

TENDER DOCUMENT
&
TERMS AND CONDITIONS
For
SELECTION OF EXPERIENCED AGENCY FOR PROVIDING
MANPOWER SERVICES AT DHANDHUKA MUNICIPALITY

Location: Dhandhuka

BY

CHIEF OFFICER,
DHANDHUKA NAGARPALIKA
E-mail: np_dhandhuka@yahoo.co.in

CHECKLIST OF DOCUMENTS COMPRISING THE BID.

The bidder must have to submit following documents with index in prescribed sequence only on 'Online Platform' else the bid will not consider for technical evaluation process.

Sr.	List of Documents	Page No
1	Valid Supporting document for EMD	
2	Registration details: Certificate of Incorporation & MOA/Trust Deed/ registration deed for proprietary or partnership firm.	
3	As per the Annexure-01 Profile of Bidder	
4	Legal status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) of the company along with statutory details (Registration No., PAN Card Copy /other required valid licenses).	
5	Professional Tax Registration Certificate	
6	Current GST Registration Certificate.	
7	EPF Registration certificate	
8	ESIC Registration certificate	
9	Valid license issued by regional labour commissioner.	
10	ISO 9001 : 2015 certificate	
11	Evidence for Office address - Light bill, Tax Bill etc.	
12	Income Tax Returns for last three years i.e.s 2022-23, 2023-24, 2024-25 ending 31st March 2025.	
13	Audited Balance sheet and Income statement duly signed by the statutory auditors and authorized signatory/i.e.s of the Bidder for the years 2023-24, 2024-25, 2025-26 ending 31st March 2026.	
14	Original Chartered Accountant certificate clearly indicating turnover of the bidder from Manpower business in the last three years 2023-24, 2024-25, 2025-26 ending 31st March 2026 As per the format given at Annexure - 02	
15	Last three (March-2024, April-2024 & May-2024) month GST payment receipt & return copy	
16	The latest EPF challan for Nos. of Permanent Employees of bidder. (Last SIX Month)	

17	Undertaking Bidder financial standing.	
18	<p>Works to be demonstrated by contract / agreement / Work Order and Evidence of satisfactory work completion for all contracts showcased in the list of past & present clients as per Annexure - 03.</p> <p><u>Note:</u></p> <ol style="list-style-type: none"> 1. The work order/ work completion must clearly indicate number of person's / amount of actual work done and time period of contract) 2. Work Order, work extension order & Work completion Certificate must be in Submitted in Sequence. 	
19	<p>Deceleration of scope of work/Terms and conditions</p> <p>As Per Tender attachment file.</p>	
20	<p>Clause by clause compliance statement for the whole Tender Document including all Annexures/ Bid duly signed & sealed on all pages with all pages duly numbered.</p>	

ANNEXURE - 1

PROFILE OF BIDDER

SR	Detail	Descriptions
1	Name & Address of the bidder	
2	Telephone No.	
3	E-MAIL	
4	Legal status of the bidder Proprietary / Partnership / Private Limited / Trust / Society etc.	
5	Professional Tax Registration No. & Date	
6	Goods & Services Tax Registration No	
7	PAN Card No.	
8	E.P.F. Registration No. & Date	
9	ESIC Registration No. & Date	
10	ISO certificate No. & Expired Date	
11	Names and Titles of CHIEF OFFICER & Officers with designation to be concerned with this work:	

Signature of the bidder with seal

ANNEXURE - 2

FORMAT FOR CA CERTIFICATE

(On CA's Letter Head)

TO WHOM SO EVER IT MAY CONCERN

CHARTERED ACCOUNTANT CERTIFICATE

On the basis of verification of books of accountants and other documents produced before us and maintained by the Company, we certify that M/s, is engaged in providing Manpower Services Business. This is to certify that they have turn over from Manpower services in the last three years ending on 31st March 2023. (i.e for Financial year 2021-22, 2022-23 & 2023-24) as follows:

Sr. No	Financial Year	Total Turnover (Rs. Lacs)	Turnover from Manpower Services business (Rs. Lacs)
1	2022-23		
2	2023-24		
3	2025-26		
	Total amount		
	Avg. of above		

Their net worth as on 31st March 2024 is Rs. _____.

UDIN NO -

CA Stamp & Seal

ANNEXURE – 03

LIST OF PAST AND PRESENT CLIENTS

List of Past Clients:

Name of Client	Work Order No. & Date	Value of contract	Nos. of persons Deployed	Date of contract Start	Date of contract completed	Actual Work Done Amount

List of Present Clients:

Name of Client	Work Order No. & Date	Value of contract	Nos. of persons Deployed	Date of contract Start	Actual Work Done Amount Till Date

Signature of the bidder with seal

ANNEXURE – 04

WORK COMPLETION CERTIFICATE MUST INCLUDING FOLLOWING DETAIL

- AGENCY NAME
- WORK ORDER NO.
- WORK ORDER DATE.
- ACTUAL WORK DONE AMOUNT
- CONTRACT START & END DATE
- TOTAL NO. OF PERSON
- NAME OF CERTIFICATE ISSUING AUTHORITY
- SIGN AND SEAL OF ISSUING AUTHORITY CLEARLY INDICATE
- EMAIL OF ISSUE AUTHORITY

