

**SOCIETY FOR SBI
RURAL SELF EMPLOYMENT TRAINING
INSTITUTES (SBI-RSETI)
State Bank of India, Local Head Office,
Lead Bank & RSETI Department,
2nd Floor, Hoshangabad Road, Bhopal-462011**

TENDER NOTICE

**TENDER FOR HIRING OF AGENCIES FOR PROVIDING MANPOWER ON CONTRACT
BASIS FOR ASSOCIATES FOR SBI RSETI SOCIETY, BHOPAL**

APPLICATIONS ARE INVITED FROM REPUTED AGENCIES FOR PROVIDING MANPOWER, REFERRED TO AS "ASSOCIATES", VIZ. FACULTIES, OFFICE ASSISTANTS, ATTENDANTS AND WATCHMAN CUM GARDENERS ON CONTRACT BASIS, REQUIRED AT RSETIs, PRESENTLY LOCATED AT 24 CENTRES (ASHOK NAGAR, CHATTARPUR(NOWGAON), DAMOH, GUNA, HARDA, KATNI, NEEMUCH, PANNA, SHEOPUR, SHIVPURI, TIKAMGARH, UMARIA ANF VIDISHA IN MADHYA PRADESH SIMILARLY BIJAPUR, BILASPUR, DANTEWADA, JAGDALPUR, JANJGIR, JASHPURNAGAR, KANKER, KAWARDHA, KORBA, NARAYANPUR AND RAJGARH IN CHHATTISGARH)

LAST DATE OF SUBMISSION OF APPLICATION: 15.09.2021

"SBI RSETI Society ("herein after referred to as THE SOCIETY), Bhopal" registered under the Madhya Pradesh Societies Registration Act, 1973 to run RSETIs (Rural Self Employment Training Institutes) sponsored by State Bank of India, a Premier Banking Institution with large network of branches in the country.

The Society, invites reputed, reliable and experienced manpower provider for providing manpower at RSETIs, presently situated in 24 Centres of Madhya Pradesh an Chhattisgarh State(s) on contract basis. Bids should be from Individuals/ Sole Proprietors/ Agencies/ Firms/ Companies engaged in the business of Manpower Provider, under Two-Bid system i.e. Technical Bid and Financial Bid. Interested persons fulfilling the minimum eligibility criteria may apply in prescribed format which may be downloaded from the SBI's website www.sbi.co.in under link 'Procurement News'.

Contract with the Successful Bidder for the purpose will be valid for a period of three years and thereafter may be extended for two years at the sole discretion of SBI RSETI Society, Bhopal subject to satisfactory performance.

The Bidders are required to quote most competitive rates. The Financial bids of Bidders who qualify in technical bids shall only be opened. The interested parties should send their bids, along with earnest money deposit, in the format which can be obtained from the President, SBI RSETI Society, Lead Bank Department, LHO, Tilak Marg, C-Scheme, Jaipur on any working day or can be downloaded from the website www.sbi.co.in. The Bidders are requested to read the tender document carefully and understand the terms and conditions before submitting the bid. Non-compliance of the instruction contained in this document may disqualify the bidder from bidding process.

Presently, tentative Manpower requirement is 6*24=144 in all categories which may vary according to requirement.

1	Name of Work	Tender for hiring services of Manpower Provider for providing Associates at RSETIs located at 24 centres in Madhya Pradesh and Chhattisgarh.
2	Earnest Money Deposit (EMD)	Rs.10,000 (Ten thousand only) in the form of Demand Draft/ Banker's Cheque only issued by Scheduled/ Nationalized Bank drawn in favour of "Society for SBI RSETI, Bhopal", payable at Bhopal with technical Bids.
3	Security Deposit	Rs.1,00,000.00 (One Lakh only) in the form of STDR in favour of "President, SBI RSETI Society, Bhopal" within 7 days of date of award of contract.
4	Tender documents	Tender documents to be downloaded from Bank's website www.sbi.co.in under procurement news free of cost.
5	Application Fee	Rs.1000/- (one thousand only) in the form of Demand Draft payable in favour of "President, SBI RSETI Society, Bhopal" NON-REFUNDABLE should be enclosed with Technical Bid. Bids without application fees shall not be entertained
6	Last date and time of receipt of tender	15.09.2021, upto 17.00 Hrs
7	Address at which the Bids are to be submitted	By Registered Post or personally delivered in Tender Box kept in the office of the Assistant General Manager, State Bank of India, Premises and Estate Department 3 rd floor, Local Head Office, Hoshangabad Road, Bhopal-462011 not later 17.00 hrs on 15/09/2021 Envelope should be encrypted at the top with " BIDS FOR MANPOWER SUPPLY AT RSETI "
8	Date and time of opening of Bids (Technical Bids)	Bids will opened after 02 days of closure of tender. Please mention contact details/email id on envelope so that any changes in dates/amendments if any, can be conveyed.
9	Place of opening tenders	Office of Society for SBI RSETI, Local Head Office,

