



**REQUEST FOR PROPOSAL**  
**Madhya Pradesh State Waqf Board, Bhopal**  
**Govt. of Madhya Pradesh**

**NOTIFICATION INVITING OPEN TENDER FOR PROVIDING PERSONNEL ON  
 OUTSOURCING BASIS**

The Madhya Pradesh State Waqf Board, a statutory boady established under the Central Act by the Govt. of Madhya Pardesh requires Services of personnel in locations, Bhopal and Jabalpur. Sealed bids are invited from reputed Firm/Organization/oursourcing agencies subject to the terms and conditions as mentioned in the tender document. The last date for receipt of tender documents is 29th September, 2017 upto 05:00 PM.

Tender Nofication NO.	:	BPL/MP-WB/Stength/Estt.-2017/
Name of the Work	:	Providing Personnel for engagement on Outsourcing Basis.
Service Location	:	Legal Assistant (2 no's) Accountant (2 no's) at Bhopal Zonal Waqf Estate Officer (01) Survey Assistant (01) at Jabalpur
Estimated Cost of Work	:	1820000.00
Earnest Money Deposit Amount:	:	182000.00
Period of Contract	:	One Year
Last Date /Time of submission	:	29th September, 2017 upto 05:00 PM
Address for submission of Bids	:	The CEO, Madhya Pradesh State Waqf Board, Taj campus, Near Old DPI Building, Bhopal - 462001

1. Interested bidders should ensure that their organization fulfils all the terms and conditions mentioned in the tender before sending their bids.

2. The CEO, Madhya Pradesh Waqf Board reserves the right to modify, expand, restrict, scrap, or cancel in whole/part, the tender process at any stage without assigning any reasons and decision of The CEO, Madhya Pradesh Waqf Board in this regard shall be final and binding. Delivery of the responses along with documents at the prescribed address will be the sole responsibility of the responding bidder.

3. Interested bidder/s may fill in the tender forms and send in two separate covers — One cover superscribed as "Technical bid" containing Annexure I, II, III, IV & EMD and other supporting documents and second cover superscribed as "Financial bid" containing Annexure V and envelope containing both the covers should be superscribed as "Open Tender for Providing Personnel for engagement on Outsourcing Basis" and addressed to the CEO, M.P. Waqf Board, Taj Campus, Old DPI Building, Bhopal-462001.

4. The last date/time for the receipt of sealed tenders document shall be 29th September 2017 upto 05:00 PM. The technical bids will be opened on 3rd October 2017 at 03:00 PM in the presence of the bidders or their authorized agents who may choose to be present. The opening of financial bids will be done at a later date. If any clarification is required with regard to technical/financial bid, they may seek the clarification in writing on or before 27th September 2017.

5. The cost of the Tender Rs. 1000.00 shall be deposited to the Board in the form of DD in the name of CEO, M.P. Waqf Board, Bhopal

Chief Executive Officer  
M.P. State Waqf Board, Bhopal  
Mob.: 9425080155

Copy to :

1. Ministry of Minority Affairs, Govt. of India
2. Chairperson, M.P. State Level Co-ordination Committee, Govt. of Madhya Pradesh.
3. Store Section to paste on Notice Board.

**ANNEXURE-I**

**GENERAL CONDITIONS OF THE TENDER AND SCOPE OF SERVICE**

**Introduction**

The Madhya Pradesh State Waqf Board, a statutory body established under the Central Act by the Govt. of Madhya Pradesh, requires services of Personnel in the following categories on outsourcing

**I. SCOPE OF SERVICE.**

I. The tentative numbers of outsourcing persons required are given below

**I - AT BHOPAL**

1. Legal Assistant — 2 nos.
2. Accountant —2 nos.

**II. AT JABALPUR**

3. Zonal Waqf Estate Officer — 1 no.
4. Survey Assistant -- 1 no

1.2 CEO, MP Waqf Board, Bhopal reserves the right to change the designation, the remuneration/wages component and criteria of qualification/age and experience for any post. New category of posts may be added and existing category of posts may also be deleted at the discretion of CEO, MP Waqf Board, Bhopal.

