

**TERMS OF REFERENCE FOR EMPANELMENT OF FIRMS/COMPANIES FOR  
MANPOWER SUPPLY TO BRIDCUL**

1. Firm /Company should have annual turnover of at least Rs 30.00 Lakh for last three financial years.
2. Firm/ Company should have of experience of working in Uttarakahnd state.
3. Firm /company should have working experience of at least three years.
4. The firms/companies are required to provide Skilled / Semi skilled and unskilled manpower to BRIDCUL as and when required. The empanelled firms /companies will have to provide the Skilled / Semi skilled and unskilled manpower as per extant rates of Govt of Uttarakahnd.
5. The firms/companies should provide the rate list for supply of manpower as approved by Govt of Uttarakhand. However BRIDCUL reserves the right to release the assignment directly through an open tender process. Decision of BRIDCUL will be final in this regard.
6. Firm/companies shall comply all the rules and guidelines laid down by the Govt of Uttarakhand for manpower supply agencies/firms.
7. The documents can be forwarded by owner or owner's representative. Representative will have to enclose the Letter of Authority / the Power of Attorney along with this offer or when demanded by BRIDCUL, otherwise the offer will be considered null and void at any stage as per the decision of BRIDCUL.
8. The envelope containing the documents must be superscribed as "For Empanelment of firms/companies for Supply of Manpower".
9. The documents may also be sent by post/courier to reach before the scheduled date and time as indicated above. The following are essential conditions to be followed for the documents sent by post, failing which the envelope may not be opened and not considered or may be treated invalid:
  - (a) Documents should be preferably sent by Speed Post or Registered Post if it is not possible to deposit the documents in the specified Box.
  - (b) Documents should be sent only to the address as given above in the name of the person specified Managing Director BRIDCUL , Opposite ITI Majra Saharanpur Road Dehradun 248001
  - (c) Envelope should be superscribed as advised above (in para 10 above). The agency has to necessarily superscribe the envelope, failing which the envelope may not be considered and may remain unopened, or be opened with some other documents or may be accidentally opened before due date rendering it to be treated invalid as per the discretion of BRIDCUL.
  - (d) BRIDCUL takes no responsibility for any documents not reaching in time.

10. A suitable agreement would have to be entered into with BRIDCUL, after empanelment failing which the empanelment fee, may be forfeited or the work order would not be issued. If the terms and conditions of the agreement are not acceptable to the Vendor, then BRIDCUL reserves the right to forfeit the empanelment fee. In the absence of any specific agreement, any offer made in response to this tender, when accepted by BRIDCUL, will constitute a contract between BRIDCUL and firm/company.

11. The firms /companies will have to deposit a DD favouring Managing Director BRIDCUL of Rs One Lakh as empanelment fee.

12. BRIDCUL reserves the right to reject all / any applications without assigning any reasons whatsoever at any stage.

13. GST, Taxes ,Cess, etc or any other charges/taxes to be paid by the manpower providing firm /company.

14 BRIDCUL reserves the right to place the orders to more than one firm/company The decision of BRIDCUL will be final in the distribution.

15. A firms/companies participating in the empanelment process shall possess the following minimum pre-qualification/ eligibility criteria. Eligibility Criteria Documents/Information to be provided in the submitted proposal

(a). The Agency / Company should be in the business of providing Human resource for at least 2 years as on the date of closing date of this EOI. In case of Company attach the Certified copy of the Memorandum & Articles of Association , in case of Partnership firm / LLP certified copy of the Partnership Deed should be attached, and works orders confirming year and area of activity

(b). The Responding Agency / Company should have an average annual turnover of at least Rs 30 Lakh as revealed in Annual Financial Statements reported in India in the last 3 financial years. Certified Copy of the Audited Profit and Loss Account / Balance Sheet / annual report of the last three financial years.

(c). Tax Registration and Clearance : a. The bidder should have registration number of i. GST ii. Service Tax Registration Number iii. Income Tax / PAN Number b. The bidder should have cleared his GST/ VAT/CST/Service Tax dues upto March 31, 2018 to the Government. c. Application should be accompanied by income tax returns for the last three assessment years with PAN Number Copies of relevant certificates of registration GST/ VAT/CST Clearance certificate if available.

(d). Letter from CA mentioning that the firm has no dues as on 31 March 2018. IT returns and copy of PAN card firms should clearly indicate, giving explicit supporting documentary evidence, with respect to the above statement, in absence of which their proposals will be rejected summarily at the qualification stage itself.

Note : The firms/companies should adhere to the eligibility criteria specified from time to time by Govt of India as well as by Govt of Uttarakhand. BRIDCUL reserves the right to check their credentials with the organizations they have been associated

with. If required, by the specific projects, BRIDCUL reserves the right to call for certain additional criteria or add / modified other terms and conditions.

The firms/companies is required to comply all the Statutory Compliances as may be applicable for such type of work for which they are applying through this empanelment form. As manpower is required, then the agency merely by filling the empanelment form confirms that the agency has all the requisite permissions and licenses to carry out all the assignments as stipulated by this empanelment form. Further, merely by filling the empanelment form, the agency reconfirms that the agency has complied with all the statutory provisions of the Central, State, Local and Municipal laws in force. The firms/companies also confirms merely by filling the empanelment form, to comply with any future laws that may be enforced upon by the statute. Valid registrations viz., Service Tax, ESIC, Provident Fund, registration with Labour Commissioner and with any other authorities as per requirement should be available with the firms/companies and be produced as and when required. Consequences of insufficient permissions / licenses or compliances on the part of the firms/companies would be to the firms/companies account and the firms/companies merely by filling in the empanelment form indemnifies BRIDCUL of any or all such consequences.

16. The documents should be addressed to Managing Director BRIDCUL , Opposite ITI Niranjapur Majra Saharanpur Road Dehradun 248001 and deposited in the specified Box at this address before the due date and time.

17. Last Date of receipt of Empanelment documents: The last date of receipt of documents is upto **3:00 PM on 20 Sep 2018**. After this time, no documents will be accepted. The applications will be opened on the same day that is 20 Sep 2018 at same venue at 3:30 pm where the applications are received and rates will be opened on later date which will be intimated to the firms/companies who qualifies technically . All the firms/companies are invited for the Empanelment document opening,if they wish to.

**FORMAT FOR APPLICATION FOR EMPANELMENT OF**  
**MANPOWER FIRMS/ COMPANIES IN BRIDCUL**

1. Name and full address of the Organization :
2. Management Structure :
3. Contact Person with designation :
4. Contact telephone numbers and fax No. :
5. Email address :
6. Areas of work where expertise available, :
7. Turnover for last three financial years :
8. Approval/registration with any :Govt Agency ( Provide details)
9. Regular manpower available on roll : alongwith their age, qualification and experience
10. List of credentials :
11. Acceptance of terms and conditions : Yes/No