

NORTH EASTERN RAILWAY

(Notice No. Sp1/23-24/01 dated 02.06.2023)

EXPRESSION OF INTEREST (EOI) FOR SHORTLISTING MANPOWER OUTSOURCING AGENCY

PREAMBLE:-

Expression of Interest (EOI) is invited through sealed applications from the interested Manpower Outsourcing Agencies, for providing Attendants on hire basis for use of officers of various departments of North Eastern Railway in HQ and other units as decided by the Railway.

Railway intends to shortlist eligible Manpower Outsourcing Agencies, having prerequisites (as indicated in this notice) to empanel them for providing attendants through Limited Tender published on IREPS.

Important Conditions:-

1. Railway intends to enter into parallel rate contracts to empanel one or more Manpower Outsourcing Agencies for providing attendants, on as and when required basis.
- 2. Railway also reserves the right to shortlist 'Manpower Outsourcing Agencies' through Scouting after Surveying.**
- 3. For the empanelment of Manpower Outsourcing Agencies, Limited Tender** shall be published on IREPS and enquiries shall be given to shortlisted agencies.
4. The contract shall be made by Stores Department, North Eastern Railway, Gorakhpur, UP for empanelment of agencies for providing Attendants on hire basis for use of officers of various departments of North Eastern Railway in HQ and other units as decided by the Railway.
5. Parallel Rate Contracts for Manpower outsourcing shall be finalised which shall only have the rate and terms & conditions of outsourcing without any commitment regarding the number of Attendants to be hired from the finalized Rate Contract(s).
6. The contract shall be valid for a period of two years from the date of issue of LOA. Railway has the freedom to extend the contract on the same terms and conditions for further one year. Railway also has liberty to reduce the duration of contract by giving one month notice to the service provider in case of non-requirement/any other reasons.
7. Railway shall also have the freedom to empanel other eligible Agency / Agencies for hiring of Attendants on the same rate / terms & conditions as and when required at a later date during currency of the contract so as to ensure availability of Attendants at all the locations and at all times as per requirement.
8. The minimum wages prescribed by Chief Labour Commissioner, Government of India for a semi-skilled worker shall be applicable for all the hired Attendants throughout North Eastern Railway, irrespective of the State of their posting.
9. The rates quoted shall remain unchanged till the currency of the contract, except when the Government decides to increase/decrease the prescribed minimum wages for semi-skilled manpower. It should not be more than salary and applicable DA of 7th Pay CPC as per extant Railway Board guideline for the Level 1 pay matrix.
10. The rate contracts shall be governed by the GCC and the Special Conditions of such contracts.

11. **Furthermore, information provided herein is not intended to be exhaustive or complete and rate contract shall be subject to detailed terms and conditions of Limited Tender published on IREPS.**

12. **Requirement of services:**

The requirement of services shall be as under:	
i)	The Manpower Outsourcing Agencies shall be responsible for providing the required number of Attendants at any time, even at short notice.
ii)	Prior to the engagement of an Attendant through the manpower agency, his suitability as an Attendant shall be examined and certified by the officer concerned under whom the Attendant would be required to work.
iii)	Normally the Attendants will be required to work for 6 days in a week. She/he will have intermittent duty hours and will have 12 hrs. Of duty roster.
iv)	The outsourced Attendant must have passed Class 10 th or equivalent examination from a recognised Board.
v)	The Manpower Outsourcing Agencies will ensure that all Attendants have live mobile phone connections so that they are contactable whenever required. The Attendants provided by the Manpower Outsourcing Agencies should be well-mannered, well acquainted of the areas they are supposed to be posted, punctual and dressed properly and neatly.

