **EMD of Amount Rs. 5 Lakh (Rs. 5,00,000/-) has been paid though Demand Draft (DD)**. Details are as below:-
[Insert the details as applicable].
11. Tender document cost has also been paid demand draft. Details are as below:-
[Insert the details as applicable].

12. Our details have been filled below:-

S.No	Particulars	Details
1.	Name of the bidder	
2.	Principal place of business:	
3.	Address with Telephone numbers, Fax number etc	
4.	Address of Branch office in Tri-city (if not same as above)	
5.	Date of incorporation and/or commencement of business	
6.	Name of Partners/ Directors	
7.	Registration Number	
8.	PAN Number	
9.	GST Registration Number	
10.	ESI Registration Number	
11.	EPF Registration Number	
12.	Brief description of the Service Provider's line of business	
13.	Name, designation, postal address, e-mail address, phone numbers (including mobile) etc., of Authorized Signatory of the Service Provider with power of attorney.	
14.	Details of individuals who will serve as the point of contact/communication with the Punmedia Society or DIPR in case of the award of the contract. <i>[The details to include Name, designation, postal address, e-mail address, phone numbers (including mobile) etc.]</i>	

13. Details of similar works that are in progress or have been completed (Proofs attached) :-

S. No.	Name of the Service Contract	Name of the Client	Number of persons deployed	Value of Contract	Contract start date	Contract completion date

Signature

Full Name

In the capacity of

Duly authorised to sign Proposal for and on behalf of

Date.....

Place.....

[: Strike off whichever is not applicable]*

8.2. Form 2: Eligibility Criteria Form

Bid Reference No. : Punmedia Society/MSP/2018/1

8.2.1. The compliance against each of the particulars provided under Clause 4.12.3 is to be submitted as per below format: -

Sl. No.	Particulars	Eligibility Criteria	Supporting documents	Pg. No.	Compliance (Yes / No)
...

8.3. Annexure A: Performance Bank Guarantee

<Name>
<Designation>
<Address>
<Phone Nos.>
<Fax Nos.>
<Email id>

Whereas, <<name of the MSP and address>> (hereinafter called “the applicant/MSP”) has undertaken, in pursuance of contract no. <<insert contract no.>> dated. <<insert date>> to provide consulting services for <<name of the assignment>> to <<Client>> (hereinafter called “the beneficiary”)

And whereas it has been stipulated by in the said contract that the applicant/MSP shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <<Name of the Bank>>a banking company incorporated and having its head /registered office at <<address of the registered office>> and having one of its office at <<address of the local office>> have agreed to give the Client such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the MSP, upto a total of Rs. <<Insert Value>> (Rupees <<insert value in words>> only) and we undertake to pay you, upon your first written demand declaring the MSP to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs. <<Insert Value>>(Rupees <<insert value in words>>only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the applicant/MSP before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the MSP shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <<Insert

Date>>. Notwithstanding anything contained

herein:

- I. Our liability under this bank guarantee shall not exceed Rs <<Insert Value>> (Rupees <<insert value in words>> only).
- II. This bank guarantee shall be valid up to <<insert expiry date>>.
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <<insert expiry date>>failing which our liability under the guarantee will automatically cease.