		Lead Bank & RSETI Department, 2 nd floor, Hoshangabad Road, Bhopal-462011
10	Validity of offer	3 (Three) months from last date of submission of financial bids.
11	Technical Bid for providing Associates viz. Faculties, Office Assistants, Attendants and Watchman cum Gardeners	Annexure -I
12	Indicative Financial/Price Bid providing said Associates	Annexure-II
13	Tender acceptance letter	Annexure-III
14	Particulars in respect of work executed for the Last 3 years	Annexure-IV
15	Reference detail	Annexure-V
16	Job Qualifications	Annexure-VI
17	Job Profile	Annexure-VII
18	Remuneration	Annexure-VIII
19	Letter of authorisation for attending bid opening	Annexure-IX
20	Certificate for the Tender Documents Downloaded from the Website	Annexure -X

In case the date of opening/ closing of Bids is declared a holiday in Madhya Pradesh and Chhattisgarh, the bids will be opened/ closed on the next working day at the same time. The Society has the right to accept/ reject any/ all bids without assigning any reasons. The Society also reserves its right to reject any bid which, in the opinion of the Society, is too low or unrealistic for effectively carrying out the obligations required under the terms and conditions of the tender.

Place: Bhopal

PRESIDENT
SBI Society for RSETI, Bhopal

DISCLAIMER

The information contained in this Tender documents or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of Society for SBI RSETI, Bhopal, is provided to the Bidder(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided.

This Tender invitation is neither an agreement nor an offer and is only an invitation by the Society to the interested parties for submission of bids. The purpose of this Tender invitation is to provide the Bidder(s) with information to assist the formulation of their proposals.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender document and where necessary obtain independent advice. Society makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender.

Society may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender documents. No contractual obligation whatsoever shall arise from the Tender process until a formal contract is signed and executed by duly authorized officers of the Society with the selected Bidder.

GUIDELINES FOR SUBMISSION OF TENDER INVITATION

1. One Bidder shall submit only one tender.
2. Each page of Tender Document shall be signed by the Authorised Signatory.
3. The Rate quoted should be inclusive of all taxes. Offer(s) with below minimum charges incomplete or deficient, received late and/or not signed by the Bidder on all the pages shall not be accepted.
4. The contract shall be finalized subject to recommendation of the committee constituted for verification of quality/services provided by the bidder and approved by the Competent Authority.
5. Documents constituting the contract: The invitation of Bids, the terms and conditions of the Tender, Bid of the successful Bidder and Letter of Acceptance issued by the Society along with any amendment issued prior to signing of the Contract shall constitute the Contract between the Society and the successful Bidder. A separate contract on these lines may also be signed between the parties.
6. The tender will be processed under Two-Bid Tender System. Therefore, we will call Technical Bid first, and after scrutinizing all the bids, we will ensure eligibility of the vender to go for Financial Bid. Separate TECHNICAL and FINANCIAL BIDS will be submitted.

TECHNICAL BID

Technical Bid as per Annexure-I should be furnished in Envelope 'A'. This shall include details of services being provided and various other terms & conditions.
Details of documents asked for should also be enclosed with the Technical Bid.

(Price and other financial details must not be included in the technical bid.)

FINANCIAL/PRICE BID

Financial Bid as per Annexure-II should be furnished in Envelope 'B' .

No other format will be accepted. Both envelopes should be sealed and kept in another **Envelope 'C'** and **sealed.**

Each Envelope to be marked as – Bids for Manpower supply at SBI RSETI.

Technical Bids shall be opened first and subsequently, after preliminary scrutiny of Technical bids, verification of credential, and assessment of the bids, the Financial Bid of only those bidders whose offers are found suitable will be opened at later date.

Bidder should furnish earnest money deposit (EMD) in the form of Demand Draft/Banker's Cheque only, issued by any scheduled/nationalized commercial Bank, for Rs 10,000/- (Rupees Ten Thousands only) along with the technical bid, drawn in favour of Society for SBI RSETI, Bhopal-462011.

The Successful bidder to whom, the contract will be awarded, shall have to deposit a sum of Rs. 1,00,000/- (Rs. One Lac only) in the form of STDR favoring **SBI RSETI SOCIETY, Bhopal** as security deposit for the period of contract within 7 days from the date of award of contract. The security Deposit will be refunded only on the completion of the contract. Failure of the bidder to submit the above mention security deposit shall constitute sufficient grounds for the annulment of the contract awarded. If the successful bidder fails, in course of the contract period to comply with the terms and condition of the Agreement/Contract, the security deposit may be forfeited in full or in part as decided by the competent Authority. The Security Deposit will not carry any additional interest and will be refunded only on completion of the contract. The security Deposit will be refunded within a month of expiry or termination of the contract as the case may be after adjusting the dues payable by the contractor to the SBI RSETI Society, Bhopal, if any.

The individual signing the tender form or any document forming part of the tender on behalf of Company/Partnership Firm/LLP shall be responsible to produce an authenticated copy of the resolution passed by the company or Power of Attorney duly executed in his favour stating that he has the authority to bind other such persons of the company/firm/LLP, as the case may be, in all matters pertaining to the tender. If the person so signing fails to provide the said copy of resolution passed or Power of Attorney, the Society without prejudice to other civil and criminal remedies may cancel the tender and hold the signatory liable for all costs and damages. In case of registered or unregistered Partnership firm, all the partners should sign the tender.

The EMD will be returned interest free, to the unsuccessful Bidders after fifteen (15) days from completion of tender process. The EMD is payable by all categories of Bidders and no exemption from earnest money deposit is permissible. Earnest Money Deposit (EMD) in the form of cheque or cash is not acceptable. Bids without earnest money deposit shall be treated as invalid. Bids with defective financial instruments shall also be treated as invalid.

In the case of successful Bidders, Earnest Money Deposit amount will be forfeited by the Bank, if:

- i) After submission of the tender, the Bidder fails or refuses to comply with any/all of the terms and conditions of the tender;
- ii) The Bidder withdraws the offer during the validity period.

a) Last Date

Bidders must ensure that the duly signed and filled Bids enclosing all the required/stipulated documents personally delivered in **Tender Box** kept at this Office of Assistant General Manager, State Bank of India, Premises and Estate Department, 2nd Floor, Hoshngabad Road, Bhopal-462011 well within time so as to reach the Bank not later than **17.00 Hrs. on 15.09.2021** Bids received after the due date and time shall not be accepted and no correspondence will be entertained in this regard.

Date of opening of bids

The technical bid will be opened, in the presence of participating bidders or their representative duly authorized in writing, on **18.09.2021 at 17.30 Hrs.** at office of **SBI RSETI SOCIETY, Lead Bank Department, State Bank of India, Local Head Office, 2nd Floor, Hoshangabad Road, Bhopal-462011** . **Date and time** of opening of **financial bid** will be announced later. The date of opening the financial bids will be intimated to technically qualified bidders.

b) Bidders are advised to read and understand the complete scope / value and volume of the work involved before submitting their bids. No Clarifications shall be entertained after submitting the bids.

c) Bidders are advised in their own interest to study the terms and conditions of the tender carefully and only then submit bids accordingly. Any tender/quotation received against this tender shall be governed by the terms and conditions indicated in the tender document and the Bidders quoting against this tender shall be deemed to have read, understood and accepted the same.

d) Price and Validity

i) The Rates must be quoted as detailed in **Annexure-II** covering the entire activity as per the scope of the contract. Rates shall be inclusive of all duties, rates, charges, insurance costs etc., as applicable. However, GST, as applicable, shall be paid additionally after receipt of valid GST certificate as applicable, registration certificate from the contractor and proof of payment of tax whenever the same have been paid and claimed.

ii) Rates agreed upon shall remain same throughout the period of Contract.

e) The discount, if any, should be straight and simple. No, conditional discount will be given weightage for comparison purpose. However, the Society may avail it to its benefit.

f) Offer quoted should be valid minimum for a period of three years from the date of opening of Technical Bid.

g) i) The terms of contract shall be valid for a period of 3 (three) years.
ii) After expiry of the above prescribed period of 3 years the Society reserves the right to extend the period for two year, on the same terms and conditions if it so desires at its sole discretion subject to the mutual agreement between the parties.

h) The finalization and declaration of the final L-1 will be subject to the approval of the competent authority.

j) The technical bid will be opened on day i.e.18.09.2021 at 17.30 HRS, in the presence of bidders or their authorized representatives who may like to be present. After preliminary scrutiny of the technical bids, verification of credentials and assessment of the offers, the financial bids of only those bidders, whose offers are found suitable to the Bank, will be opened at a later date. The date of opening of financial bids will be intimated in writing to those bidders whose offers are found suitable.

OVERALL CHECKLIST

S. No.	PARAMETERS	REMARKS
	GENERAL	
1	Agency/Company/Firm Registration certificate	
2	GST Registration Certificate	
3	PAN Card	
4	IT return for last 3 years	FY/2017-18 onwards
5	Audited Balance sheet for last 3 years	FY/2017-18 onwards
6	Work executed for Nationalized Bank/PSUs/Financial Institutions	
7	Performance Certificates from clients	
24	List of clients, addresses & contact no.	
9	Proof of Registration with EPF & ESI	
10	Certificate from vendor stating not under arbitration or delisted	
11	Certified copy of Partnership deed (wherever applicable)	
12	In case of company , Memorandum of Association should be attached (wherever applicable)	

GENERAL TERMS & CONDITIONS

The intending Bidder should be in the field of providing manpower to reputed nationalized Banks / PSUs/ Financial institutes and should have appropriate experience in respective categories.

1. Testimonials to be submitted along with the Application are as under: (Enclose self attested photocopies of all relevant documents as mentioned in the list of testimonials and other required documents, wherever required)
 - (a) Registration Certificate showing the activities of the Contractor.
 - (b) GST Registration Certificate.
 - (c) Pan Card.
 - (d) IT Return for the last 3 Financial Years i.e., 2019-20, 2018-19, 2017-18.
 - (e) Chartered Accountant Certified / Audited Balance Sheet.
 - (f) Work Orders executed for Nationalized Banks / PSUs / Financial institutes mentioning nature of work and their value.
 - (g) List of clients, addresses and their contact numbers.
 - (h) Proof of registration with ESI and EPF, wherever applicable.
2. The Society may inspect the facilities of the vendors to verify the genuineness and to ensure the conformity with the details given.
3. The Bidders who are under arbitration / litigation with SBI or have been black listed / de-listed by any Nationalized Banks / PSUs / Financial institutions will not be considered.
4. If the application is made by a partnership firm, a certified copy of the Partnership Deed, Current Address of the firm and the full names and current addresses of all the partners of the firm along with their KYC documents shall also accompany the application.
5. If the application is made by a Limited Company it shall be signed by a duly authorized person holding the Board Resolution for signing the application in which case certified copies of the Certificate of incorporation, Memorandum & Articles of Association shall accompany the application.
6. If the space in the Application Form is insufficient for furnishing full details, the information shall be supplemented in separate sheets of paper stating therein the part of the statement and serial number. Separate sheets shall be used for each part.
7. The documents provided by the Bidder are Non-returnable.
8. The Society takes no responsibility of application lost / delayed in postal transit.
9. The Society reserves its right to postpone the date of submission or issue any additional amendments.
10. Applications received after due date and time or incomplete in any respect are liable to be rejected.
11. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussion, conferences or site visits will be reimbursed by the Society.
12. The intending applicants are required to submit their full Bio-Data giving details about their organization, experience, competence and adequate evidence of their financial standing, etc., in the enclosed statement (along with requisite testimonials). Incomplete applications or applications without proper proofs for establishing their credentials may not be considered.

The decision of the Society with regards to selection of contractors will be final. The Society is not bound to assign any reason thereof.

13. The evaluation of the company and also that of manpower provided by it will be carried out by the Society as per the information / testimonials provided along with the Application Form. If information and details furnished by applicants are found to be false / inadequate at the time of evaluation or any time in future or any information withheld which comes to the notice of the Society at a later date, the contract/bids of such applicant will be canceled immediately.
14. The contract will be valid for a period of three years from the date of issue of communication, and at the discretion of the society may be extended thereafter for a further period of two years at the sole discretion of SBI RSETI Society, Bhopal subject to satisfactory performance.
15. Society reserves the right to reject any or all the applications without assigning any reason thereof and also reserves the right to restrict number of applicants for tendering at its sole discretion. Society's decision in this regard shall be final and binding on all concerned.
16. The applicant should not be a sub-contractor to any other entity or person nor has at any time sub-let the contract awarded to the applicant to any other person.

ELIGIBILITY CRITERIA & TECHNICAL SPECIFICATIONS

I. SCOPE OF WORK

1. The scope of work shall include providing Associates to be allocated at said RSETIs on need basis.
2. The qualifications, Job Profile & Remuneration of the Associates to be provided by the agency / company will be as per Annexure-VI, VII & VIII respectively.
3. It is also expected that the agency will make adequate arrangement for supervision to ensure efficient discharge of the duty by the personnel deployed. The contact details of the supervisor should be made available to the Society.
4. The agency will be responsible for police verification of Associates provided by them.
5. The agency will submit bifurcation of wages paid statement showing Basic, VDA, PF, ESI, Service charge etc. as per law, in every month.
6. The Associates shall perform 24 hourly duties properly. In any case, the hours of work shall not be more than the statutory limits.
 - (i) The Associates shall report on duty on time, well groomed and properly dressed.
 - (ii) While on duty, the Associates shall not be under the influence of liquor or any intoxicant;
 - (iii) Shall not engage himself in unnecessary conversation or divert his attention away from duties.
7. The Associates shall be polite and courteous.

II. CRITERION FOR AGENCIES PROVIDING ASSOCIATES

Only those agencies which, fulfill the following criteria, are eligible to apply as per the enclosed format:

1. Annual Turnover of the firm/bidder should not be less than Rs.50.00 lakh in last three years each. The agency must produce copies of the Balance Sheet and Profit & Loss account duly audited by the Chartered Accountant indicating the Turnover where applicable.
2. The firm must have all the valid legal licenses / registration certificates such as Service tax, EPF Act. ESI Act and copies of the same to be furnished.
3. The firm must have minimum 50 permanent employee / staff on its roll in geographical area of Bhopal Circle with clear and regular recruitment policy.
4. The agency should have PAN card and copy of the same to be enclosed with the application.
5. Offers with insufficient information and offers which do not strictly comply with the stipulations given above are liable to be rejected.
6. The Society reserves the right to accept or reject any or all the offers without assigning any reason whatsoever.
7. The regularity of the performance of the service will be the essence. The Contractor shall take all possible steps to ensure to maintain its performance as determined by the Society from time to time.
8. Only registered/licensed labour provider's agency (Labour Contractor) with the concerned department shall be eligible to apply.

III. OTHER REQUIREMENTS

1. Bids should be complete in all respects and incomplete bids will be summarily rejected. The Society will not entertain any correspondence in this regard.
2. Canvassing in any form entails disqualification from further consideration.
3. Any Bidder found influencing or intimidating other Bidders / Tender process is and will be liable to / for disqualification.
4. The Society's decision in respect of any dispute arising out of the hiring the services shall be final and binding on the Bidder or his representative.
5. The Bidder shall procure and arrange at his expense all necessary permits, certificates and licenses required under any or all applicable laws, regulations, ordinances and other rules in effect at the place where any service/s is / are to be performed, and the Bidder further agrees to hold and keep the Society indemnified from liability or penalty which might be imposed by reason of any asserted or established violation of such laws, regulations, ordinances or other rules.
6. The contract shall be governed, interpreted and enforced in accordance with law of India and Courts at Bhopal shall alone have exclusive jurisdiction.
7. The Bidder shall not at any time sub-contract or assign in whole or in part its obligations, liabilities, privileges, benefits and rights in or under this contract for any purpose and to any extent in favour of any third party without prior consent of the Bank.
8. The Bidder shall always ensure that the hours of work and other service conditions of employment of his employees are in accordance with all applicable laws and rules including Contract Labour (Abolition & Regulation) Act 1970. All liabilities and penalties arising out of violation of any of the laws, rules and regulations shall only be borne by the Bidder/s.
9. The Bidder/s and his employee shall always keep and maintain the information that may come to their knowledge or information about the officials, or the conversations, documents, addresses, places of visits etc strictly in confidence and confidential and they are duty bound not to disclose such information to any person or persons without the prior permission had in writing from the concerned officer and the Society.
10. The Society reserves the right to reject or accept or cancel partly or in full any or all tenders without assigning any reason whatsoever. The decision of the Society in this regard is final and binding on the Bidders.
11. The successful Bidder may be required to execute an Agreement with the Society in the format prescribed by the Society

12. "12.Arbitration. The contract shall be governed , interpreted and enforced in accordance with the law in India and in case of any dispute, efforts shall be made by the parties to resolve the dispute amicably. If however, the parties are not able to solve the dispute amicably, the same shall be referred to the sole arbitrator appointed by the Deputy General Manager(FI), SBI,LHO, Bhopal and the provisions of the Arbitration and conciliation Act,1996 as amended from time to time shall be applicable to such proceedings. The bidder/service provider has no objection to any such appointment to the effect that the arbitrator so appointed is the bank's own officer. The award of the arbitrator so appointed shall be final and binding on both the parties in regard to such disputes or differences. The arbitration proceedings shall take place at Bhopal only. The provisions of the Arbitration and Concilaition Act, 1996 and rules framed there under an in force shall be applicable to such proceedings and the language of the arbitration proceedings an that of all documents and communications between the parties shall be in English.

IV. INDEMNITY & LIABILITY

- (a) The Bidder agrees to indemnify the Society against all losses or claims in respect of any or all
statutory / financial obligations arising out of any negligence or misconduct on the part of the bidder howsoever and in whatsoever manner caused to the Society. The society will not enter into any litigation whatsoever under any circumstances in respect of afore-stated statutory / financial obligations. Any litigation if so warranted /compelled will be conducted and pursued by the Society at the cost of the Bidder only.

- (b) The Society shall be liable only for paying agreed hiring charges. The Bidder shall be responsible and answerable for all claims from third parties including the employees of the Society in the event of any accident or injury, death, loss or damage leading to / involving any liability caused by the Bidder or its employees. The Society will have no master servant relationship with the employees/ associates of the Agency. The relation of bidders and the Society is principal-to-principal basis. If during the contract period, any loss or damage to property or life, death due to accident etc., is employees of the Agency or any other third party, the Society shall not be responsible for the same.