1.3 In performing the terms and conditions of the Contract, the Manpower Agency / Service agency shall at all times act as an Independent Manpower Agency /Service agency. The employment shall be strictly on outsourcing basis. The employees of the Manpower Agency /Service agency shall never, under any circumstances whatsoever, be entitled to claim themselves to be the employees of the, MP Waqf Board, Bhopal. There will no employer-employee relationship between MP Waqf Board, Bhopal and the persons engaged through the contractor.

1.4 The Manpower Agency / Service agency shall provide a substitute immediately if any of employees appointed through them quits service.

1.5 The service provider shall be responsible for recovering employee's share of contributions towards Provident Fund, Employees State Insurance and other statutory payments / Liabilities etc. wherever applicable.

1.6 The person signing the tender or any documents forming part of the tender on behalf of the Manpower Agency / Service agency shall be responsible to produce authority letter duly executed in his/her favour, stating that he/she has the authority to bind such other person or the agency as the case may be, in all matters pertaining to the tender. If the person so signing the tender fails to produce the said authority letter, his/her tender shall be liable to summary rejection without prejudice to any other right of CEO, MP Waqf Board under the law. The tender shall be filled in by the agency neatly and accurately. Any corrections or overwriting should be attested by the authorized person. Conditional offers/ offers which are not in the prescribed format will be summarily rejected. The tender document should be duly signed on every page including annexures, and other relevant documents such as photocopy of IT returns, PAN card, Work Orders, Registration certificate etc. to be submitted by the bidder.

1.7 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work will render the bid ineligible.

1.8 The submission of tender will bind the bidder as to acceptance of all the conditions specified herein.

1.9 The bidder shall bear all costs associated with the preparation and submission of its tender, and M.P. Waqf Board will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

## **2. TECHNICAL CRITERIA**

The following criteria should be fulfilled for qualifying in Technical bid:

2.1 The applicant should be a reputed firm / contractor preferably having experience in providing similar nature of manpower services for Central Govt. Ministries/ Departments/ PSU/Autonomous bodies/ Statutory bodies of G01/ International agencies like World Bank, UNDP etc. (Certificate for having performed the work/ service satisfactorily in the said ministry/ dept. /organization should be attached.)

2.2 The contractor should have a valid Provident Fund registration with the Regional PF Commissioner, PAN/TAN number/ES1 registration/Sales Tax/GST Registration Numbers, the details of which should be provided.

2.3 Copy of IT return filed and Turnover (Profit and Loss Account) for the three financial years i.e. 2013-14, 2014-15 and 2015-16 duly audited by Chartered Accountant should be furnished.

2.4 Copies of work orders/award letters showing the experience of work in minimum Three years should be provided.

2.5 The tenderer shall provide the reference list of the organization with contact address.

2.6 The firm/agency should not have been blacklisted or debarred by any Government Organization/PSU etc. The firm/agency may furnish an undertaking to this effect on its letter head duly signed by authorized person of the firm/agency.

2.7 The Manpower Agency /Service agency shall furnish an Earnest Money deposit (EMD) in the form of DD drawn in favour of "CEO, M.P. Waqf Board" issued by any commercial Bank for an amount of Rs.1,82,000/- (Rupees One Lakh Eighty Two Thousand only) at the time of submission of bid. The EMD of unsuccessful bidder will be refunded without interest within a period of 30 days of opening of financial bid. The EMD of the selected Manpower Agency /Service provider will be refunded without interest after awarding of contract and on receipt of performance guarantee.

2.8 The EMD may be forfeited, if a bidder withdraws his bid during the period of bid validity, specified by the bidder in the Bid and/or on submission of false documents/ undertaking.

2.9 The Manpower Agency / Service provider agency must have its registered office or branch in Bhopal since last Ten years (Proof of existence such as rent agreement, certificate of incorporation etc should be furnished).

2.10 The Bidder should submit the following documents along with the technical bid along with Annexure III and Annexure IV:

- (i) Demand Draft for EMD amount.
- (ii) Experience certificates or work orders for providing similar nature of personnel on outsourcing basis to Government organizations/ PSUs for a period of at least 3 years.
- (iii) Running work orders at least Five with minimum 15 manpower in each work order in Govt. department.
- (iv) Labour Welfare Fund details submitted in 2016.
- (v) Company should be ISO/IEC 27001:2013 Certified.
- (vi) Copy of relevant registration documents certifying the bidder's entity as a proprietorship/ partnership/ company.
- (vii) PAN/TAN number.
- (viii) GST registration number of the firm.
- (ix) Copies of Turnover (Profit and Loss account).
- (x) The Provident Fund registration.
- (xi) ESI registration.
- (xii) Note: Consortium bidding to fulfill the eligibility criteria of this tender shall not be allowed at any stage.

### **3.OPENING OF TECHNICAL BID:**

3.1 The bidders may prefer to be present at the time of opening of the bid. In case any of the authorized representatives of the bidder attends the tender opening he/she must bring a letter with identity card. The bidders/their representative present there, shall sign a register evidencing their attendance.

3.2 The technical bids will be opened first in the Office of Madhya Pradesh Waqf Board, Taj Campus, Old DPI Building Bhopal - 462001 on 3rd October, 2017 at 03.00 PM. In case 3rd October, 2017 is declared as a holiday, then the tender will be opened at the same time i place on the next working day. The opening of financial bids will be done at a later date.

### **4.EVALUATION METHODOLOGY OF TECHNICAL BID:**

4.1 All the tenders received will be scrutinized and the technical bids will be evaluated based on the bidder's technical capabilities and experience in the field, awarding marks as illustrated in Annexure VI.

4.2 Only qualified technical bids will be considered for opening of Financial Bid.

4.3 Notwithstanding anything stated above, CEO, MPWB reserves the right to assess bidder's capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of MPWB and decision of CEO, MPWB in this regard shall be final.

### **5.OPENING & EVALUATION METHODOLOGY OF FINANCIAL BID**

5.1 The financial bids of only those bidders, who are found qualified on evaluation of the technical bids, shall be opened at a later date after intimation to technically qualified bidders. In case the date for opening of tender is declared to be a Holiday by the Central/State Govt. or Local administration, then it will be opened on the next working day.

5.2 All the rates should be quoted in figure and also in words in Financial Bid (Annexure — V). Taxes, however, should be indicated separately. Any overwriting / Correction should be attested by the Bidder. In case, the rate quoted in figures differ from those quoted in words, the rates quoted in words will be taken for evaluation.

### **6.FINAL EVALUATION**

6.1 Final valuation will be made based on the Maximum scores obtained in technical and financial bids. For this purpose, 60 % weightage for technical

qualification and 40 % for financial bid will be taken into consideration.

6.2 If more than one bidder scores the same as LI, the LI will be considered based on the marks scored on technical bid.

## **7. TERMS & CONDITIONS OF THE CONTRACT**

7.1 An agreement with detailed terms and conditions shall be made with the selected contractor.

7.2 All the terms and conditions as stated in the TENDER documents, Annexures and award of contract will constitute the contract between the Contractor and M.P. Waqf Board, Bhopal.

7.3 The offer shall remain valid for a period of 90 days from the last date of submission of tender documents.

7.4 The selected agency is expected to commence the Assignment on the date and at the location i.e Bhopal and Jabalpur to be specified in the award of contract to be issued by M.P. Waqf Board, Bhopal as per its requirement & on the terms and conditions specified.

7.5 The service provider will provide the required personnel for a shorter period also, in case of any exigency as per the requirement of the organization.

7.6 The service provider shall be contractible at all times and message sent by phone/ E-mail/ Fax/ Special Messenger from the organization to the service provider shall be acknowledged immediately on receipt on the same day. The service provider shall strictly observe the instruction issued by the organization in fulfilment of the contract from time to time.

7.7 M.P. Waqf Board may consider fixing higher initial remuneration/wages than the indicated figures, where a candidate possesses adequate experience in related matters. This enhancement could be 5 to 6% of the indicated remuneration/wages for each category. However, this cannot be claimed as a matter of right.

