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24/04/18

Government of West Bengal
Panchayats & Rural Development Department
Joint Administrative Building, HC-7, Sec-III, Kolkata-700 106

No:2862-RD/(Estt.)/ 5M-16/14

Dated: 27th April, 2018

NOTICE INVITING TENDER FROM THE AGENCIES
FOR OUTSOURCING HR SUPPORT STAFF

Subject :-Outsourcing HR Support Staff in the P&RD department.

Sealed Tenders are invited from the reputed Authorised Agencies, by the Deputy Secretary, P&RD Department, Joint Administrative Building, Block HC-7, Sector-III, Salt Lake, Kolkata-700 106, for outsourcing the following HR Support staff for the period from 01.06.2018 to 31.05.2019 for the Panchayats & Rural Development Department, Joint Administrative Building, HC-7, Sec-III, Kolkata-700 106.

The gross payment for each HR Support Staff will be Rs.8829/- only excluding service charge & GST. The said gross payment has been calculated below in terms of Labour Commissioner Circular No.02/Stat/2RW/76/266/2000/LCS/JLC & No.03/Stat/2RW/76/266/2000/LCS/JLC dated 03.01.18.

Break up of salary :

Nature of HR Staff	No. of requirement at present	Gross wages per head per month	Rs.7661/-
1.Security Guard	16	P.F.	Rs. 504/-
2.Support Staff	20	ESI	Rs. 364/-
3.Sweeper	10	Bonus	Rs. 300/-
		Total →	Rs.8829/-

The said gross payment for HR Support Staff will be revised as per the circular issued by the Labour Commissioner, WB from time to time.

The detailed terms and conditions are given below :-

1. The agency should be registered by the Central/State Govt.The agency should not be black listed by Govt. department / organization.
2. The agency should have PAN/TAN number, Service tax / GST registration number.
3. The HR Support staff supplied by the agency should not have any criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the person whom they are recommending. The agency will also ensure that the HR Support Staff deployed are medically fit.
4. The agency shall provide additional HR support staff as and when required by this department from time to time on same terms & condition.

5. The HR Support Staff engaged by the agency shall be employees of the agency and it shall be duty of the agency to pay their monthly salary as per their own terms & conditions and then claim reimbursement from this department.
6. The HR Support Staff engaged by the agency shall not claim any absorption in this department in future. An undertaking from the HR Support Staff to this effect shall be obtained and a copy of the same shall be submitted to this department.
7. The engaged HR staff shall not divulge or disclose to any person any details of office and its administrative matter. The agency shall be responsible for any act of indiscipline on the part of HR Support Staff.
8. The agency shall replace immediately any of its HR Support Staff if they are unacceptable to the department for any reason.
9. The working hours would be normally 8 hours from 10 a.m. to 6 p.m. and there shall be lunch break of half an hour during the working hour. However, in exigencies of work, they may be required to stay late and personnel may be called on Sunday and on gazette holidays, if requires.
10. No cost to the agency will be paid to any HR Support Staff deployed by the Agency for the days of absence from duty. The staff should seek prior permission for any absence and the agency shall provide a substitute within two days if there is any possibility of the person leaving job due to his /her own personal business. The agency shall be liable to pay the Governor of West Bengal if this department suffers any loss or damage due to negligence, default or theft on the part of HR Support Staff of the agency.
11. The agency shall not assign, transfer, pledge or sublet the contract without the prior written consents of this department.
12. During the contract period either party can terminate the contract by giving one month notice in advance.
13. The agencies are asked to quote their rate regarding service charge for the deployment of said Support Staff. The agreement shall be normally for one year and may extend upto three years subject to satisfactory performance on the same terms & conditions.
14. The rates must be written both in figures and in words. Corrections, if any, are to be authenticated and attested.
15. Quotation should be submitted and signed by the agency with its current business address. Lowest quotation of eligible agency will be accepted.
16. In the event of any dispute arising in respect of any clause of the agreement the matter will be referred to Arbitrator whose decision shall be binding on both the parties.

Quotation must be submitted before the office of the Deputy Secretary within 2p.m. of 18th May, 2018 in every working day. (Tender box, 8th Floor)

Last date of submission of quotation is 18th May, 2018.

Date of opening the quotation is 18th May 2018 at 3p.m., at the chamber of the Secretary of the P&RD Department.

Authority reserves the right to accept or reject any quotation(s) without assigning any reason thereof.

Sd/-F.R. Siddique

Deputy Secretary to the Govt. of West Bengal

No:2862/1(5)-RD/(Estt.)/ 5M-16/14

Dated: 27th April, 2018

Copy forwarded for necessary information to :

1. Smt. Nilanjana Dasgupta, WBCS(Exe.), Special Secretary of this department. She is requested to kindly publish this NIT in this department website.
2. Smt. Esha Sengupta, WBCS(Exe.), Joint Secretary of this department.
3. P.A. to Secretary.
4. Notice Board of this department.
5. Guard file.



Deputy Secretary to the Govt. of West Bengal