- (c) The Bidder shall be responsible for all legal compliances prescribed by Government of India and the State Governments concerned which shall among others include law relating to Income Tax, Accidents, ESI, EPF, Insurance, Contract Labour (Abolition & Regulation) Act, Industrial Disputes Act, Workmen Compensation Act, Payment of Wages Act, Minimum Wages Act etc. The Bidder shall submit proof of payment of statutory dues. Any breach of the applicable laws, rules and regulations would entitle the Bank to cancel the contract.

- (d) Payment to the Bidder will be based upon the record maintained by the bidder.

- (e) The security deposit of the successful Bidder shall remain deposited with the Society during the period of contract which can be forfeited in case Bidders violates the terms and conditions of tender during this period and will not carry any interest.

V. TERMINATION

The Society reserves the right to terminate the contract by giving 30 (thirty) days notice and without assigning any reason whatsoever.

Without prejudice to the above the Society reserves its right to terminate the agreement for any reason at its absolute discretion including but not limited to the following:-

(i) The Society may, without prejudice to any other remedy for breach of contract, may terminate the contract/agreement by 30 (thirty) days notice in the event of unsatisfactory performance or on breach of any stipulated conditions or qualitative dimensions of the various services specified/agreed upon by the bidder, or the engagement is not in the interest of the Bank or the Bank no more requires any such service and the Contract/agreement shall be deemed to have been terminated for all purposes on the expiry of the 30 (thirty) days day from the date of receipt of the notice.

(ii) Other Grounds for Termination: The society shall have the right to terminate the agreement immediately by giving a notice in writing to the service provider in the following eventualities:

1. If any receiver/ liquidator is appointed in connection with the business of service provider/bidder or service provider/bidder transfers substantial assets in favour of its creditors or any orders/directions are issued by any authority/regulator which has the effect of suspension of the business of the service provider.
2. If service provider/bidder applies to the court or passes a resolution of the voluntary winding up of or any other creditor/ person files a petition for winding up or dissolution of service provider/bidder.
3. If any acts of commission or omission on the part of the service provider/bidder or its agents, employees, sub-contractors or representatives, in the reasonable opinion of the bank tantamount to fraud or prejudicial to the interest of the society or its employee(s).
4. Any document, information, data or statement submitted by the service provider/bidder in response to RFP, based on which the service provider was considered eligible or successful, is found to be false, incorrect or misleading.
5. The Society may, at any time, terminate the contract by giving written notice to the selected service provider/bidder, if the selected agency becomes bankrupt or insolvent or any application for bankruptcy, insolvency or winding up has been filed against it by any person. In this event, termination will be without compensation to the selected agency, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Society.
6. The Bidder is involved in wrongful billing. In addition hereto wrongful billing shall also result in the organization being debarred from participating in any other tender of the Society.

7. For any reason whatsoever, the bidder becomes disentitled in law to perform his obligations under this agreement.

8. If any charge sheet is filed against the agency/company or the bidder is convicted by a criminal court on the grounds of moral turpitude.

9. If the contract is terminated under any termination clause, the vendor shall handover all documents/executable/Society's data or any other relevant information to the bank in timely manner and in proper format as per scope of this RFP and shall also support the orderly transition to another vendor or to the Society.

(iii) The Society's right to terminate the services will be in addition to the penalties/liquidated damages and other actions as deemed fit.

VII. VALIDITY OF TENDER

Tenders shall remain valid and open for acceptance for a period of 3 (three) months from the last date of submission of Bid. If the bidder withdraws his/her offer during the validity period or makes modifications in his/her original offer which are not acceptable to the Society, the Society shall be at liberty to forfeit the EMD without prejudice to any other right or remedy.

Place: Bhopal

Date:

SIGNATURE OF OWNER / DIRECTOR

AUTHORISED SIGNATORY

Official Seal/Stamp

TECHNICAL BID

BID FOR PROVIDING ASSOCIATES AT RSETIs PRESENTLY SITUATED AT 24 CENTRES OF MADHYA PRADESH & CHHATTISGARH STATE

1	Name of Agency				
2	Year of Establishment & Experience	(NB: Date of Commencement of Business – In case of Company)			
3	Details of Key / Directors / Senior Officials / Senior Managers	Name	Designation	Qualification	Experience
4	Registered / Head Office Address with details	Address			
		Mobile No.			
		Phone No.			
		Fax No.			
		Email			
5	Local Address Madhya Pradesh & Chhattisgarh with details	Address			
		Mobile No.			
		Phone No.			
		Fax No.			
		Email			
6	GST Registration No.	(Please enclose a certified copy of latest GST return clearance certificate)			
7	PAN Card No.				
8	Details of ISO Certification				
9	Annual Turn Over(In lakhs) (Please enclose copies of Audited Profit and Loss and Balance Sheet along with Auditor's Note)	2017-18: Rs.			
		2018-19: Rs.			
		2019-20: Rs.			

10	No. of Personnel on the Roll	
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Place :

Date :

Authorised Signature

Along with the seal of the company/Firm

FINANCIAL BID

BID FOR PROVIDING ASSOCIATES AT RSETIs PRESENTLY SITUATED AT 24 CENTRES OF MADHYA PRADESH & CHHATTISGARH STATE

1. I / we herewith submit the Financial Bid for the providing of manpower, as per the details give in Tender document and assessed the scope of works thoroughly and have also gone through the tender documents and understood the terms & conditions stipulated therein before quoting the rates hereunder.

2. Our service charge is % (.....Percentage) of the monthly bill for reimbursement.

3. Our fee inclusive of all the statutory liability, duties fees, other charges but excluding of GST.

Place :

Date :

Authorised Signature

Along with the seal of the company/Firm

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To
Society for SBI RSETI,
Local Head Office, Lead Bank & RSETI Department
2nd Floor, Hoshngabad Road, Bhopal-462011

Sub : - **Acceptance of Terms & Conditions of Tender**

Services being offered.

Dear Sir,

1. I / We hereby certify that I/we have read the entire terms and conditions of the tender documents from page No._____ to_____ (including all documents like annexure(s), appendix(s), schedule(s), etc), which may form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your Society to have also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that the information furnished in the application and in the supplementary sheets from pages_to_are correct to the best of my / our knowledge and belief.
5. In case any provisions of this tender are found violated, then your Society shall without prejudice to any other right or remedy be at liberty to reject this tender/bid.

Yours faithfully,

Signature _____

Name _____

Place:_____Date:_____.

Designation_____

Official Seal of Applicant:

Address_____

REFERENCE DETAILS

(Separate pages for separate reference may be included)

Name of the company / PSU Bank / Govt Body	
Address of the company / PSU Bank	
Contact person	Name: Designation: Landline No.: Cell No.: E-mail id: Fax No

Place:

Date:

AUTHORISED SIGNATORY

Job Qualifications & Other Requirements:

Desirable age for all outsourced positions is 22-40 years.

SN	Position	Qualifications & Other Requirements
1.	Faculty	<ul style="list-style-type: none"> • Shall be a Graduate / Post Graduate viz. MSW/MA in Rural Development / MA in Sociology / Psychology / B.Sc. (Veterinary), B.Sc. (Horticulture), B.Sc. (Agri.), B.Sc. (Agri. Marketing)/ B.A. with B.Ed. etc. • Shall have a flair for teaching and possess sound Computer Knowledge • Excellent communication skills in the local language essential, fluency in English and Hindi will be an added advantage Skills in Typing in Hindi Language essential. • Skills in typing in English will be an added advantage Previous experience as Faculty preferred
2.	Office Assistant	<ul style="list-style-type: none"> • Shall be a Graduate viz. BSW/BA/B.Com./ with computer knowledge Knowledge in Basic Accounting is a preferred qualification Shall be fluent in spoken and written local language. Fluency in Hindi / English would be an added qualification • Shall be proficient in MS Office (Word and Excel), Tally & Internet • Skills in typing in Hindi is essential, Typing skills in English is an added advantage
3.	Attendant	<p>Shall be a Matriculate Ability to Read and Write Hindi Language preferred</p>
4.	Watchman/ Gardener	<p>Should have passed 7th Standard</p> <ul style="list-style-type: none"> • Should have experience preferably in agriculture/ gardening/ horticulture

JOB PROFILE OF SUPPORT STAFF RSETIS

A. FACULTY

1. Work as faculty of the Institute handling sessions relating to entrepreneurship, motivation, personality development, business management, conducting business games etc guiding/educating the trainees and coordinate the programmes of the Institute.
2. Conducting pre-training activities – EAPs, generations of applications and selection of candidates
3. Assisting the directors in designing the annual action plan and training programmes.
4. Arranging logistics for the training programmes, including training materials and arranging guest faculty.
5. Providing post training escort services including conducting of follow up meets/visits.
6. Providing counselling, credit linkage, preparation of project report etc.
7. Preparation of success stories and circulate a minimum of two stories per month to the controlling office/MoRD.
8. Preparation of Post programme Report.
9. Preparation of monthly report and other periodical reports.
10. Assisting/guiding the office assistant in maintaining of day book, general ledger and all other registers and books.
11. Design new training programs by collecting feedback on emerging business opportunities in the area.
12. Prepare case studies and training materials for effective delivery of sessions.
13. Establish liaison with outside agencies.
14. Assist director in internal control/administration of the Institute.
15. Organising functions, events and meetings of the Institute.
16. Preparation of the press release/reports on various activities of the Institute.
17. Supervising the work of assistant, attender, watchman cum gardener of the Institute.
18. Monitoring the performance of guest faculty of all skill trainings.
19. Maintenance of inventory and library books of the Institute.
20. Overseeing the maintenance of entire campus including class rooms, kitchen, dining and dormitory and to ensure to keep the premises clean and tidy.
21. Maintaining discipline in the Institute and ensuring administration of MILLY, LOG, PRAYER, YOGASHRAMADHAN etc on daily basis.
22. Any other work assigned by the director from time to time.

B. OFFICE ASSISTANT

1. Assisting the director and faculty in effective functioning of the Institute to fulfill the objectives of the society/Trust.
2. Maintaining of cash book, general ledger, vouchers as per the guidelines.
3. Maintaining all books, registers both manual and soft copy as per the prevailing guidelines from society/trust/ ministry.

4. Maintaining and updating all data relating to relating to trainings, follow up, settlement etc.
5. Creating and updating MIS data as per the guidelines.
6. Preparation of monthly report and other periodical reports and submission to Society, Trust, Ministry and other agencies involved in overall supervision of functioning of RSETI.
7. Organising the required logistics for training including arranging Boarding, Dormitory, etc.
8. Arranging the training materials for all Skill batches.
9. Making registration of candidates in all the trainings, taking daily attendance of trainees, taking boarding attendance of trainees.
10. Conducting follow up visits as directed by Director and reporting the same to the Director.
11. Up keeping of all fixed Assets and maintaining of Inventory of items including training materials and equipment.
12. Maintaining of Library books and issuing books to the trainees as and when they demand.
13. Carryout all the Instructions/any other work given by the Director and faculty from time to time.

C. ATTENDANT

1. Generally all subordinate work of the Institute for assisting the Director and other staff of the Institute for smooth functioning of the day to day activities.
2. Up keeping of premises including office, training class rooms, dormitory, bathrooms, filing cabinet, visitors lounge etc.
3. Filing the documents in respective files as per direction of office Assistant/Faculty/ Director.
4. Going to Bank branches for all Bank work like for getting pass book updating etc. as per the instructions of Director.
Any other work entrusted by the Director from time to time.

B. WATCHMAN/ GARDNER:

1. Watch and ward of the premises
2. Gardening work and maintenance and upkeep of the premises.
3. In case of need to perform the duties of the attendant.
4. Any other work entrusted by the Director from time to time.

SALARY STRUCTURE & OTHER DETAILS

S.N.	Category	Salary Structure	
01	Faculty	For New Employees and Employees upto 3 Years' experience: Rs. 24000/- (*) For Employees with more than 3 Years' experience: Rs. 27000/- (*) (*) The revised salary is inclusive of Employer's contribution towards ESIC and EPF at the applicable rate.	
02	Office Assistant	For New Employees and Employees upto 3 Years' experience: Rs. 15000/- (*) For Employees with more than 3 Years' experience: Rs. 17000/- (*) (**)The revised salary is inclusive of Employer's contribution towards ESIC and EPF at the applicable rate.	
03	Attendant	Rs. 10000/- (**) (**) The Minimum Wage Act Policy of the State is applicable for Attender and Watchman and whichever higher, payable.	
04	Watchman/ Gardner	Rs. 8000/- (**) (**) The Minimum Wage Act Policy of the State is applicable for Attender and Watchman and whichever higher, payable.	
05	TA for outstation duties	The travelling expenses payable for travel to the staff of RSETI is dependent on the office exigencies and approval of the tour programme on duty either for follow up / EAP / other office work by the competent authority i.e. Director of RSETI. For the approved tour programme/travel on duty, eligible mode is II Class sleeper by train by the regular/shortest route or equivalent class by Public Transport (Bus). A reasonable local conveyance by public transport may also be reimbursed.	
6	HA for outstation tour (per day)	From 4 to 08 hrs	> 08 hrs
150.00		300.00	
100.00		200.00	

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject : Authorisation for attending bid opening on.....(date)

in the Bidding of

Following persons are hereby authorized through duly passed resolution*/power of attorney* to attend the bid opening for the tender mentioned above on behalf of.....(Bidder) in order of

preference given below:-

Order of Preference	Name	Specimen Signature
	Contact No.:	
	Contact No.:	

* Certified copy should be

enclosed Signature of the

Bidder with Seal Or

Officer authorized to Sign the Bid Documents on behalf of bidder.

Note

10. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, the first preference will be allowed.

11. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

**CERTIFICATE FOR THE DOCUMENTS
DOWNLOADED FROM THE WEBSITE**

“I.....(Authorized Signatory) hereby declare that the Tender Documents submitted has been downloaded from the website <https://www.sbi.co.in> and no additional/deletion/correction has been made in the documents downloaded.

In case at any stage, it is found that the information given above is false / incorrect, Society shall have the absolute right to take any action as deemed fit/without any prior intimation.

Signature of the Bidder with Seal