7.8 The outsourcing staff are eligible for an annual increase of 3 to 5% in the monthly remuneration/wages.

7.9 The engaged persons need to be paid by 7th of every month, the remuneration/wages should be paid by cheque/crediting in personal bank a/c only. No cash disbursement of remuneration/wages shall be allowed. The date of payment of salary to each outsourcing staff should be mentioned by the contractor in the bill submitted to M.P. Waqf Board for reimbursement. The contractor shall strictly follow the payment schedule.

7.10 The contractor shall provide Identity cards. The cost of the ID cards will be reimbursed by MPWB. The ID cards are to be constantly displayed and their loss reported immediately. A copy of the appointment letter issued to the candidate for carrying out the work shall be provided to MPWB.

7.11 The Manpower Agency /Service agency will be engaged for one year from the date of issuance of award of contract and which may be extended for further periods on mutual consent.

7.12 The agreement can be terminated by either party by giving three months' notice in advance. If the agency fails to give three months' notice in writing for termination of the agreement any amount due to the agency from this organization including performance security shall be forfeited and also this organization shall have the right of cancellation of contract without assigning any reason.

7.13 MPWB does not guarantee any definite volume of work or any particular service at any time or throughout the period of contract.

7.14 For the purposes of this Contract, "Force majeure" means any unforeseen event directly interfering with the services during the currency of the contract such as war, insurrection, restraint imposed by the government, act of legislature or other authority, explosion, accident, strike, riot, lockout, act of public enemy, act of God, sabotage which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances. The obligations of MPWB and the Manpower Providing Agency/Service provider agency shall remain suspended if and to the extent that they are unable to carry out such obligations owing to force majeure or reasons beyond their control. The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event.

(a) Has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and

(b) Has informed the other Party as soon as possible about the occurrence of such an event and such impossibility subsists for not less than 60 days.

7.15 Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

7.16 The Manpower Agency /Service provider agency is entitled to the payments for the service provided before the happening of any event constituting force Majeure culminating in termination of contract. Decision of Madhya Pradesh State Waqf Board in this regard will be final and binding upon the contractor / firm,



## 8. INDEMNITY

8.1 The contractor hereby agrees to keep indemnified, hold harmless Madhya Pradesh State Waqf Board against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this Contract or arising from any breach or non-compliance whatsoever by the contractor or any of the persons deployed by it pursuant hereto or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether willful or not, and whether within or outside the premises.

## 9. CONDITIONS OF ENGAGEMENT

9.1 Services to be provided on all working days (as per the MP State Govt.) during the normal duty hours from 10:30 am to 05:30 p.m. with half an hour lunch break.

7.10 The contractor shall provide Identity cards. The cost of the ID cards will be reimbursed by MPSWB. The ID cards are to be constantly displayed and their loss reported immediately. A copy of the appointment letter issued to the candidate for carrying out the work shall be provided to MPSWB.

7. 11 The Manpower Agency /Service agency will be engaged for one year from the date of issuance/ Sunday / Holidays as per requirement. The outsourcing staff engaged can avail leave at the rate of one day per month which can be accumulated upto the end of the calendar year. However, they are not eligible to encash the leave accumulated or carry it forward to the subsequent calendar year. The contractor shall ensure that these leave benefits are available to the outsourcing staff and there should be no occasion for any complaint from the staff

9.2 The contractor shall employ only good and reliable persons with robust health, sound mind and clean record to carry out the job contract.

9.3 The Outsourcing contractor shall be responsible for any commissions or omissions of the persons employed through him.

9.4 In case of loss or damage done to the property of the MPSWB by the personnel provided by the contractor, full damages will be recovered from the contractor and decision of the competent authority of MPSWB shall be binding on him.

## 10. Statutory Obligations:

10.1 In case the contractor does not carry out the Contractual/Statutory obligations or the services rendered by him are found to be unsatisfactory, Madhya Pradesh State Waqf Board shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the deficiency/anomaly within three days' time failing which, MPSWB reserves the right to terminate the contract. In such an event, no compensation will be payable to the contractor.