Prerequisites for shortlisting of eligible Manpower Outsourcing Agencies:-

i	The interested Manpower Outsourcing Agencies must have successfully supplied an average of 50 numbers of semi skilled/skilled personnel every year to any organization of repute during the last 03 (three) financial years, and the current financial year.
i.a	<p>Work experience certificates from private individuals shall not be considered. However, in addition to work experience certificate issued by any Government organization, work experience certificate issued by a Public listed company having an average annual turnover of Rs. 500 crore and above in the last 3 (three) financial years excluding the current financial year, listed on National Stock Exchange or Bombay Stock Exchange, and incorporated /registered at least 5 (five) years prior to the date of closing of tender, shall also be considered provided the work experience certificate has been issued by a person authorized by the Public listed company to issue such certificates.</p> <p>In case Manpower Outsourcing Agencies submits work experience certificate issued by a public listed company, the tenderer shall also submit along with work experience certificate, the relevant copy of work order, bill of quantities, bill wise details of payment received duly certified by Chartered Accountant, TDS certificates for all payments received and copy of final/last bill paid by the company in support of the aforesaid work experience certificate.</p> <p>The work experience certificate should pertain to a period including the 3 (three) financial years preceding the current financial year, and the current financial year.</p>
ii	<p>Financial Eligibility Criteria: The Manpower Outsourcing Agencies must have a minimum average annual contractual turnover of Rs. 2 crore during the last 3 (three) financial years preceding the current financial year.</p> <p>The average annual contractual turnover shall be calculated as an average of “total contractual payments” in the previous three financial years, as per the audited balance sheet. However, in case the balance sheet of the previous year is yet to be prepared/ audited, the audited balance sheet of the fourth previous year shall be considered for calculating average annual contractual turnover.</p> <p>The Manpower Outsourcing Agencies shall submit requisite information in the prescribed format, along with copies of Audited Balance Sheets duly certified by the Chartered</p>

Accountant/ Certificate from Chartered Accountant duly supported by Audited Balance Sheets.

1. Interested Manpower Outsourcing Agencies which fulfill all the requirements listed above may submit their EOI including the details stated above, in a sealed envelope before the scheduled date and time indicated in this notice. Interested Manpower Outsourcing Agencies are requested, as a minimum, to submit the documents and details for prequalification as per schedule mentioned in annexure-A
2. Once the EOI(s) are received, Railway will shortlist eligible Manpower Outsourcing Agencies(s)/agencies(s) after evaluation and scrutiny of EOI(s).
3. Documents should be dropped in the box earmarked for the purpose by hand delivery or through post/courier at the office of the **Dy. CMM/GKPD , North Eastern Railway, Gorakhpur**. Documents received after the scheduled date and time shall be rejected out rightly.
4. Railway reserves the right to reject any or all the Expressions of Interest without assigning any reason thereof.
5. The shortlisted Manpower Outsourcing Agencies(s)/agencie(s) shall be invited later on for the submission of bids through Limited Tender on IREPS, for the empanelment with detailed terms and conditions.
6. **Format for submission of EOI:-** The proposal needs to be submitted in the format and schedule annexed to this document as annexure – A, along with supporting documents for information provided.
7. **Manpower Outsourcing Agencies to submit an undertaking that they are not blacklisted or debarred by Railways or any other Ministry / Department of the Govt. of India from participation in tenders / contracts as on the date of submission of EOIs, either in their individual capacity or in any firm/LLP or JV in which they were / are partners/members during the last three years.**

Last date of submission:-

The EOI from interested service providers will be received/to be dropped in a box in sealed envelopes up to 17.00 Hrs of 27.06.2023 in the office of **Dy. Chief Material Manager/General Stores Depot, North Eastern Railway, Kawwa Bagh Colony, Gorakhpur, Uttar Pradesh -273012.**

Dy. Chief Material Manager, General Stores Depot

North Eastern Railway/ Gorakhpur

ANNEXURE “ A ”

FORMAT FOR EOI

Sl. No	Description	Information to be provided by the Manpower Outsourcing Agencies	Supporting documents attached.(Yes/No)
1	Name of the Manpower Outsourcing Agencies/center		
2	Complete Postal Address		
3	Telephone Number		
3	IREPS Vendor ID, if available		
4	GST Registration Number		
5	PAN of the Manpower Outsourcing Agencies		
6	Udyam Registration Details, if available		
7	Past Work Experience (in compliance of sub para i Prerequisites)		
8	Minimum average annual contractual turnover (in compliance of sub para ii of Prerequisites)		
9	UNDERTAKING REGARDING NOT BEING BLACKLISTING/DEBARRED		

DECLARATION

I/We solemnly declare that to the best of my/our knowledge and belief, the information and the statements accompanying it are correct, complete and true.

Name of authorized signatory:

Designation:

Signature of authorized signatory with Seal:

Date:

Telephone: