



**BIHAR STATE MILK  
CO-OPERATIVE FEDERATION LTD.**

**Sudha**

33/33A RAMA ROAD, INDUSTRIAL AREA, PO.-KARAMPURA,  
NEW DELHI-110015  
PHONE: 011-43464397, +91-9560332118 WEBSITE: www.sudha.coop

**Technical bid for outsourcing manpower**

Cost of the tender form Rs. 500/- (non refundable)

1. Name of the party/ agency:

2. Office Address :

Contact No :

E-mail :

3. PAN Number :

(Copy to enclosed)

4. Goods and Service Tax Registration Number:

(Copy to be enclosed)

5. Whether registered with the all concerned statutory

authorities: Yes/ No

(Copies of all certificates of registration to be enclosed)

6. Registration/ License No.:

(Copy to be enclosed)

7. Whether the party/ agency is blacklisted by any government

department or any criminal case is registered against the firm or



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its owner/ partner anywhere in India (If no, an undertaking to  
this effect is to attached in this regard.)

8. Related experience in detail:

9. Details of bank draft regarding cost of tender documents

I. Amount :

II. Draft No :

III. Issuing bank:

IV. Date :

10. Whether party/ agency profile attached : Yes/ No

Signature

With official stamp and date



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**Financial bid for outsourcing manpower**

11. Name of the tendering party/ agency:

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12. Details of EMD

V. Amount :

VI. Draft No :

VII. Issuing bank:

VIII. Date :

S.No	Required Manpower	Qualification & Experience	Tentative requirement in numbers	Consolidated Amount per person	Service Tax	Party/ Agency Commission/ Service Charge	Total Amount
1	Sales Executive	Graduate/ Experience in Milk/FMCG preferable	11				

Notes:

1. Tentative requirement of manpower may vary as per our requirement.
2. Consolidated consideration amount per person should not be less than the minimum wages rate as applicable at NCT of Delhi

Signature  
With Official Stamp and date



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**Outsourcing of Manpower**

**IMPORTANT INFORMATIONS & TERMS AND CONDITIONS**

1. The party/ agency possessing the necessary infrastructure/ manpower/ registration may download the tender form and detailed requirement from the official website [www.sudha.coop](http://www.sudha.coop). The completed tender form will be accepted latest by \_\_\_\_\_ till 05:00 PM. The envelope carrying the tender forms must be clearly super scribed at the top as 'Outsourcing the manpower'.
2. The tender document should contain two bids, Technical bid and financial bid. These bids should be kept in separate sealed envelopes clearly super scribing their name (i.e. technical bid and financial bid). Together both the bids should be kept in the main envelope super-scribing 'Outsourcing manpower'. The Tender document should also include a bank draft of Rs 500/- (Rs Five hundred only), in the name of BIHAR STATE MILK CO-OPERATIVE FEDERATION LTD. Payable at Delhi. This bank draft would be taken as 'cost of tender document' which is non-refundable.
3. The tenders will be opened on \_\_\_\_\_ at 11:00AM; the bidders otheir authorized representative may be present at the time of opening the tenders. First the technical bid would be opened in front of the constituted committee. Only after meeting all the required criteria in the technical bid, 'financial bid' will be opened.
4. A demand draft of Rs. 10,000 (Rs Ten thousand only) will be taken as Earnest Money Deposit (EMD) with the technical bid. The EMD will be returned to the unsuccessful bidders within 15 days after the completion of bidding process. For the successful bidders EMD will be adjusted with the performance security deposit, which will be Rs. 1,00,000 (Rs. One lac only) both the drafts should be in the name of BIHAR STATE MILK CO-OPERATIVE FEDERATION LTD. Payable at Delhi. The performance security deposit should be submitted before the signing this agreement.



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5. If successful bidder refuses the assignment after award of contract, the Earnest Money deposited shall be forfeited.
6. All the orders and instructions issued by Bihar State Milk Co-operative Federation Ltd. (COMFED), time to time shall be complied by the agency
7. The service provider will ensure, all the services being performed by duly qualified/skilled persons.
8. The tentative requirement of the manpower is given in financial bid, which may vary from time to time as per requirement. It is further clarified that the requirement of above manpower is only indicative and the same may increase or decrease as per the requirement. Some of required manpower post may be deleted.
9. The persons deployed by the Party / Agency should not have any adverse Police records/criminal cases against them.
10. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness.
11. Each of the marketing personnel will be given a realistic monthly target by COMFED. Meeting those targets will be necessary, if a personnel is unable to meet his/her target consecutively for two months. The agency will provide his/ her replacement.
12. The outsourced manpower could be transferred by COMFED throughout Delhi NCT as per need.
13. The service provider shall engage necessary persons as required by COMFED Delhi Office from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month through Account Payee Cheque and provide a proof of doing so and made available the records of receipt of wages at the time of submission of bills to the COMFED Delhi Office.
14. The service provider's personnel shall not claim any benefit /compensation /absorption /regularization of services in COMFED.



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15. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of COMFED Delhi Office.
16. .That the persons deputed shall not be below the age of 18 years.
17. The COMFED Delhi Office may require the service provider to remove from the office, any person, employed by the service provider, who may be incompetent or for his/her/their misconduct or due to any other reason whatsoever, the service provider shall forthwith comply with such direction and shall replace such person immediately.
18. The service provider has to provide Photo Identity Cards to the persons deployed by them for carrying out the work. These cards are to be constantly displayed by their persons & their loss reported immediately.
19. That the party/ agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations.
20. The service provider will submit the bill, in duplicate in respect of a particular month in the first week of the next month along-with copies of receipts towards statutory deposition for the previous month and copies of attendance register. The payment will be released through account payee cheque after deduction of taxes deductible at source under the laws in force.
21. Payments to the service provider would be strictly on certification by the COMFED. No wage/remuneration will be paid to any person for the days of absence from duty.
22. The successful bidder will enter into an agreement with COMFED Delhi Office for supply of suitable and qualified manpower as per requirement of this Office on these terms and conditions. The agreement will be valid for a period of twelve months from the date of award of contract and can be further



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extended for twelve month as may mutually agreed upon.

23. The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of COMFED Delhi Office.
24. The agency shall disburse the salary of the deployed personnel before 7th of the succeeding months.
25. Generally, the agreement can be terminated by either party by giving one month's notice in advance. COMFED also reserve the right to terminate the contract at any time according to Government/ Federation decision.
26. In the event, of any dispute arising in respect of the clauses of the agreement, the matter will be referred to the Arbitrator. The Managing Director, VPMU or the officer appoint by him shall be the Arbitrator and whose decision shall be binding on both the parties. Courts at Patna will have the jurisdiction to adjudicate upon the matter, if any.

Note: Duly signed copy of 'important information & terms and condition' must be attached with technical bid.

Seen, Understood and Accepted  
Signature  
(With the official stamp)