10.2 All the records relating to the payment of wages by him to his employees shall be preserved for a period of at least 3 years by the contractor and should be made available even after the contract period is over, for any verification by the statutory authorities /MPSWB authorities / Vigilance/ Govt.

10.3 The contractor shall be wholly responsible for regular and prompt payment of remuneration/wages to the persons engaged by it in compliance of all the statutory obligation under all related legislation as applicable to it viz., Employees Provident Fund, ESI Act etc., as amended from time to time and the organization shall not have any liability on account of the failure of the manpower agency. However, the employer's contribution towards EPF and ESI will be borne by this organization.

11. SCOPE OF WORK AND RELATED DETAILS ARE IN ANNEXURE — II.

## **12. OTHER TERMS AND CONDITIONS**

12.1 Offered rates should be valid for one year from the date of commencement of contract.

12.2 Manpower will be supplied by the Contractor as per actual requirement (fresh requirement other than replacement), which will be informed to the contractor generally with a notice period of three days. The contractor is bound to supply the required manpower within a maximum of a week's time. In case of leave/absence of manpower, alternate arrangement will be made by the contractor.

12.3 The Contractor may provide Madhya Pradesh State Waqf Board with a list of candidates along with CV/Biodata for each position requisitioned and interview may be conducted by MPSWB if required to select a suitable candidate for the position. Preference may be given for the persons with work experience in MPSWB/Central Government/State Government offices. The contractor is bound to supply the services of the person selected by MPSWB.

12.4 Payment to the Contractor will be subject to provision of satisfactory service which may be certified by the Officers / Sectional Heads, where ever the persons have been engaged. The Contractor is bound to supply suitable replacement, wherever necessary, within a week. In case the contractor fails to supply suitable replacement within a week a penalty of Rs. 1000/- (Rupees One thousand only) for each person shall be recovered from the bill of the service provider.

12.5 Deduction of statutory dues from the payments to the staff provided and timely remittance thereof would be the sole responsibility of the Contractor.

12.6 The manpower supplied at no time will perform any such act that would lower the dignity of the MPSWB

12.7 All liability regarding Government dues as well as any human loss/injury during the course of work will be personal responsibility of the Contractor. The MPSWB

shall not be liable, in any case and an undertaking to this effect should be furnished by the contractor. MPSWB shall not be responsible, either directly or indirectly, to pay any compensation for bodily injury to the contract labourer/worker in case of any accident/ mis-happening taking place at Madhya Pradesh State Waqf Board premises.

12.8 Persons employed through the manpower agency/ service agency will have to be notified by the manpower agency/ service agency that before quitting service from Madhya Pradesh State Waqf Board voluntarily they should give either 15 days prior notice or wages/remuneration in lieu of notice period.

### **13. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT, EFFECTIVENESS OF CONTRACT.**

#### **13.1 Commencement of Services**

This Contract shall come into effect from the date of award of contract by MPSWB. The selected contractor is expected to commence the Assignment on the date and at the location i.e at Bhopal and Jabalpur to be specified in the award of contract to be issued by Madhya Pradesh State Waqf Board as per its requirement. If the contractor fails to commence the assignment within the specified date as per award of contract, the contract shall be liable to be terminated.

#### **13.2 Expiration of Contract**

Unless terminated earlier, this Contract shall expire at the end of such time period after the effective date as specified. However, the contract may be extended for a further period on mutual consent.

#### **13.3 Modification**

After award of the contract, any minor changes in the modus of implementation can be agreed to mutually in writing.

#### **13.4 Subletting**

The contractor shall not sublet, transfer or assign the contract or any part thereof to other party. In the event of the contractor contravening this condition, MPSWB shall be entitled to terminate the contract

and get the work done through other party at the risk & cost of the contractor. In such case the EMD of the selected contractor, will be forfeited.

#### **13.5 Termination**

(i) By CEO, Madhya Pradesh State Waqf Board.