DHANDHUKA NAGARPALIKA		
DHANDHUKA		
Tender Notice of 08 of 04-2025		
A	Name of Work	Selection of experienced agency for providing manpower services at dhandhuka municipality
B	Estimate Cost	-
C	Time Limit	12 Months
D	Who can apply?	Qualified Govt. Registered Firm/Agency
E	Last Date of downloading of Tender	22/07/2026 up to 18.00 hours
F	Tender Fee EMD	Rs. 1500.00 (Demand draft only) Rs. 50,000.00 (FDR only)
G	Last Date of Online Submission	22/07/2026 up to 18.00 hours
H	Physical Submission date of Tender fee, EMD	27/07/2026 up to 18.00 hours by RPAD / Speed Post Only
I	Approx. Date of opening of Price-bid	27/07/2026 @ 11.00 AM
J	Web site Address	https://nagarpalika.nprocure.com
K	Estimated cost of work	Annual Rate Contract

INVITATION FOR BIDS

1. Nagarpalika is implementing a Bid Documents for Bid Documents for Appointment of Agency for providing Manpower in various different departments of Dhandhuka Nagarpalika
2. Nagarpalika invites sealed and super scribed bids from eligible bidders for Appointment of Agency for providing Manpower in various different departments of Dhandhuka Nagarpalika
3. Bidders may obtain further information from, and inspect and acquire the bidding documents, at:
The Chief Officer,
Dhandhuka Nagarpalika,
Dhandhuka, Dist: Ahmedabad
4. A complete set of bidding documents are available on web site. After online submission of tender, tender fee, EMD and other documents regarding qualification are to be submitted to the above office before last date of submission of documents. Tender fee will be paid in Demand Draft, which is non-refundable.

PROCEDURE OF E-TENDERING

Interested bidders can view these tender documents [online nagarpalika.nprocure.com](http://nagarpalika.nprocure.com) Bidders who are interested in bidding in these tenders can download tender documents. Bidder shall pay tender fee in form of account payee Demand Draft payable to the (1) For the work - The Chief officer, Dhandhuka Nagarpalika, Dhandhuka drawn on any nationalized bank.

The intending bidders have to submit the following documents along with the **Tender Fee and EMD.**

- 1). Copy of Latest Income Tax Return of last 3 years & PAN Card copy.
- 2). Bidder must be submitting GST Certificate.
- 3). Bidder must be submitting last 3 years Turn-over Certificate (signed by CA) of firm (minimum 40 Lacs per year Average).

- 4). Bidder must be submitting Receipt of Professional tax registration copy.
- 5). EPF registration & ESIC
- 6). Experience certificate of providing similar kind of Man power to any Municipality, bodies amounting to Minimum of Rs. 40 lacs.

All above documents submit in physical tender documents compulsory otherwise disqualify in technical bid.

5. Client Certificate. Bidders who wish to participate in this tender will have to register on nagarpalika.nprocure.com. Bidders who wish to participate in on line tenders will have to procure Digital Certificate as per information technology Act - 2000 using which they can sign their electronic bids. Bidders can procure the same from the below mentioned address & they will assist them in procuring the same.

(n). Code Solution - A Division of
GNFC Ltd. 301, GNFC Info Tower,
S.G. Road, Bodakdev, Ahmedabad
- 380 054 (Gujarat).
Toll Free No. 18002331010 (Estn. No. 321).

Email : djkantharia@gnfc.net
www.ncodesolutions.com Phone No. (079)-
26854511, 26854512,

Qualification requirements specifying financial capacity, technical, minimum acceptable levels with regards to Bidders experience in relevant projects and other relevant factors such as work in hand, future commitments and litigation history as given and described in the evaluated first and those qualifying the criteria will be considered for further price evaluation. Technical proposals, which are not substantially responsive, will be rejected. Sealed Price Bids of the substantially responsive technical proposals will be opened in the presence of the Bidders.

6. Tender fee: - A Demand Draft payable to Chief Officer, Dhandhuka Nagarpalika, Dhandhuka issued by any nationalized bank having a branch at Dhandhuka.
EMD: - A fixed deposit receipt pledged in the name of Chief Officer, Dhandhuka Nagarpalika, Dhandhuka from any Nationalized Bank valid up to 28 days from the date of closure of the bid validity period of 120 days.
(EMD exemption certificate will not be accepted)
7. Nagarpalika as an employer reserves its absolute and unchallengeable right to qualify or disqualify one or all bidders by an objective & transparent system.
8. All bidders participating as a Limited company, Firm or a Joint Venture will have to attach a valid 'Power of Attorney' in the name of the person who signs the bid.
9. Rate including GST or all other type of taxes of Government applicable for the said services.

Date:-

The Chief Officer,
Dhandhuka Nagarpalika,
Dhandhuka

