

THE MYSORE PAPER MILLS LIMITED

Materials Division, Paper Town, BHADRAVATI-577 302,
Karnataka, INDIA, E-mail: mpmpurchase@gmail.com
Tel: +91-9008357744, Fax: +91-8282-270937

TENDER NOTIFICATION

E-TENDER No. MPML/CONT/220054, dated 11.04.2022
Tenders are invited for the PROVIDING MANPOWER FOR
Operation & Maintenance OF Electrical sub station, ETP, STP, water
works and Fire station for 12 MONTHS

Tender invited in two cover system. Due date for
submission is **11.05.2022** at 16 Hrs. Financial bid will be
opened on **16.05.2022** at 11 Hrs. Tender has to be
uploaded to the Karnataka e-procurement portal:
<https://eproc.karnataka.gov.in>. The tender document is
also published in MPM website:
<https://mpm.karnataka.gov.in>

Assistant Gen. Manager(Materials) i/c

THE MYSORE PAPE MILLS LIMITED, BHADRAVATHI

ANNEXURE – II

Tender Reference: MPML/CONT/220054 DATED 11.04.2022

TENDER FOR PROVIDING MANPOWER FOR OPERATION AND MAINTENANCE OF ELECTRICAL SUB STATION, ETP, STP, WATER WORKS AND FIRE STATION.

This format is for bidder's reference. IT IS MANDATORY TO SIGN THIS DECLARATION ON ANNEXURE-II, AND UPLOAD ALONG WITH PART-I OF THE DOCUMENT (TECHNICAL BID), FAILURE TO UPLOAD THIS ANNEXURE-II in Part-I IS LIABLE FOR REJECTION OF THE BID.

To be submitted along with PART-I (Technical bid)

Sl .No	Scope of work	Unit	Quantity/ day	No. of Days	Min Wage plus VDA Rs.	ESI 3.25 % Rs.	PF 12% Rs.	Rate Rs.	Amount Rs.	
1	Providing Skilled manpower for Operation & Maint. of ELECTRICAL SUB STATION, WATER WORKS, ETP/STP, FIRE STATION as per the requirement and direction of the work in- charge	Nos	24	365	532.13	17.29	63.86	613.28	5372331.27	Bidders to quote Service charges for three items in terms of percentage of basic amount
2	Providing of Un skilled manpower as per the requirement and direction of the work in- charge	Nos	6	365	451.28	14.67	54.15	520.10	1139019.44	
3	Providing Electrical Engineer as per the requirement and direction of the work in charge	Nos	1	365	659.49	21.43	79.14	760.06	277422.71	
4	Total of Sl. No. 1 to 3 excl of GST & Service charge							Rs.		

Note: The above quoted rates for the complete duration of work and rates is firm till the completion of work. I agree to for the above rates as per the Govt. minimum wage notification No. KAE 18 LMW 2017 dtd. 30.12.2017 for General Engg., Fabrication & Allied Works/Industrial establishment (Zone IV).

Contractor's signature

TENDER FOR PROVIDING MANPOWER FOR OPERATION & MAINTENANCE OF ELECTRICAL SUB STATION, ETP, STP, WATER WORKS AND FIRE STATION FOR A PERIOD OF 12 MONTHS/365 DAYS.

INSTRUCTIONS FOR TENDERERS:

1. **TENDER – Please refer ANNEXURE – I.**
2. **PRICE FORMAT(For Bidder's reference) – Please refer PART- I , ANNEXURE – II (As per Clause 22)**
(The contractor shall indicate the service charges as percentage of the tender value in the Price Bid Part-II of e-portal).

The Mysore Paper Mills Ltd.,Bhadravati-577302, Karnataka State (Factory) invites tenders from eligible tenderers for **PROVIDING MANPOWER FOR OPERATION & MAINTENANCE OF ELECTRICAL SUB STATION, ETP, STP, WATER WORKS AND FIRE STATION FOR A PERIOD OF 06 MONTHS.**

3. Tender documents may be downloaded from e-procurement portal www.eproc.karnataka.gov.in from Karnataka e-Procurement portal for a non-refundable tender document fee as prescribed by e-portal. Interested tenderers may obtain further information at the same address. The Mysore Paper Mills Ltd., Bhadravati-577302, Karnataka State will not be held responsible for delay if any in submitting the offer within the scheduled time.
4. Tenders must be accompanied by Bid Security of the amount specified in the tender document, Earnest Money Deposit, of Rs. **1,60,000/- to be paid as per e-portal** will have to be in any one of the option specified in the e-portal and will be valid for 90 days beyond the validity of the tender. Approximate estimated value of contract is for **Rs. 80,00,000/-** Incl of GST
Tenderers have to submit the EMD amount as stipulated in the e-portal
5. The Tenderers are advised to offer best possible lowest rates. In case lowest offered rates are reasonable considering the prevailing conditions, the Contract may be awarded to the lowest bidder. However, MPM reserves the right to negotiate with the lowest bidder. MPM also reserves the right either to cancel the Tender or to opt for re-tender.
6. MPM reserves the right to reject any or all the Tenders at its own discretion without assigning any reason whatsoever.
7. Tenders must be uploaded to the E-PORTAL. Part - I (Technical Pre-qualification Bid) and Part- II will be opened on the scheduled date and time on Karnataka e-Procurement portal. Other details can be seen in the tender documents. Both PART-I AND II Will be opened on the same day (Single cover system)

8. INVITATION / INSTRUCTIONS FOR TENDERS (IFT)

- a) ELIGIBILITY CRITERIA REQUIREMENTS FOR PARTICIPATION IN THE TENDER – Please refer ANNEXURE – I.
- b) PRICE BID FORMAT – Please refer PART- I , ANNEXURE – II.
- c) MPM reserves the right to negotiate with the lowest bidder. MPM also reserves the right either to cancel the Tender or to opt for re-tender.
- d) MPM reserves the right to reject any or all the Tenders at its own discretion without assigning any reason whatsoever.

AGM(matls)i/c.

**THE MYSORE PAPER MILLS LIMITED,
BHADRAVATHI**

ANNEXURE-I

Telephones: 9008357744

Fax: 08282-

270937

E-mail: mpmpurchase@gmail.com

MPM Website: www.mpm.karnataka.gov.in

'E - TENDER DOCUMENT'

**E-TENDER FOR PROVIDING MANPOWER FOR OPERATION AND MAINTENANCE
OF ELECTRICAL SUB STATION, ETP, STP, WATER WORKS AND FIRE STATION
FOR A PERIOD OF 12 MONTHS/365 DAYS.**

Company Name	The Mysore Paper Mills Limited PaperTown Bhadravathi – 577302 Shimoga Dist, Karnataka State
e-Tender Reference	MPML/CONT/220054 dated 11.04.2022 https://www.eproc.karnataka.gov.in
Date of Publication of Tender Document in E-Portal	11.04.2022
Last Date for any queries/pre-bid meeting from Tenderers	09.05.2022 UPTO 16 Hours.
Last Date and Time for uploading of Tender details (Both Part-I & Part-II)	11.05.2022 UPTO 16-00 Hours.
Time & Date of Opening of Part-I of the Tender on Karnataka e proc portal	13.05.2022 at 11 Hours
Opening of price bid (Part-II)	16/05/2022 @ 11 hrs
Earnest Money Deposit [EMD]	Rs. 1,60,000/- (As per e-proc. portal)
Place of Opening of Tender	The Mysore Paper Mills Limited PaperTown, Bhadravathi – 577302
Address for Communication	AGM (Materials) i/c The Mysore Paper Mills Ltd., Bhadravati - 577 302 Shimoga - Dist.

**THE MYSORE PAPER MILLS LIMITED,
MATERIAL DIVISION
PAPER TOWN P.O. BHADRAVATHI -577 302, KARNATAKA**

E-Tender for providing manpower for operation and maintenance of POWER BLOCK, ETP, STP, WATER SUPPLY AND FIRE STATIONS for a period of 6 months

Part - I

1. Scope of the work : Providing manpower for operation and maintenance of POWER BLOCK, ETP, STP, WATER SUPPLY AND FIRE STATIONS for a period of 6 months.
2. Work Execution Location: MPM Mill site.
3. Quantity: Please refer to Annexure-II (Part-I) enclosed herewith
4. Work Duration Time : One Year /12 months/365 days.
5. Validity of offer : 90 days from the due date of submission of offer.
6. Rates : As per Annexure-II (The contractor shall indicate the service charges as percentage of the tender value in the Price Bid of e-portal).
7. General Conditions :
 - a. The contractor shall on daily continuous basis, provide qualified service engineer / skilled manpower / unskilled manpower as per MPM working schedule. MPM will maintain the record of attendance of the person and in case of absence of them, agency shall arrange for alternate equivalent person to carry out the work during his absence. If alternate arrangement is not made such absence is liable for deduction of amount from the agency's bills on pro-rata basis.
 - b. Reliever engineer / skilled manpower / unskilled manpower attending services when regular engineer / skilled manpower / unskilled manpower goes on leave, must come with insurance, 2 passport size photos and work order photo copy to submit to MPM security office to get permit/pass.
 - c. Contractor shall comply with the Employee State Insurance (ESI) Act, Provident Fund (PF) Act and any other workmen related Acts as per statutory for the workmen who work under this tender.
 - d. Records and documents pertaining to workmen deployed shall be submitted to the security.

- e. Succeeding month's Bill will be cleared only on production of documentary evidence for having disbursed the Wages and Statutory Payments made by the Contractor to the concerned statutory authorities for the previous month and subject to certification by the Material Department.
 - f. All the Bills for the work carried out during the previous month are to be submitted to the Bill Certifying Authority in Quadruplicate for verification and certification. Bills found in order will be certified by the Bill Certifying Authority and Bill counters Signing Authority and forwarded to Finance Division for arranging payment.
Payment will be released after certification of Wage Roll by Contractor for having disbursed the Monthly wages by the contractor to the workmen before 10th of every month. The wage roll shall also be signed by the concerned employee and submit bills for payment.
 - g. The Contractor is required to furnish either a Demand Draft or Bank Guarantee in the prescribed Format in favour of MPM within fifteen days on award of the Contract towards Security Deposit equivalent to 2.5% of Contract Value (Total basic value excl. of GST). The BG shall be valid for full Contract Period and additional extension period, if any.
 - h. In the event, the Contractor fails to furnish BG or DD towards Security Deposit, bill of the Contractor for the respective month would be held up till the Security Deposit is furnished.
 - i. Any unpaid Claims, Dues, Debts, Penalties etc., payable by the Contractor to the Company will be recovered by invoking the DD / BG submitted by the Contractor.
 - j. The Security Deposit will not attract any interest during the tenure of the Contract.
8. Force Majeure : -

Neither party shall be held responsible for any losses, if the fulfilment of any terms or provisions of the Work order / Contract are delayed or prevented by an act of "Force Majeure" event.

For purposes of this Clause, "Force Majeure" means an event beyond the control of the Party and not involving the Party's fault or negligence and not foreseeable. Such events may include, acts of Acts of God, Acts of Lawful Government Resolutions or Order, Wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes and with out limiting to the foregoing any other causes which are not within the reasonable control of the Party affected, and which by the exercise of reasonable delinquency, is unable to prevent all the clause or clauses.

The party claiming occurrence of any event under Force Majeure shall give Notice within fifteen days to the other in writing in the event of instance of any Force Majeure circumstances, failing which, the party shall not be entitled to any benefits under this clause.

Unless otherwise directed by the other party in writing, the affected party shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall explore all reasonable alternative means for performance not prevented by the Force Majeure event.

9. In case the Contractor fails to execute the work as per the terms and conditions, the Management reserves the right at its discretion to levy suitable penalty or to cancel the work order at Contractor's risk and cost or to get the same work done Departmentally or by any other Agency, loss or extra expenditure incurred in such, an event shall be debited to Contractor's account. The non-satisfactory work on the part of the Contractor will lead to blacklisting of the Contractor

10. Non compliance of other terms and conditions:

- a. In case the Contractor abandons/ discontinue the Contract within the validity of the Contract period the MPM Management has the right to get the same work done by any other Agency at the cost and risk of the Contractor. The Loss or extra expenditure suffered in such event shall be debited to the Contractors Account in addition to forfeiting the Security Deposit.
- b. In default or breach of Contract Terms & Conditions, the Security Deposit is liable for forfeiture.
- c. The MPM reserves the right to terminate the Contract by giving three months notice for reasons of unsatisfactory performance of Contract or malpractice.
- d. Un-satisfactory Performance of the Contract may also lead to black listing of the Contractor.
- e. If Wages are not disbursed to the Staff on or before 10th of every month (or on the previous day in case 10th happens to be Sunday or Holiday) a Penalty of Rs.500/- per day Lumpsum would be levied to the Contractor.
- f. The Statutory benefits have to be extended to the personnel by the Contractor and the payments are to be made to the concerned authorities as per the following schedule:
 - PF to be paid on every month salary for each workmen
 - ESI to be paid on or before 20th of every month.
 - GST to be paid on or before 05th of every preceding month

In case the Contractor fails to pay any of the above said statutory payments within the due date prescribed, a penalty as per the existing rules shall be imposed. This is in addition to recovery of fine / damages to be levied as per the relevant Acts.

- g) Improper turnout will be attracting penalty at the discretion of the Bill Certifying Authority. For any other Violation or Default or issues if committed by the Contractor will be penalized / levied depending on the nature and magnitude of the default/ violation of other issues. The committee will submit report to the MD whose decision is final and binding on the contractor.

11. Settlement of disputes: -

In the event of any Controversy, Claim, Question or Dispute arising between the Contractors on any matter, relating to the Contract or arising out of the breach thereof the Parties thereto shall use their best efforts to settle such Question, Dispute or difference amicably by mutual negotiations / mediation and Management is not liable for any default committed by the Contractor.

In case mediation fails to resolve the Dispute, the matter to be taken up in Civil Courts of Law. The Legal Jurisdiction will be Bhadravathi, Karnataka State.

12. Statutory requirements to be followed by the contractor:

- a. The Contractor will be solely responsible for any accidents/injuries to such Security Personnel in the course of their duties and will adhere to all regulations in respect thereof, such as reporting to proper authorities about the accidents and treatment of the injured and its expenses. The Contractor shall contribute to ESIC Scheme as per the ESIC Act 1948 and shall ensure that all Security Personnel employed by him are covered under this scheme.
- b. The Contractor shall be totally responsible for the compliance of the provisions of the statutory benefits in respect of its Employees. Due to any default of the Contractor, the Company shall in no way be held responsible for non-compliance by the contractor regarding the same. In case the Company is dragged into litigation due to the default of the Contractor, all costs due to such involvement will be recovered by the Company from the Contractor out of their Bill. The Contractor should make provision to the following Statutory Benefits to all the deployed employees as per the Act:
- c. The Contractor shall also be responsible for Compensation for accidents and injuries under the Workmen's Compensation Act, 1936 for their Security Personnel.
- d. It is obligatory to maintain proper Records and Documents under the Contract Labour (Regulation & Abolition) Act, 1970, Factories Act 1948 and other applicable labour Laws. The Contractor is also required to maintain the Register of Security Staff, Muster Roll, Attendance Register, Wage Register, Extra Duty Hours Register and Register of Fines etc., to be certified by the Employer. The Contractor under obligation, to issue Wage Slip and Employment Cards to the respective deployed employees. He shall issue Notice of Commencement / Completion of Work and file Half-Yearly Returns to the Authority as per the statute
- e. This document does not give exclusive right to the Contractor over the work. In case of urgency, exigency or contingency, the Management reserves the right to split, re-allocate among other agencies or rescind the work order partially or totally at the discretion of the Management.
- f. The Contractor is responsible for injury or injuries to MPM personnel caused by his men and pay for all the expenditure towards the treatment of such injured Employees.