CEO, Madhya Pradesh State Waqf Board may terminate this Contract, by not less than thirty (30) days written notice of termination to the contractor, to be given after the

occurrence of any of the events specified below :

- (i) If the contractor commits breach of contract or do not remedy / rectify a failure in the performance of their obligations under the Contract.
- (ii) If the contractor become insolvent or bankrupt;
- (iii) If CEO, Madhya Pradesh State Waqf Board., in its sole discretion, decides to terminate this Contract.

#### **14. PERFORMANCE GUARANTEE**

- (i) The successful bidders will have to submit performance security to ensure due performance of providing timely and efficient manpower as the contractor to an amount of Rs.1,82,000/- (Rupees One lakh and Eighty Two Thousand only) in the form of a Demand Draft / Bank Guarantee from a commercial bank in favour of CEO, M.P. Waqf Board.
- (ii) A performance security deposit of Rs.1.82 lakhs will be forfeited in case of non-compliance of the terms of the agreement by the service provider.
- (iii) The performance security will be valid for a period of 60 days beyond the validity of the contract.

#### **15. PAYMENT**

15.1. The agency shall raise the bill in duplicate duly certifying that the payment has been made along with the attendance sheet in the first/second week of the succeeding month. The payment will be made within two weeks from the date of receipt of the bill which is complete in all aspects after deduction of taxes, deductible at source under the laws in force.

15.2. The service provider shall submit separate bill for EPF and ESI along with EPF & ESI statements of each individuals for each month individually and only after that the amount of EPF & ESI is to be released, payment of EPF & ESI and service tax amount is subject to the details furnished by the firm.

15.3 No advance payment in pail or full shall be made by MPSWB.

#### **16. ARBITRATION**

In the event of any dispute arising amongst the Parties, the Parties agree to make their best efforts to attempt to resolve all disputes with promptness, in equity and good faith. In the event the Parties are unable to do so, then such dispute shall be finally resolved by arbitration. The arbitration shall be conducted in the English/Hindi/Urdu and the venue of arbitration shall be in Bhopal. The sole arbitrator will be appointed by Chairman, MPSWB whose decision in this regard will be final & binding.

**17. JURISDICTION**

The parties hereby irrevocably consent to the sole jurisdiction of the Courts at Bhopal only in connection with any actions or proceedings arising out or in relation to this TENDER.

**18. REJECTION**

18.1 Tenders received after the stipulated date will be rejected.

18.2 Tender is liable to be rejected if complete information is not provided as required.

18.3 Tenders which are not accompanied with the prescribed documents will be summarily rejected.

18.4 Tenders/rates quoted in other than the prescribed proforma shall be rejected.

18.5 Furnishing of any miscalculation in the financial bid (Annexure V) shall be at the bidder's risk and the cost and the bid may be liable for rejection.

18.6 CEO, MPSWB reserves the right to reject any or all tenders or cancel/withdraw the notice inviting tender without assigning any reason whatsoever and in such case no applicant shall have any claim arising out of such action.

**ANNEXURE-II**  
**SCOPE OF WORK AND RELATED DETAILS**

**I - AT BHOPAL**

**a) LEGAL ASSISTANT— (FIXED REMUNERATION/WAGES - Rs. 27000) - 2 NOS.**

- (i) The person shall assist and deal the legal matters in carrying out day to day work.
- (ii) The person shall also have to undertake outdoor works as assigned by the Controlling Officer;
- (iii) He/ she shall keep absolute secrecy of the matters dealt with by him.
- (iv) Normally the person shall follow the working hours/holidays of MPSWB, but he/she should ensure to complete the assigned task regardless of the timings and during closed holidays also.

**Qualifications of persons to be engaged**

- (i) The candidates should be a practising advocate, having experience of civil matters as essential. It is desirable, the candidate should have dealt with the legal issues/matters, relating to Waqf properties.
- (ii) The persons employed should possess a minimum educational qualification of a Graduate Degree from Recognized University with computer knowledge.
- (iii) The persons employed should be expert in English, Hindi, Urdu and Arabic.

