

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
AGRICULTURAL TECHNOLOGY MANAGEMENT AGENCY (ATMA)
PUDUCHERRY

No: 5792/ ATMA/PDY/2018 -19

Puducherry, Dt. 24/11/2018

Notice Inviting E -Tender

Tenders are invited from the registered reputed manpower placement agencies or firms to provide contractual manpower viz, State Coordinator, Gender Coordinator, Block Technology Manager, Assistant Technology Manager and Computer Programmer / Computer Operator to work under the Govt. of India Sponsored Scheme "Support to State Extension Programmes for Extension Reforms" popularly known as ATMA scheme through e-procurement platform <https://pudutenders.gov.in>. Tenders submitted in any other form will not be accepted.

Sl. No.	Name of the post	No. of pots
1	State Coordinator	1
2	Gender Coordinator	1
3	Block Technology Manager	15
4	Assistant Technology Manager	45
5	Computer Programmer / Computer Operator	3
	TOTAL	65*

Note:* Posts and number of positions to be filled are subject to change

Cost of Tender Document : Rs. 525/- (inclusive of GST)
EMD Cost : Rs. 50,000 /-
Bid submission start date : 24/11/2018 10.00 am.
Last date for online submission of Tenders : 05/12/2018 01.00 pm.
Date and Time of opening of Tenders : 05/12/2018 03.00 pm.

(If any of the day happens to be holiday, the next working day will be the date on the timeline)

The tender details, terms and conditions and the specification, time schedule may also be downloaded from the website <https://agri.pondicherry.gov.in> for reference only. As the Tenders will be processed only on on-line, hardcopy submission will not be entertained.

Additional Director of Agriculture (T&V)
-cum- Project Director (ATMA)
Puducherry

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DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
AGRICULTURAL TECHNOLOGY MANAGEMENT AGENCY (ATMA)
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TENDER SCHEDULE

Sl. No.	Subject	Date and time
1.	Download documents & Bid submission start date	24/11/2018 at 10.00 A.M
2.	Last date of Submission of Tender online	05/12/2018 at 01.00 P.M
3.	Last date of submission of Tender Fee and EMD Fee by Post/Personally	05/12/2018 at 1.00 P.M.
4.	Date and Time of opening of Tenders	05/12/2018 at 3.00 P.M.

{If these day happens to be a holiday, the next working day will be the date for item Nos. 1,2, ,3 and 4}

Tenderer(s) are requested to stick on to the date and time specified strictly. Tenders will be accepted only if submitted in the prescribed manner. Tenderers are requested to read the instructions help for contractors, information about Digital Signature Certificate, resources required and bidder's manual kit at the home page of the website <https://pudutenders.gov.in>, or <https://demoeproc.nic.in>, before submission of tender through online.

Helpdesk@eprocurement Cell: 0413-2220225

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PUDUCHERRY

TENDER DETAILS

E-Tender is invited by the Additional Director of Agriculture (T&V) – cum- Project Director (ATMA), Agriculture Complex, Thattanchavady, Puducherry, from all intending tenderer(s) to provide contractual manpower viz, State Coordinator, Gender Coordinator, Block Technology Manager, Assistant Technology Manager and Computer Programmer / Computer Operator for Puducherry / Karaikal / Mahe / Yanam region for the period of one year from the date of signing the agreement, which will be renewed annually on mutual consent basis.

- Tenders are to be submitted through e-procurement platform at <https://pudutenders.gov.in>, only.
- Tenders submitted in any other form will not be accepted.

Two Covers :

Cover 1 – Technical Bid

(i) The Technical Bid shall contain the following documents listed hereunder:

- Bidders should submit their tender online at the Government website pudutenders.gov.in with scanned copy of Demand Draft towards the cost of Tender Fee for **Rs. 525/-**(inclusive of GST) by way of Demand Draft drawn in favour of “The Project Director (ATMA), Puducherry” payable at Puducherry.
- Tender Fee : The Tenderer shall pay a non-refundable amount of **Rs. 525/-**(inclusive of GST)
- Bidders should also submit their scanned copy of a Demand Draft towards Earnest Money Deposit(EMD) **Rs.50,000/-** (Rupees Fifty Thousand only) by way of Demand Draft drawn in favour of “The Project Director (ATMA), Puducherry” payable at Puducherry.
- The Earnest Money Deposit will be refundable to the unsuccessful tenderer.
- The Earnest Money Deposit will be returned to the successful tenderer only after successful completion of contract.
- The Tenderer submitting the tender without their proof of Tender fee and EMD will be rejected.

Important Note:

Tender Fee and E.M.D. in the form of Demand Draft / Bankers cheque in original along with documents / records listed below shall be submitted personally or by post in sealed envelope super scribed "***Tender Fee and EMD to provide contractual manpower to ATMA scheme***" should reach

**The Additional Director of Agriculture (T&V),
-cum- Project Director (ATMA),
Agriculture Complex,
Thattanchavady, Puducherry – 605 009.**

latest by 01.00 p.m. on 05/12/2018. Tender Fee /EMD received after the due date and time will not be entertained and will be summarily rejected. This office is not responsible for any postal/courier delay.

The Tenderer(s) are requested to upload the self-attested scanned copy of papers according to the sequence as given below:

- Tender fee & EMD fee.
- Agency's / Firm's Registration Certificate.
- Agency / firm should have minimum three year experience in providing of manpower on contract basis to at least three Govt. Depts. / Organizations / Companies. Certificate or Documents showing minimum of 150 Nos. of workforce on roll.
- Certificate/Document showing annual turnover of minimum of Rs. 5.0 crores for three financial years and minimum turnover of Rs. 1.0 crore from supply of manpower to Depts. / Organizations / Companies.
- GSTIN issued by competent Authority & latest GST payment copy.
- EPF Registration Certificate & latest EPF payment copy.
- ESI Registration Certificate & latest ESI payment copy.
- Copy of PAN card.
- Valid Licence issued by the Labour Dept. / Regional Labour Commissioner.
- Income Tax Returns statement for the last 3 years.
- Audited financial statement for the last 3 years.
- Any other documents that will confirm the reliability / credibility of the agency / firm for supply of manpower.
- Attach Annexure-I filled by the Agencies/Firms (Undertaking)
- Attach Annexure-II filled by the Agencies/Firms (Particulars of the agency / firm)
- Attach Annexure-III filled by the Agencies/Firms (Check list)

Note: Failure to produce even any one of the above documents would entail rejection of their quotation.

Cover 2 : THE FINANCIAL BID (BOQ) SHALL CONTAIN THE FOLLOWING:

(i). Tender Offer Form (BOQ) – **Service Charge (in %), GST(in %), Any other Tax. for the Service(s) (in %)** shall be entered by the tenderer in the prescribed excel sheet.

(ii). The rates should be submitted only in BOQ (Bill of Quantity) which is available in online bid. The tenderer(s) should quote the financial elements clearly in the BOQ like Service Charge (%), GST (%), any other Tax (%).

(iii). **The bid shall contain only the percentage of Service Charge.** Any discrepancy in this regard will cause the rejection.

INSTRUCTION TO TENDERERS FOR ONLINE SUBMISSION OF E-TENDER

- The Tenderers who are interested in bidding can download tender documents from <https://pudutenders.gov.in>,
- Tenderers who wish to participate in this tender will have to register on <https://pudutenders.gov.in>. To participate in online tenders, Tenderers will have to procure Digital Signature Certificate as per information Technology Act-2000 using which they can sign their electronic bids. Tenderers can procure the same from any CCA approved certifying agency i.e. TCS, safe-crypt, Noode etc. or they may contact e-Procurement Cell, Government of Puducherry for further assistance. Tenderers who already have a valid Digital Signature Certificate need not procure a new Digital Signature Certificate.
- Contact No. 0413-2220225 , Toll free no. 1800 233 7315
Help desk 10 A.M. to 6 P.M. on all working days) e-mail: eproc@puducherry.gov.in
Address: e-Procurement Cell, IIIrd Floor, Goubret avenue, Chief Secretariat, Puducherry.

Project Director (ATMA), Puducherry – Office Land line No. 0413-2247852
9442085548 / 8072540524
- Before electronically submitting the tenders, it should be ensured that all the tender papers including conditions of contract are ready digital form and in requisite file formats. Generally accepted formats are .pdf, .xls, .jpg etc.
- Bidders are also advised to refer “Bidders manual” available under “Download” section of e-procurement portal <https://pudutenders.gov.in> for further details about the e-tendering process
- Tenderers should upload their scanned copies of D.D. of Tender Fee and EMD with the online bid.
- Every Tenderer must go through the terms and conditions carefully and understand them before submitting their tender. No excuse that the conditions have not been read or understood will be entertained later.
- The firm should quote the service charge of the items separately and the other taxes and duties only as mentioned in the Bill of Quantity (BOQ) of the Tender Schedule.

Filling of E-Tenders

- Tenders should be duly filled in (on the assigned space), duly signed with the digital signature and submitted online. All mandatory fields marked with (*) have to be filled by the tenderers.
- Tenderers should upload their scanned copy of D.D. of Tender Fee and EMD along with the online bid in the format as required by the e-procurement system.
- The rates should be uploaded only in BOQ (Bill of Quantity) format which is available in online bid. Tenderers are therefore advised to enter all financial elements in the column available in the BOQ only.
- The Tenderers are required to quote in the same rate units (Nos./acre/ mtrs/ kmtrs, % etc.) as given in the tender schedule.

Opening of Bids:

- The bids that are submitted online successfully shall be opened online as per date and time given in detailed tender schedule, through e-Tendering procedure only in the presence of bidders.
- Bids shall be opened either in the presence of bidders or its duly authorized representatives. The bidder representatives who are present shall sign a register evidencing their attendance.
- Only one representative per applicant shall be permitted to be present at the time of opening the tender.

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE
AGRICULTURAL TECHNOLOGY MANAGEMENT AGENCY (ATMA)
PUDUCHERRY

Terms and Condition for to supply contractual manpower under ATMA scheme.

The Additional Director of Agriculture (T&V) – cum- Project Director (ATMA), Agriculture Complex, Thattanchavady, Puducherry invites e-Tender from registered reputed manpower placement agencies or firms to provide following contractual manpower viz, State Coordinator, Gender Coordinator, Block Technology Manager, Assistant Technology Manager and Computer Programmer / Computer Operator for Puducherry / Karaikal / Mahe / Yanam region for the period of one year from the date of signing the agreement, which will be renewed annually on mutual consent basis;

S. No	Name of the Post	No. of posts	Mode of Deployment & Qualification	Consolidated pay / Remuneration (`)
1	State Co-ordinator	1	Contract – Graduate / Post Graduate in Agri. with adequate experience in Planning & Co – ordination.	40,000/- month
2	Gender Co-ordinator	1	Contract – Graduate / Post Graduate in Agri. with adequate experience in Planning & Co- ordination.	40,000/- month
3	Computer Programmer (CP) or Computer Operator (CO)	3	Contract - B.Tech / MCA or Graduate with Diploma in Computer Application.	16,000/- month
4	Block Tech. Manager (BTM)	15	Contract– Graduate / Post Graduate in Agri. / Allied sector or Graduate / Post graduate in Zoology / Marine Biology (for fisheries sector) with Computer skill and 2 years field experience with Comp. Skills.	25,000/- month
5	Asst. Tech. Manager (ATM)	45	Contract – Graduate / Post Graduate in Agri. / Horti. / Economics / Marketing / Veterinary Sciences / AHD / Fisheries /Zoology / Marine Biology.	15,000/- month
	TOTAL	65		

Note: 1. Number of vacancies are subject to change.

2. Agency / Firm shall ensure selection and deployment of candidates resident of Puducherry, Karaikal, Mahe and Yanam region for the posts of State / Gender Co-ordinator, Computer Programmer / Computer Operator, Block Technology Manager and Assistant Technology Manager.

TERMS AND CONDITIONS

1. Eligibility Criteria: The bidders should have the following eligibility for participating in the Tender. The bidders should enclose documentary evidence for fulfilling the eligibility;

S. No	Eligibility Criteria	Documentary proof
1	The agency / firm should be a Registered company in India under Companies Act, 1956 and 2013 with registered office / branch office in Puducherry or Tamilnadu	Valid Certificate of Registration issued by the competent authority
2	The agency / firm should have minimum three year experience in providing of manpower on contract basis to at least three Govt. Depts. / Organization / Companies.	Copies of work order issued by the Govt. Depts. / Organization / Companies
3	The agency / firm should have an annual turnover of minimum of Rs. 5.0 crores for three financial year and minimum turnover of Rs. 1.0 crore from providing manpower to Depts./ Organization / Companies	Copies audit report or balance sheet for the last three financial year. Copies of invoice along with Certificate from CA
4	The agency / firm should be registered with GST authority and Labour Department	Copies of GST registration and Certificate of Registration with Labour Dept.
5	The agency / firm should have deployed minimum of 150 contract personnel to Govt. Depts. /Organization / Companies for continuous period of one year	Govt. Dept. / Organization / Companies wise list of manpower deployed.
6	The agency / firm should have all statutory requirements like EPF, ESI, Labour Dept. Registration etc.,	Registration Certificate / PF Code No., ESI Registration and Labour Dept. Registration. Performance certificate issued by PF and ESI authorities.
7	The agency / firm should have financial capability to mobilize enough funds / resources in advance to disburse payment to the deployed manpower for at least two months without waiting payment from ATMA.	Banker certificate to this effect to be issued.
8	The agency / firm should not have been blacklisted by any State / Central Govt. Depts. / Organization / Company.	Undertaking stating that the agency / firm was not blacklisted by any State / Central Govt. Depts. / Organization / Company.