- g. MPM shall not be responsible for any loss or injuries sustained by Contractor or his Employees of their own negligence or otherwise.
- h. Care should be taken to see that the surrounding Equipments, Buildings etc., are not damaged. In case of Loss or Damages, the cost shall be borne by the Contractor.
- i. The Contractor shall ensure that personnel employed by him are confined to the working spot allotted to them.
- j. The Entry / Exit of the deployed employees shall be only as per the direction of the Bill Certifying Authority and against Permit issued. The physical checking of personnel, as necessary shall be done while leaving work places.
- k. The Contractor shall obtain necessary Passes from the Security Officer for his Employees.
- l. The Contractor should not engage Staff below 18 years and above 60 years.
- m. The Agency must observe all safety measures/ arrangement attending to above work. Any Safety appliances required as per advice of Safety Engineering Department should be provided by the Agency at his cost.

13. Right of foreclosure:

MPM reserves the right to foreclose the Work Order at any time without assigning any reason. The transaction will be closed by settling the accounts up to the date of foreclosure of the Order and no extra claims shall be entertained by MPM for such closure of the Order.

14. Safety Regulations:

The Contractor shall observe all statutory and legal requirements by the Central and State Governments applying to the work as well as any local regulations applying to the site issued by the Owner or any other authority. In case of accident, the Owner shall be informed in writing forthwith. The Contractor shall strictly follow regulations laid down by the Factory Inspector, Government.

15. Payment Terms:

No advance payment will be made. Payment will be made on MONTHLY basis against certification from certifying authority after completion of service works as mentioned in our scope of work. Every month, the Contractor is required to submit a report which contains the details about the Manpower supplied. The exact format and style of report will be furnished to the agency by MPM. Monthly payment of bill is based on these reports. At the time of payment any dues/ recoveries towards delay on agency's part will be recovered from these bills.

The agency is responsible to Make ESI/PF to the workmen who work in this contract and MPM is not responsible for the same, The agency has to produce the ESI/PF remittance to the workmen while passing the Bill.

16. Bill Counter Signing / Certifying authority:

Plant heads will be the bill certifying authority and AGM(Matls) is the counter signing authority. The Contractor shall submit their Invoice in Triplicate, containing the details of the work done. The exact format of the report will be given by MPM.

17. GST

The Quoted rates shall be inclusive of GST applicable from time ot time. The new Finance Bill GST is effective from 01-07-2017. The applicable GST to be indicated separately in the offer, otherwise , the amount indicated in the offer is considered inclusive of GST. The agency to provide PAN no . If not provided 20 % Bill amount will be deducted at source.

18. Fore Closure of Contract.

MPM reserve the right to terminate the work order when ever it is not in need of manpower service. In the event MPM decides to not to continue with the contract due to various reasons viz, Technological up gradation, replacement of old machinery and installing new machinery, Privatization, etc., MPM reserves the right to foreclose the contract with Pro-rata payment to the agency for the work carried out till the date of foreclosure. In this regard MPM decision is final and binding on the part of the contract.

19. Other conditions of contract:

- a. The Contractors shall strictly abide by the payment of Minimum Wages as applicable to Government of Karnataka for Security Agency.
- b. The above requirements may be revised by the company from time to time. The agency agrees not to raise any dispute on this. The Contractor shall provide extra persons, if required by the company at the same rates at short notice within short interval.
- c. The Contractor shall provide the above number of personnel sufficient to cover the man shifts stipulated by the company and shall arrange replacement at its own expenses in case of sickness, absenteeism, leave/absence and relief for any reason whatsoever. The Contractor shall see that no post is unmanned at any time, (and that persons are not put on duties continuously after performance of eight hours shift duty as for as possible).
- d. The above strength is exclusive of relievers and the Contractor has to provide the required relievers to take care of weekly off to meet the statutory requirement.

20. Requirement for the workmen engaged by the Contractor

All Personnel provided by the Contractor should satisfy the following requirements

- a. He should be an Indian national.
- b. He should be physically and mentally fit.
- c. He should have basic experience in the relevant field.

21. Pre Qualification criteria

- a. The Contractor should have experience for having supplied manpower of minimum 30 people per day on continuous basis also the agency should have at least minimum 3 years in deploying manpower to any Govt/ Industries/Reputed organization.

Documents to be uploaded in support of Pre-qualification. The agency should also submit the following documents which are **MANDATORY FOR** considering for Financial Bid, otherwise the bids will be liable for rejection. MPM reserves the right to accept / reject any/ all the tender/ Re-call the tender.

- b. The bidder shall sign the declaration in ANNEXURE-II of the document that he is agreeing to the daily wage rates for the categories of the personnel as mentioned in the ANNEXURE-II. The bidder should not quote the service charges in this format (Annexure-II / page no.13).**

- c. Contractor to submit the following along with the Technical Bid (PART-I) which is Mandatory

1. Contractor's Registration certificate as per Govt. act
2. Contractor's PF Certificate with latest updated return March-2022
3. Contractor's ESI Certificate with latest updated returns March-2022
4. Labour license from Labour department with NOC
5. Professional tax registration certificate with updated clearance certificate
6. Three years IT Returns 2018-19, 19-20, 21-22
7. Work done certificate for the past One year, any one year of past three years for satisfactory completion.
8. GST certificate with updated returns from GST authorities March-2022

22. Annexure II of the tender document duly signed (Declaration) Evaluation :

- a. **The contractor shall indicate the service charges as percentage of the tender value in the Price Bid of e-portal.**
- b. **For clarity the tender value is indicated in the Annexure II of the tender document. This is exclusive of GST / other taxes if any.**
- c. **Bidder shall note that the Annexure II shall be duly signed and uploaded along with other pre requisite documents indicated in para 21.**

23. Scope of work for maintenance / operations.

1. Electrical works

- 1.1 Skilled electrician work at 110 Kv substation TG House.
- 1.2 Sub-station yard maintenance and house keeping.
- 1.3 11 Kv bus bars and braker maintenance.
- 1.4 All power transformers maintenance works.
- 1.5 Electrical motors maintenance
- 1.6 General Electrical maintenance works
- 1.7 House keeping , rank vegetation clearing around substation
- 1.8 Any other jobs assigned in the company during exigencies

2. Operation of ETP / STP

- 2.1 Operation and maintenance of Sewage treatment and Effluent treatment plant
- 2.2 Colony sewage pump operation and maintenance .
- 2.3 Sewage tank, clarifiers, aeration basin cleaning.
- 2.4 House keeping, jungle clearing, weedicide spraying
- 2.5 Chemical handling & dozing.
- 2,6 Any other jobs assigned in the company during exigencies

3. Operation of water treatment plant

- 3.1 Operation & Maint of water treatment plant equipments.
- 3.2 Operation of pumps and valves.
- 3.3 Alum shifting, dozing and unloading from incoming trucks and miscellaneous works.
- 3.4 Clearing of settling tanks, filter tanks, etc
- 3.5 Rank vegetation cleaning , weedicide spraying around the plant.
- 3.6 Any other jobs assigned in the company during exigencies

4. Instrumentation department.

- 4.1 Checking of all instrumentation and calibration and complete loop checking.

- 4.2 Calibration of all Smart electronics transmitters
- 4.3 Checking and calibration of pneumatic control valves with valve positioners.
- 4.4 Checking and calibration of electronic/analog totalizes.
- 4.5 Any other instruments and CCTVs installed at various locations.
- 4.6 Any other jobs assigned in the company during exigencies

5. Fire Station

- 5.1 Leading Firemen to take care of all the Fire fighting equipments and ensure action taken in case of Fire accidents.
- 5.2 Any other jobs assigned in the company during exigencies

I agree and here by given my consent for all the details/ clause of contract in full

Signature of contractor

THE MYSORE PAPE MILLS LIMITED, BHADRAVATHI

ANNEXURE – II

Tender Reference: -----, dated -----

TENDER FOR PROVIDING MANPOWER FOR OPERATION AND MAINTENANCE OF ELECTRICAL SUB STATION, ETP, STP, WATER WORKS AND FIRE STATION.

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Signature of CONTRACTOR & declaration