

Tender Notification For

**“REGISTRATION/REVALIDATION OF MANPOWER
PROVIDING AGENCIES FOR BYPL”**

NIT NO.: CMC/BY/20-21/RB/PM/20

Due Date& Time for Submission of Tender: 03.11.2020, 15:00 HRS

BSES YAMUNA POWER LIMITED

Shakti kiran building, Karkardooma, New Delhi – 110032

Corporate Identification Number: U40109DL2001PLC111525

Telephone Number: +91 011 41247191/41249388

BSES YAMUNA POWER LIMITED (BYPL)

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SECTION I
INSTRUCTIONS TO BIDDERS

- 1.1 BSES Yamuna Power Limited (hereinafter referred to as "BYPL") is engaged in the business of Distribution of Electricity in 3 circles (South East, North East and Central Circle) covering 14 divisions.
- 1.2 BSES Yamuna Power Limited intends the following activities:
a) Registration of new reputed and credible Agencies/companies engaged in the field of manpower providing services
b) Revalidation of existing manpower providing agencies
- 1.3 The bidder must qualify the requirements as specified in SECTION-II. The interested bidders are required to submit documents in support of the qualifying requirement.
- 1.4 Schedule & Tender details:

Cost of Tender form (Non- Refundable)	: ₹ 1180/-
Tender documents on sale	: 13.10.2020 (working days)
Date & time of Submission of Tender	: 03.11.2020 till 15:00 HRS (For details refer Cl. No.1.5 OFFER SUBMISSION)

The tender document can be obtained from address given below against submission of non-refundable demand draft of ₹ **1180/-** drawn in favour of BSES Yamuna Power Limited, payable at Delhi:

Head of Department
Contracts & Material Deptt.
BSES Yamuna Power Limited
IIIrd Floor, "A" Block, Shakti Kiran Building,
Karkardooma,
New Delhi-110032

The tender papers will be issued on all working days upto the date mentioned above. The tender documents & detail terms and conditions can also be downloaded from the website www.bsesdelhi.com. In case tender papers are downloaded from the above website, then the bidder has to enclose a separate demand draft covering the cost of bid documents.

- 1.5 Offer Submission:

The offer to be submitted in original (Hard Copy) and soft (PEN Drive) , The Original offer and Soft Copy (PEN drive) with all supporting document shall be in sealed envelope with NIT No. clearly mentioned on the Envelope to be submitted at below mentioned address.

Head of Department
Contracts & Material Deptt
BSES Yamuna Power Limited
IIIrd Floor, "A" Block, Shakti Kiran Building,
Karkardooma,
New Delhi-110032

- 1.6 BSES Yamuna Power Limited reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at anytime prior to finalization of enlistment, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Company's action.
- 1.6 After bid evaluation, the list of qualified tenderers will be posted on BSES website.
- 1.7 BYPL reserves the right to assess the capability and capacity of the company/firm independently in addition to the details/information furnished by the applicant. BYPL also reserves the right to accept/modify/relax any of the conditions while evaluation/assessment without assigning any reason thereof and to seek additional information, if required.
- 1.8 The Enlistment of new Agencies and Revalidation of existing Agencies shall remain valid for a period of 2(two) years from the date of expiry of previous registration/revalidation. BYPL shall only entitle him to be considered for issue of tender papers subject to the conditions laid down in each individual Notice Inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.
- 1.9 Short listing and grading of vendors would be carried out depending on various criteria including Technical competence, financial capability, workmanship including quality of work carried out in the past, resource capability, adherence to statutory requirements etc.
- 1.10 Incomplete applications and applications not accompanied with supporting documents are liable to be rejected.
- 1.11 BYPL reserves the right to ask for additional information/supporting documents as and when required.

SECTION – II
ELIGIBILITY & EVALUATION CRITERIA

A) ELIGIBILITY

The prospective bidder must qualify all of the following requirements to be eligible to participate in the bidding. Bidders who meet following requirements will be considered as successful bidder and management has a right to disqualify those bidders who do not meet these requirements.

1. The bidder should have at least 3 year's experience in providing manpower resources to Public Sector Companies/ Government Departments, utilities, registered companies etc. The bidder must be capable of handling skilled, semi skilled, graduate etc. manpower.
2. Bidder must provide proof of having average annual turn over of ₹ 4 Crore or more during the last three financial years.
3. Bidder must provide proof of having solvency of an amount equal to ₹ 30 Lacs from any nationalized/ scheduled commercial bank.
4. The Bidder should have P.F. / ESI Registration (Certificate to be enclosed) according to the Acts of Government / Labour Laws. A minimum of 300 Employees should be covered under P.F. /ESI (Proof should be enclosed).
5. Bidder should have PAN No & GSTIN and necessary proof should be enclosed.
6. The bidder should be registered with the appropriate registration authority (Labour commissioner etc.).
7. The Registered Office or one of the Branch Offices should be located either in Delhi / New Delhi or in any of the Satellite Towns of Delhi

The bidder shall submit all necessary documentary evidence to establish that the Bidder meets the above qualifying requirements.

Please Note:

- a) Firms who are debarred/ blacklisted in other utilities in India will not be considered.
- b) Company reserves the right to carry out technical capability/ infrastructure assessment of the Bidders by inspection or by any other means and company's decision shall be final in this regard.

Also, the Bidder shall furnish the following commercial & technical information along with the tender:

- a) Company Profile
- b) Latest balance sheet
- c) Detail of Banker & Cash Credit limit
- d) Details of constitution of the company (Proprietary/ Limited/ Private Limited Along with details)
- e) Memorandum & Articles of Association of the Company
- f) Organization Chart of the company
- g) Experience details with credentials
- f) Turnover certificate issued by C.A for the last three Financial Years.

B) EVALUATION CRITERIA

After the receipt of the bids, evaluation shall be carried out based on documents submitted by the bidders in support of QR mentioned above.

SECTION-III
REGISTRATION/REVALIDATION FORM

APPLIED FOR REGISTRATION (New Vendors)/ REVALIDATION APPLIED FOR (Existing Vendors):

1. GENERAL INFORMATION				
A. NAME OF COMPANY				
POSTAL ADDRESS				
COUNTRY				
CONTACT PERSON & DESIGNATION		NAME	DESIGNATION	
TELEPHONE		FAX	E-MAIL	
Constitution of Firm:	Proprietary	Partnership	Private Limited	Public Limited
Private Owners		[] Union	[] Non-Union	
B What portion (%) of your work is for?				
Government Agencies		Private Owners		
C. Number of Employees (All Facilities): Engineer : _____				
Diploma/Supervisory: _____				
Skilled : _____ Unskilled : _____				
Other _____				
D. Name of Proprietors/Directors/Partners :				
1.				
2.				
3.				
E. Organization Structure : Enclosed		[] YES	[] NO	
F. Application type		[] First Time	[] Renewal	
G. Is your organization involved in litigation currently :		[] YES	[] NO	

H. Address of Registered Office	1. Address 1	2. Address 2	3. Address 3
I. In case of existing VENDOR, indicate VENDOR Code :			
2. FINANCIAL INFORMATION		<i>(This Section Must Be Completed For Consideration)</i>	
A. Company Registration No : _____ (Memorandum and Article of association enclosed)			
In Business Since (Year of establishment): _____			
B. Annual Sales Volume (Last 3 Years)			
Financial Year	Annual Sales (In ₹ Lacs)	CA Certified copy Attached (YES/NO)	Balance Sheet enclosed (YES/NO)
FY 2019-2020			
FY 2018-2019			
FY 2017-2018			
C. Banker(s) : i) Branch/Address :			
ii) Branch/Address :			
D. Can You Furnish a Performance Bond? <input type="checkbox"/> YES <input type="checkbox"/> No			
If Yes, Indicate Limits <input type="checkbox"/> upto ₹ 250,000 <input type="checkbox"/> upto ₹ 500,000 <input type="checkbox"/> upto ₹ 1,000,000 <input type="checkbox"/> upto ₹ 25,000,000			
<input type="checkbox"/> Above ₹ 25,00,000			
E. Solvency Certificate from Bankers			
: Enclosed <input type="checkbox"/> YES <input type="checkbox"/> No			
PAN NO :		Service Tax No:	
P.F. Registration no:		E.S.I. Registration no:	
3. LIST OF KEY PERSONNEL (as applicable)			
A. General Manager		B. Project Manager	

C.	D.
E.	F.

4. PAST EXPERIENCE DURING LAST 3 YEARS

Customer	Order No & Date	Nature of Engagement	Order Value in ₹	No. of Manpower Deployed	PO Copy & Performance Certificate Enclosed (YES/NO)

5. Projects IN HAND/IN PROGRESS

Customer	Order No & Date	Nature of Engagement	Order Value in ₹	No. of Manpower Deployed	PO Copy & Performance Certificate Enclosed (YES/NO)

Enclosures:

[Please put a tick (-) mark, if the relevant document (s) are enclosed]

- a) PF Code No (All employees to have PF A/c No. under PF every Act, 1952)

- b) ESI Registration No. (All employees to have a temporary or permanent ESI Card as per ESI Act)
- c) PAN No.
- d) GSTIN Registration No.
- e) LABOUR LICENSE No. issued under Contract Labour Act (R & A) 1970 (applicable for working vendors)
- f) Audited Balance Sheet and Profit & Loss A/C for the last 2 years.
- g) Copy of blank Cheque leaf duly cancelled.
- h) Solvency Certificate/ Bank Credit Limit issued from the Bank in current Financial Year.
- i) Turnover certificate issued by Chartered Accountant for the last three Financial Years.
- j) PF annual return copy
- k) ESI half yearly returns copy
- l) Power of Attorney attested by Notary Public
- m) Work completion certificate issued by Vendor's client
- n) Order copies in support of work experience
- o) Brief bio-data of all Key Personnel's

Note: If Vendor wants to share more Information, enclosed separately.

Also, the Vendor must follow:

- a. Workman compensation & Third party Insurance Policy before start of work
- b. To follow Minimum Wages Act prevailing in the state
- c. Salary/ Wages to be distributed in presence of Company's representative not later than 7th of each month.
- d. To maintain Wages- cum – Attendance Register.
- e. To maintain First Aid Box at Site

Note: BSES Yamuna Power Limited reserves the right to reject this Enlistment at any stage without assigning any reason.

DECLARATION BY VENDOR

I hereby confirm that:

- i) No Employee or direct relation of any employee of BSES Yamuna Power Limited is in any way connected as Employee /Consultant / Advisor / Director / Partner etc. with the Vendor.
- ii) If any Employee or direct relation of any employee of BSES Yamuna Power Limited is in any way connected as Employee / Consultant / Advisor / Director / Partner etc. with the Vendors we will submit the BSES Yamuna Power Limited Employee Name, Employee Code to Contracts Division for further approval.

Name of Employee (in BSES YAMUNA POWER LIMITED):

Employee Code:

- iii) I declare that the information furnished above is correct to the best of my Knowledge.
- iv) I undertake to inform you at the earliest any change in details mentioned above.

(Signature of Proprietor/Partner/Chief Executive)
Name (in Capital Letter)

Place:

Date:

_____Stamp of Company_____