2. The agency / firm shall provide skilled and experienced professional staff to discharge the duties assigned to them. The agency / firm should engage manpower with requisite qualification without any deviations and should select eligible candidates from the residents of respective regions of Puducherry UT.
3. The contract period is for a maximum period of 12 months from the date of signing of agreement and on mutual consent basis contract period may be renewed annually.
4. Within 21 days of the receipt of notification of award from the Additional Director of Agriculture (T&V) – cum – Project Director (ATMA), Puducherry, the successful bidder shall furnish the Security Deposit equal to one month value of pay roll of manpower engaged by the firm. The security deposit shall be furnished in the form of Demand Draft drawn in favour of **“The Project Director (ATMA), Puducherry-605009”** payable at Puducherry.
5. The consolidated pay / enumeration prescribed for the post should be paid to the engaged manpower.
6. During the contract period, the agency / firm shall submit EPF and ESI challan with ECR before the Project Director (ATMA), Puducherry, every month without fail. The ECR should tally with the amount of salary paid to the worker.
7. Income tax will be deducted from the total bill amount every month.
8. The manpower engaged by the agency / firm should satisfactorily work / perform duties assigned by the section / officer to whom he / she is attached and underperforming manpower will be disengaged based on the recommendation of the controlling officer.
9. No sub–contracting by the agency /firm for providing its service.
10. The Agency shall be responsible for providing immediate replacement of manpower, if resigned or disengaged by the agency / firm.
11. The Agriculture Department, Puducherry / ATMA, Puducherry shall not any way be responsible for any disability whether permanent or partial, caused to the personnel during discharge of their duties. It is the responsibility of the agency / firm to cover their personnel under the ESI Act and their workmen may claim eligible benefits as prescribed in the said Act.
12. For the effective service by agency’s / firms personnel, the department may introduce certain equipment and / or gadgets as may be considered necessary and the agency’s / firms personnel shall put into use and preserve the same as per the instructions of the department.

- 13.** The agency / firm shall comply with and discharge all obligations/liabilities under various Labour Laws like ESI Act, EPF Act, Workmen's Compensation Act, Contract Labour (Regulation and Abolition) Act, Minimum Wages Act or any notification thereof or under any other legislation (State/Central) in respect of its employees engaged. If the department is required to pay any amount to the personnel deployed by the contractor under any law, the same shall be reimbursed by the agency / firm to the department, otherwise the department is entitled to deduct such amount from the monthly bills payable to the agency / firm and the agency / firm, indemnifies the department and assures to pay the balance amount 30 days before the expiry of the contract. The Agency shall comply with all Acts, Laws, By-Laws and statutory Regulations applicable from time to time.
- 14.** The agency / firm shall remain liable to and shall indemnify the department in respect of all course of action, claim damages, compensations or costs, charges and expenses arising out of accident or injury sustained or to be sustained by the department or by its employees or other persons irrespective of in the employment of the department's premises arising out of any act of commission or omission, default or negligence, error in judgement on the part of the agency or the staff and the agents of the agency / firm.
- 15.** The Agriculture Department / ATMA, Puducherry shall be entitled to terminate the service by giving one month's notice in writing to the agency / firm without prejudice to the rights and remedies available to it due to the breach of any of the terms of this agreement or if the agency becomes insolvent or fails and / or neglects to carry out instructions of the Agriculture Department / ATMA, Puducherry / or if the Agriculture Department / ATMA, Puducherry otherwise arrives at a conclusion to terminate this agreement. On termination of the agreement, the liability of the Agriculture Department / ATMA, Puducherry for payment of any amount on account of the contract shall forthwith cease. The Agriculture Department / ATMA, Puducherry also shall be entitled to advise the Agency to withdraw certain manpower from the strength allowed during the contract period with short notice and the Agriculture Department / ATMA, Puducherry is not liable for payment/compensation on this agreement.
- 16.** The personnel whose services are provided by the agency / firm shall be at all times and for all purposes be the employees of the contracting agency / firm and they shall work under the control of the agency / firm on contract and the Agriculture Department / ATMA, Puducherry have nothing to do with their employment. The Agency shall also be solely responsible to provide them all benefits viz., Bonus, ESI facilities, Gratuity etc., to its employees as per provision of law applicable from time to time.

- 17.** The agency / firms registered with National Small Industries Corporation (NSIC) and MSME for supply of contract manpower are exempted from EMD; however, they have to enclose valid self-attested Registration Certificate(s) along with the tender to this effect.
- 18.** Any dispute or difference whatsoever arising between the parties shall be settled by arbitration of a sole Arbitrator to be appointed by the Director of Agriculture and the award made in pursuance thereof shall be binding on the parties.
- 19.** Any Dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract/agreement or the validity or the breach thereof shall be subject to the jurisdiction of Courts at Puducherry alone.
- 20.** If the Tenderers quoted the same amount/rate, in such a situation, the Chairman of Tender committee is empowered to make decision for issuing contract services deemed to be fit.
- 21.** The Chairman of Tender Committee is empowered to reject any tender fully or partly without assigning any reasons thereof.

ADDITIONAL DIRECTOR OF AGRICULTURE (T&V)
-CUM- PROJECT DIRECTOR (ATMA)
PUDUCHERRY

Annexure-I

Undertaking

1. I / we have read and examined the notice inviting e-tender for providing following contractual manpower viz, State Coordinator, Gender Coordinator, Block Technology Manager, Assistant Technology Manager and Computer Programmer / Computer Operator for Puducherry / Karaikal / Mahe / Yanam region; Schedule, specifications, requirements, directions referred to in terms and conditions of contract / agreement of the tender document for the service.
2. I / We hereby tender for the rendering of supply of contract manpower specified in the schedule and in accordance with all aspects e-procurement policy of the Govt. and terms and conditions and instructions of the tender notice.
3. A sum of Rs. 525/-(including GST) towards tender cost and Rs. 50,000/-(Rupees Fifty Thousand only) towards EMD in the form of Demand Draft drawn from a nationalised bank in favour of **“Project Director (ATMA), Puducherry”**, payable at Puducherry.
4. I / We shall also furnish Security Deposit equal to one month value of pay roll of manpower engaged by the firm drawn from a nationalised bank in favour of **“Project Director (ATMA), Puducherry”** payable at Puducherry, when this tender finalised and accepted by the Authority.
5. I / We hereby declare that I / We shall treat the tender documents and other records connected as secret / confidential documents and shall not communicate information / derived there from any person other than a person to whom I / We, am / are authorised to communicate the same or use the information in any manner prejudicial to be safety of state.
6. I / We agree that should I / We fail to commence the service as specified and the EMD mentioned in the form of invitation of tender shall be absolutely forfeited to the Govt. account and the same may at the option of competent authority to recover without prejudice to any other right or remedy available in law out of the deposit in the event of deficiency of any other money due to me / us under this contact or otherwise.

Signature of Tenderer

Name:

Name of the Agency: Address(s)

Annexure-II

PARTICULARS OF THE AGENCY / FIRM

1. Name of the agency / firm :
2. Status of the agency / firm : Partnership / Pvt. Ltd. Co / Public Ltd Co.
3. Registration No. :
4. Registered address along with Phone No. :
/ Fax No. / e-mail. Details of branch office
in Puducherry UT.
5. Year of incorporation and No. of years
of experience in manpower supply field. :
6. EPF Registration details :
7. ESI Registration details :
8. GST Registration details :
9. Agency / Firm PAN No. :
10. Total number of manpower presently
working in the agency / firm. :
11. No. of Govt. Depts./ Organization
Company to which agency / firm supplies
Manpower :
12. Name of the Bankers :

Certificate

Certified that particulars furnished above are correct to my /ours knowledge and I /
We hereby affirm that if the above particulars prove to be wrong at any point of time, the
Department of Agriculture / ATMA, Puducherry is free to take any action deemed to be fit.

Place:

Authorized Signature

Date :

Name and Address

Annexure-III**CHECK LIST**

Sl. No.	List of forms / papers / documents to be enclosed	Yes	No
1	Tender fee		
2	EMD fee		
3	Registration Certificate of the agency / firm		
4	Valid Licence issued by the Labour Dept. / Regional Labour Commissioner		
5	Experience for providing manpower to Govt. Depts. / Organization / Company and certificates for having provided contract manpower in last 3 years.		
6	Certificate / Documents showing minimum annual turnover of Rs.5.00 cr. and Rs. 1.0 cr from manpower deployment.		
7	GSTIN issued by competent Authority & latest GST payment copy.		
8	EPF Registration Certificate & latest EPF payment copy.		
9	ESI Registration Certificate & latest ESI payment copy.		
10	Copy of PAN card		
11	Income Tax Returns statement for the last 3 years		
12	Audited financial statement for the last 3 years		
13	Any other documents that will confirm the reliability / credibility of the agency / firm for supply of manpower		
14	Annexure-I (Self Declaration)		
15	Annexure-II (Particulars of the Agency / Firm)		

PLACE:

DATE:

Authorised Signature

Name and Address of the seal