**b) ACCOUNTANT— (FIXED REMUNERATION/WAGES - Rs. 27000) - 2 NOS.**

- The person shall assist and deal the matter of accounts and audit in carrying out day to day work.
- The person shall also have to undertake outdoor works as assigned by the Controlling Officer;
- He/ she shall keep absolute secrecy of the matters dealt with by him.
- Normally the person shall follow the working hours/holidays of MPSWB, but he/she should ensure to complete the assigned task regardless of the timings and during closed holidays also.

**Qualifications of persons to be engaged**

- The candidate should be M.Com or B.Com with requisite in line experience.
- CA or M.Com/ MBA (Finance) and experience in Tally & Tax or Retired Government

staff with experience in Accounts (Tally & Tax) with 5 years of post-qualification experience.

- It is desirable, the candidate should have dealt with the accounts issues/matters, relating to Waqf properties.
- The persons employed should be expert in English, Hindi, Urdu and Arabic.

### **At: Jabalpur**

#### **c) Zonal Waqf estate Officer — (FIXED REMUNERATION/WAGES - Rs. 27000) - 1 NO.**

- The Person will have expertise in legal matters, audit and accounts matters, in carrying out day to day work.
- The person shall also have to undertake outdoor works as assigned by the Controlling Officer;
- He/ she shall keep absolute secrecy of the matters dealt with by him.
- Normally the person shall follow the working hours/holidays of MPSWB, but he/she should ensure to complete the assigned task regardless of the timings and during closed holidays also.

#### Qualifications of persons to be engaged

- CA or M.Com/ MBA (Finance) and experience in Tally & Tax or Retired Government staff with experience in Accounts (Tally & Tax) with 5 years of post-qualification experience.
- It is desirable, the candidate should have dealt with the accounts and legal issues/matters, relating to Waqf properties.
- The persons employed should be expert in English, Hindi, Urdu and Arabic.

#### **d) SURVEY ASSISTANT— (FIXED REMUNERATION/WAGES — Rs. 20000) - 1 NO.**

- (i) The person shall conduct the survey of all the waqf properties situated in the zone and shall assist the Zonal Waqf Estate Officer in carrying out day to day work and the works are time bound in nature.
- (ii) The person shall also have to undertake outdoor works as assigned by the

Controlling Officer;

- (iii) He/ she shall keep absolute secrecy of the matters dealt with by him. and also carry out logistics / hospitality arrangements / public relations work. The person shall attend to telephone calls, guide the visitors and assist the controlling officers in Misc. Office work.
- (iv) Normally the person shall follow the working hours/holidays of MPSWB, but he/she should ensure to complete the assigned task regardless of the timings and during closed holidays also.

Qualifications of persons to be engaged

- The Candidate should be Graduate. It is desirable, the candidate should have dealt with the/matters, relating to Waqf properties.
- The persons employed should be expert in English, Hindi, Urdu and Arabic.
  
- Person employed shall be in the age group of 25 to 50 years.



ANNEXURE IIITENDER FOR PROVIDING PERSONNEL ON OUTSOURCING BASISTECHNICAL BID -ACCEPTANCE LETTER

Full Name and address of the applicant in addition to address and other relevant information needed for the complete Address:-

From:-

To  
The Chief Executive Officer  
M.P. Waqf Board,  
Taj Campus, Old DPI Building,  
Bhopal - 462001

Sir,

1. I / we have read all the particulars regarding the general information and other terms and conditions of the contract for providing personnel for employment on job contract basis for MPSWB, Bhopal/Jabalpur and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the TENDER at the rates given in Annexure V (in percentage) to this TENDER and I / we agree to hold this offer open till One year from the date of entering a job contract with MPSWB. I / we shall be bound by a communication acceptance despatched within the prescribed time.
2. I / we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this TENDER. The documents to accompany this TENDER are at page Nos.
4. Every page so attached with this TENDER bears my signature and the official seal.
5. The Offer shall remain valid for acceptance for a period of 90 days from the last date of submission of Tender documents.

Signature & Seal of Applicant with date  
Address

Name & Signature of witness Address

TECHNICAL DETAILS (Technical Bid)

(TO BE SUBMITTED ON THE LETTER HEAD OF FIRM/AGENCY UNDER  
SIGNATURES OF THE AUTHORISED SIGNATORY)

I Name of the Firm/Agency & Address

(with telephone/fax/e-mail/website)

2. Constitution of the Firm/Agency

a) Indian Companies Act 1956

b) Indian Partnership Act, 1932: (please give names of partners)

c) Any other Act, if not, the owner

3. For partnership firms whether registered under 'The Indian Partnership Act, 1932', please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the TENDER.

ii) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorising the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.

iii) If answer to (i) or (ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.

4. Name and Full Address of their Bankers

5. Registration Number of the firm

6. ESI Number of Firm

7. EPF Number of Firm

8. Registration Number under Contract Act

9. Service Tax Registration Number of the firm

10. PAN Number

II. Experience in Number of years (Name and address of client departments may be indicated.) (Enclose copy of contract, details of satisfactory performance report/ work completion from their clients from Govt./PSUs)

12. Turnover for the last 1 years. (Chartered Accountant Certified copy of Profit & Loss account be attached) (i.e. 2016-17). Provisional or Audited Profit and Loss Account for the year 2016-2017 should also be enclosed

(All the above information must be accompanied with the certified copies of the documents, failing which the TENDER will be liable to be rejected.)

I/We hereby submit that the information submitted hereby are correct & best of my/our knowledge & belief. My/Our agency has not been debarred by any Govt. department/PSUs for providing manpower during last 3 years. In case of any information/documents found to be false, fake or incorrect, MPSWB is free to take action against my/our agency as deemed fit by them.

I/we, \_\_\_\_\_ do also hereby declare that Uwe are not engaged in any activity, which conflicts directly or indirectly with the proposed assignment. I/we further declare that during the currency of the contract, Uwe will not engage in any such conflicting activity.

(Signature of the Authorised person with seal) Name  
and seal of the bidder

Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed with the technical proposals.

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(TO BE SUBMITTED ON LETTER HEAD OF FIRM/AGENCY UNDER SIGNATURES OF THE  
AUTHORISED AGENCY)

To  
The The Chief Executive Officer  
M.P. Waqf Board,  
Taj Campus, Old DPI Building,  
Bhopal - 462001

I / we wish to submit our TENDER for providing of personnel on job contract/outsourcing basis for  
MPSWB, Bhopal/Jabalpur, on the following rates:

- Agency's proposed rate per month(Including all taxes etc. payable) is Rs... ..  
(In Word)..... \_\_\_\_\_

The rates quoted will be valid for a period of one year from the date of acceptance of the  
tender. We have carefully read the terms and conditions and agree to abide by these in letter and  
spirit.

Signature of the Authorised Signatory  
Name and seal of the bidder

Place & Date

ANNEXURE — VI  
TECHNICAL BID EVALUATION

Table 1: Qualification &amp; Assessment Criteria

		<b>Eligibility Criteria</b>	<b>Allocated Marks</b>
<b>1</b>		<b>Management Competence</b>	
	<b>1.1</b>	<b>Agency/Firm's incorporation</b>	
	(i)	More than 15 years	15
	(ii)	Greater than 10 or equal to 15 years	10
	(iii)	Equal to 10 Years	5
	(iv)	Less than 10 years	Not eligible
	<b>1.2</b>	<b>Average Annual Turnover of Firm/Agency</b>	
	(i)	Greater than 1.5 Crore	15
	(ii)	Greater than 1 Crore but less than 1.5 Crore	10
	(iii)	Equal to 1 Crore	5
	(iv)	Less than 1 Crore	Not eligible
	<b>1.3</b>	<b>Firm's system on quality management</b>	
		ISO/IEC 27001:2013 certification	10
<b>2</b>		<b>Technical Competence</b>	
	2.1	Successfully completed at least Three projects of outsourced manpower	10
	2.2	Running projects of outsourced manpower at least 5	10

**Chief Executive Officer**  
**M.P. Waqf Board, Bhopal**