



इंडियन स्ट्रेटेजिक पेट्रोलियम रिज़र्वस् लि.

(ओ.आई.डी.बी. की पूर्ण स्वामित्व की सहायक कम्पनी)

पेट्रोलियम एवं प्राकृतिक गैस मंत्रालय, भारत सरकार

ओ.आई.डी.बी. भवन, तीसरी मंजिल, प्लॉट नं. 2, सैक्टर-73,

नौएडा- 201 301, उ.प्र.

फोन : 91-120-2594641, 2594647, फैक्स : 91-120-2594643

Indian Strategic Petroleum Reserves Ltd.

(A wholly owned subsidiary of OIIB)

Ministry of Petroleum and Natural Gas, Govt. of India

OIIB Bhawan, 3rd Floor, Plot No.2, Sector - 73, Noida-201 301, U.P.

Phone : 91-120-2594641, 2594647, Fax : 91-120-2594643

Email : isprl@isprlindia.com, Website : www.isprlindia.com

CIN - U63023DL2004GO1126973

No. ISPRL/ADMIN/59

LIMITED TENDER

24th June 2016

CORRIGENDUM 4

To

Sub: TENDER ENQUIRY FOR PROVIDING OFFICE SUPPORT/MANPOWER SERVICES ON OUTSOURCING BASIS ON TWO BID SYSTEM.

Sir,

Please refer to our limited tender enquiry of even no. dated 13.06.2016 for providing **OFFICE SUPPORT/MANPOWER SERVICES ON OUTSOURCING BASIS ON TWO BID SYSTEM.** We would like to inform you that :-

The revised Financial/Price Bid Format (Annexure III) is enclosed.

This may please be replaced in place of the Financial/Price Bid form attached with the tender document sent to you earlier. **Pl be clarified that the monthly wages shall not be less than the minimum wage prescribed by NCT of Delhi (i.e. Delhi Govt.).** The bids with wages less than the NCT of Delhi (Delhi Govt.) rate shall be summarily rejected.

Thanking you,

Yours faithfully,

(Vinod Kumar)

Asstt. Manager (P&A)

[Financial/ Price Bid]

Date:

To

The Head-P&A
Indian Strategic Petroleum Reserves Ltd.
OIDB Bhawan, 3rd Floor, Plot No.2, Sector-73
Noida-201301

Subject: Submission of quotation for supply of manpower.

Sir,

We hereby submit the quotation for the following various categories of manpower required by ISPRL, Noida.

Sl. No	Type of Office Support/ Manpower Services	Nos.	Monthly Wages (not to be less than the Minimum Wages prescribed by the Government for providing such services in NCT of Delhi (Delhi Govt) alongwith applicable statutory duties) (per outsourced employee of contractor)					Total Monthly wages
			Monthly Wages	EPF @	ESIC @	Bonus @	Total (Per Outsourced Employee)	
1	2	3	4	5	6	7	8	9 (Column 8 x3)
1	Office Assistant	01	Rs.					Rs.
2	Hindi Assistant	01	Rs.					Rs.
3	System Administrator	01	Rs.					Rs.
4.	Accounts Assistant	01	Rs.					Rs.
5.	Data Entry Operators (DEO)	05	Rs.					Rs.
6.	Multi Tasking Staff (MTS) Category -i	04	Rs.					Rs.
	Multi Tasking Staff (MTS) Category -ii	01	Rs.					
Total Wages (A)								Rs.
Contractor's Fixed Service charges (____% of total wages) (B)								Rs.
Sub Total C=(A+B)								Rs.
Current Service Tax incl.Ed.Cess,etc. @_____(D)								Rs.
Total Monthly Billing Amount(C+D)								Rs.
Total Annual Billing Amount								Rs.

- Note: 1. Service Tax and Education Cess, etc. will be paid as applicable from time to time.
2. Service provider will be responsible for compliance of all statutory obligations viz. EPF, ESI, Bonusetc.
3. Monthly payment to contractor including service charges will be made for the actual number of outsourced employees deployed.

Place

Signature of tenderer with stamp

[TECHNICAL BID FOR SUPPLY OF OFFICE SUPPORT/MANPOWER SERVICES ON OUTSOURCING BASIS]

Name of the Agency/Contractor: _____

Sl. No.	Particulars [whether submitted/agreed]	Mention 'Yes' or 'No'
Part-A		
1.	Whether have Registered or Operating Office in Delhi/NCR before the date of publication (proof experience of the service provider such as rent agreement, certificate of water, power bills etc.).	
2.	Earnest Money Deposit of Rs.50,000/- (pay order/DD in favour of ISPRL)	
3.	Letter of transmittal. (Annexure I)	
4.	Experience Certificate of at least 3 years in Government/PSU/Government Autonomous Bodies for providing OFFICE SUPPORT/MANPOWER SERVICES (Annexure-IV)	
5.	Copy of turn-over for the last 3 financial years of the Contractor with minimum average annual turnover of Rs.50 lakhs from manpower services in the last 3 Financial Years. (Certified copy of Profit & Loss Account, Balance Sheet and certificate of C.A. to the effect that the turnover is from manpower services only to be attached).	
6.	Agreed to deposit an amount equivalent to 10% of the annual contract value as security money with ISPRL if contract is awarded.	
7.	Whether the firm is blacklisted by any Govt. Department or any criminal case is registered against the bidder.	
8.	Attested copy of PAN and Service Tax Registration	
9.	Attested copy of ESI/EPF and other statutory registrations certificates	
10.	Registration Certificate under contract labour (R&A) Act 1970.	
11.	Technical & Financial bids are submitted separately in sealed envelopes, superscribed properly, in prescribed format. Composite bids would not be considered.	
12.	To accept all the T&C of the tender document.	
Part-B (Other Details of the Contractor/Tenderer)		
1.	Phone & Mobile nos. of the Contractor/Tenderer	
2.	E-mail id of the Contractor/Tenderer	
3.	Correspondence address of the Contractor/Tenderer	
4.	Permanent address of the Contractor/Tenderer	
5.	Type of the firm of the Contractor/Tenderer (whether sole proprietorship/partnership/Hindu Undivided Family (HUF) or Limited company)	
6.	Authorized person with complete details (like name, designation, contact no, address etc), if any	

In support of the above all relevant documents are to be enclosed duly self attested by the contractor/or his authorized signatory.

Date:

(Name & Signature of the tenderer with seal)

Place: