

E-Tender Notice for Selection of an agency to provide manpower through outsourcing under the offices of the Commissioner of Animal Husbandry, Maharashtra State, Pune.

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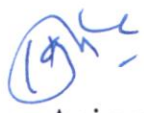
e-Tender notice for the selection of an agency to provide manpower through outsourcing under the offices of the Commissioner of Animal Husbandry, Maharashtra State, Pune,

Outward No: Gen 1/Case No 36/ Outsourcing/571/2026, AH 8, Pune-67, Date 08.06.2026

Under the Commissioner of Animal Husbandry, Maharashtra State, Pune, 1524 (manpower) positions of various cadres are to be filled through outsourcing. Rates are being invited through e-tender from registered agencies that have had a minimum average annual turnover of Rs. 60 Crores in the last 3 years to provide these positions through an external agency. This e-tender notice is available on the official e-tendering website of the Government of Maharashtra: <https://mahatenders.gov.in>. Interested registered agencies should pay Rs. 1,10,000/- (non-refundable) + 18% GST (Rs. 19,800/-) = Rs. 1,29,800/- through the online payment gateway and obtain the e-tender application (with terms and conditions) from the above website between Date 08.06.2026 (11:00 hrs) to 29.06.2026 (17.00 hrs). For this tender, tenderers are required to pay an Earnest Money Deposit (EMD) of Rs. 11,00,000/- on the portal <https://mahatenders.gov.in>. Details regarding the services of various cadres and offices are mentioned in the tender. It should be noted that the number of manpower to be provided through outsourcing may increase / decrease according to the actual requirement of work from time to time and availability of funds. Tenderer also reserves right to accept or reject one or more terms & conditions mentioned in the technical envelope T.

Date-08.06.2026

Place- Pune


Commissioner Animal Husbandry
Maharashtra State, Aundh, Pune-67



General Terms and Conditions of the Tender

1. e-Tenders are invited for selecting an agency to provide manpower of various cadres on a temporary basis through outsourcing under the offices of the Commissioner of Animal Husbandry, Maharashtra State, Pune.
2. The quantitative details of the required manpower are shown in **Annexure-A**. The jurisdiction of the services provided shall be through out Maharashtra State including field level veterinary clinics.
3. It should be noted that the number of manpower to be provided through outsourcing may increase / decrease according to the actual requirement of work from time to time and availability of funds as per **Annexure A**.
4. This e-tender is available on the official e-tendering website of the Government of Maharashtra <https://mahatenders.gov.in> and it is mandatory to submit it online. Interested registered agencies should pay Rs. 1,10,000/- (non-refundable) + 18% GST (Rs. 19,800/-) = Rs. 1,29,800/- through the online payment gateway and obtain the e-tender application (with terms and conditions) from the above website between **Date 08.06.2026 (11:00 hrs) to 29.06.2026 (17.00 hrs)**. For this tender, tenderers must pay an Earnest Money Deposit (EMD) of Rs. 11,00,000/- (Rupees Eleven Lakhs only) through the online payment gateway. The said earnest money amount will be returned online after the completion of the e-tender process.
5. If the approved registered agency fails to execute the agreement within the prescribed period, or violates any terms and conditions, or withdraws from the tender at any stage of the tender process, their earnest money amount will be forfeited.
6. Candidates supplied through the said outsourcing will be eligible for a lump sum honorarium per month as mentioned in **Annexure-A**. Apart from this, no other allowances will be admissible.
7. The selection of the said agency will be made on a temporary basis for 12 months. The said selection will automatically terminate after 12 months, or subject to government approval, an extension of 365 days each may be given twice.
8. It will be binding on the approved tenderer to provide the required manpower from the date mentioned in the supply order by the concerned office.
9. It will be mandatory for the agency to take care that no legal case arises regarding the continuation of the manpower provided by the agency in the future.
10. Since the services will be discontinued by the agency after the contract period, a written guarantee/bond should be taken from the concerned candidate that they will not make any claim regarding inclusion in service or regularization. The tenderer is required to submit the said certificate to the office. Manpower supplied through the agency will not be absorbed into regular government service. It will be the sole



responsibility of the agency to ensure that the prescribed conditions are not violated while providing services

11. e-Tender Schedule:

Sr.No	Details	Start Date	Start Time	EndDate	EndTime
1	Publication of Tender	08.06.2026	11.00	29.06.2026	17.00
2	Tender Download	08.06.2026	11.00	29.06.2026	17.00
3	Pre bid meeting	12.06.2026	15.00	--	--
4	Bid Submission	08.06.2026	11.00	29.06.2026	17.00
5	Bid Opening	30.06.2026	17.00	--	--

12. Tenderers participating in this tender may remain present during the scrutiny of technical envelopes. The minimum qualification of the manpower to be provided through the selected agency shall be as mentioned in **Annexure-B** and it will be mandatory for the agency to follow it.
13. In the **Commercial Envelope (C1)**, the tenderer must mention the rate of service charge to be charged on the total monthly Honorarium in the form of a percentage of the Honorarium amount.
14. Changes in taxes and surcharges applicable by the Central and State Governments from time to time will be applicable to the approved tenderer and it will be mandatory for the concerned to follow them.

15. **Technical Eligibility**

It is mandatory for the tenderer to fill the following documents online in the Technical Envelope **(T1) (Annexure-E)** after self-attesting and scanning them.

- Name, full address, telephone number, mobile number, e-mail, website, etc. of the tenderer.
- It is mandatory for the tenderer to be registered under the Mumbai Shops and Establishments Act, 1948 or the Companies Act or the Societies Registration Act or Partnership or LLP Act.
- It is mandatory for the PAN card to be in the name of the agency's director or the agency.
- Goods and Services Tax (GST) registration certificate is mandatory.
- Registration certificate from the Employees' Provident Fund Organization (EPFO) is mandatory (it is mandatory to attach EPF Challan and ECR Statement for the last 3 years 2022-23, 2023-24, 2024-25).
- Registration certificate from the Employees' State Insurance Corporation (ESIC) is mandatory.
- Registration certificate from the Labour Welfare Fund registration and Labour Office is mandatory.
- Labour Welfare Registration/Labour License under the Contract Labour (Regulation and Abolition) Act, 1970 is mandatory.

- i) Professional Tax registration certificate in the name of the agency is mandatory.
- j) Professional Tax "No Dues" certificate for the last three financial years (years 2022-23, 2023-24, 2024-25) is mandatory.
- k) GST Clearance certificate for last 3 financial years (years 2022-23, 2023-24, 2024-25) from the competent authority.
- l) Income Tax Returns for the last three financial years (2022-23, 2023-24, 2024-25) are mandatory.
- m) A minimum **average turnover of Rs. 60 Crores in the last 3 financial years** (2022-23, 2023-24, 2024-25) is mandatory for the tenderer. (Attached Chartered Accountant certificate UDIN No. must be mentioned)
- n) The bidder should have positive net worth as on 31.03.2026
- o) An experience certificate from an authorized officer stating that the tenderer has supplied **at least 500 manpower per year to Government/Semi-Government / Govt. Local Bodies offices / Pvt. Ltd. Company** during last **3 years with annual payment of at least Rs. 20 Crores.**
- p) A self-declaration stating that the name of agency is not included in the blacklist in Government/Semi-Government/Central Government offices/ Pvt. Ltd. Company is mandatory.
- q) A guarantee letter stating that the terms and conditions of the tender are accepted is mandatory.
- r) The tenderer should provide self-declaration certificate on letter head stating that they have no interest or conflict with the officers and employees in the office submitting the tender.
- s) It is mandatory to attach the receipt of the Tender Fee paid through the online method.
- t) It is mandatory to attach the receipt of the Tender Earnest Money Deposit paid through the online method.
- u) It is mandatory to record the page number of the documents submitted by the agency according to the serial number given in the checklist.

16. Technical document inspection/evaluation: -

Technical tender evaluation will be done in the following way:

- a. The technical bids of the bidders will be examined/evaluated as per the eligibility criteria mentioned in clauses in 15.
- b. At any time during the tender examination process, the tenderer may seek clarification from the bidders as required. The tenderer may seek advice from their professional experts during the evaluation process.
- c. The tenderer reserves the right to check the references of the past experience mentioned by the bidder. Any feedback received during the examination will be taken into consideration in the technical evaluation process.



- d. The bidders who fulfill all the eligibility conditions mentioned in the tender will be technically eligible.
- e. The technically eligible bidders will be scored.
- f. If required as per provisions on the Maha e tender portal shortfall will be given to bidders participated.

g. Grading as follows: (St)

Sr. No	Particulars	Maximum Marks	Marks
1	Average turnover of the bidder in the last three financial years 2022-23, 2023-24 and 2024-25 (based on the certificate of a Chartered Accountant)	40	35 points for Rs. 60.00 Crore, then 1 point for each additional Rs. 10.00 Crore. (Maximum 40 points)
2	An experience certificate from an authorized officer stating that the tenderer has supplied at least 500 manpower per year to Government / Semi-Government / Govt. Local Bodies offices during last 3 years with annual payment of at least Rs. 20 Crores	40	35 points for work order of 500 manpower per year, then 1 point for each additional 100 manpower (maximum 40 points)
3	Points for presentation 1.Execution Plan & Deployment Strategy 2.Manpower Management & Monitoring System 3.Service Delivery Mechanism & SLA 4.Innovation / Value Addition 5.Risk Management & Compliance. (A 10-minute full power point presentation before the evaluation committee required to process the documentation of this program.) 6. Training to employee	20	The committee constituted by tendering authority will evaluate.

Bidders are required to submit all necessary documents in support of the specified criteria as per the templates specified in this tender document.

17. Bidders securing at least 70 marks out of 100 in the technical evaluation based on the above-mentioned scoring system will be declared technically qualified

18. Selection Criteria: -

- The selection of the bidder will be based on a combined Quality-plus-cost system with a weightage of 60:40, i.e. the technical proposal will have 60% weightage and the financial proposal will have 40% weightage.
- Technical Score (St) can be taken from above Technical gradation.
- financial score (Sf) can be drawn as follows-
- The lowest evaluated financial proposal (Fm) is given a maximum financial score (Sf) of 100.
- The formula for determining the financial score (Sf) of all other bids is calculated as follows:

$$Sf = 100 \times Fm / F, \text{ where "Sf" is the financial score, "Fm" is the lowest}$$



price, and "F" is the price of the bid under consideration.

- The weights given to the technical (T) and financial (P) bids are: $T = 0.60$ and $P = 0.40$
- Bids are ranked according to their **Combined Score (S)** i.e. combined technical (St) and financial (Sf) scores $S = St \times T + Sf \times P$ (T = weight given to technical bid; P = weight given to financial bid; $T + P = 1$)


The work should be awarded to the bidder securing the **highest Combined Score (S)**.

Example:

Bidder Name	Rate Received	Sf= 100xFm/F	Sf x P (P=0.40)	Technical Marks		Combined Score $S = Sf \times P + St \times T$
				Marks Received	$St \times T$ (T= 0.60)	

- The tenderer reserves the right to select one or more bidder for completion of work or split the order with bidders.
19. If at any time during the contract period the price of the tendered supply is reduced by any law or regulation of the Central or State Government, the tenderer shall be morally and legally bound to inform the tenderer/purchaser immediately about the reduction in the agreed price. He shall have the right to reduce the price accordingly
 20. A pre-bid meeting will be held as per the schedule to thoroughly apprise the e-tenderers of the nature of the work. The service charge percentage rates submitted by the e-tenderer through the Commercial Envelope (C1) will be final.
 21. While providing the manpower fixed for the respective Regional / district office, it should be supplied only after the approval of the Commissioner Animal Husbandry, Maharashtra State, Pune.
 22. The Commissioner of Animal Husbandry reserves the right to change the duties and responsibilities prescribed for the said manpower, and such changes will be binding on the approved tenderer and the manpower provided by them.
 23. The approved tenderer will be required to provide photo identity cards to the manpower to be supplied. The sample of the identity card should be got approved by the approved tenderer from this office.
 24. It will be mandatory for the approved tenderer to take appropriate insurance for the manpower to be supplied. In case of any injury, accident, or death to the supplied manpower while on duty, the entire legal responsibility will be of the approved tenderer. Also, if any compensation is to be paid to the concerned manpower, its entire responsibility will also be of the approved tenderer.
 25. The manpower provided for the said work should not have any criminal background. It will be mandatory for the contractor to submit the character certificate from the police department as well as Medical fitness of the concerned manpower.

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26. The concerned manpower and the approved tenderer will be entirely responsible for ensuring that there is no misuse while using the internet by the manpower supplied for the said work. If any candidate from the supplied manpower is found to be inefficient or as per the nature of work, the responsibility of replacing them with an alternative candidate within 24 hours will be of the approved tenderer; also, if there is any slackness or delay in work due to the absence or inefficiency of the candidate, Rs. 500/- (Rupees Five Hundred only) per day per candidate will be recovered as a penalty from the contractor's bill.
27. If the manpower supplied for the said work causes damage to any property of the office or any other third party while working, the entire responsibility for compensation and the resulting legal action will be on the approved tenderer.
28. **Regarding Payment of Bills:-**
- 1) The manpower provided through outsourcing will be eligible for a fixed monthly Honorarium in the form of a lump sum honorarium as per **Annexure A**. No other allowances will be admissible apart from this.
 - 2) Changes in various government taxes and surcharges levied by the Central and State Governments from time to time will be applicable to the tenderer and it will be mandatory to follow them.
 - 3) It will be the responsibility of the approved tenderer to make statutory deductions as per labour laws and other laws regarding the manpower provided by the external agency and to deposit them with the concerned departments on time.
 - 4) All relevant aspects of the labour law must be fulfilled while providing manpower services, and the external agency will be responsible for all types of liabilities in that regard.
 - 5) Biometric attendance system linked with monthly payment & the necessary MIS report shall be mandatory. There must be provision of dashboard (Clinic /Taluka/District / Region wise) shall be made available along with the payment details of the appointed contractual staff. For this purpose necessary software shall be developed by selected agency.
 - 6) The approved tenderer should raised the bill in the prescribed format in triplicate before the fifth of every month for the work done during the month **to the concerned office in charge/District officer/Regional officer/Commissioner AH Pune. It is necessary to upload all the bill, honorarium, statutory deduction** (Professional Tax (PT), EPF, ESIC, Labour Welfare Board Fund) **etc.**on MIS exclusively developed for supply of manpower.
 - 7) In accordance with the demand for the bill by the approved tenderer, the concerned officers will carry out the necessary verification and certification and process the payment of the honorarium bill.
 - 8) Admissible taxes as per rules will be deducted from the bill.
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- 9) The successful tenderer shall develop exclusive end to end dashboard software showing MIS, honorarium Slips, Attendance etc. to the indenting officer.
- 10) It is necessary for the manpower supplied by the agency to remain present regularly and provide the assigned services; however, if they remain absent for some reason, it should be noted that Honorarium will be paid only for the period of presence in that month.
- 11) While submitting the honorarium bill of the concerned manpower, documentary evidence of having paid the honorarium in the previous month such as EPF, ESIC, GST etc.
- 12) It will be mandatory for the concerned tenderer to submit true copies of the challans. Similarly, the approved tenderer should distribute the honorarium amount to the manpower in a transparent manner. While doing so, they should deduct monthly Professional Tax (PT), EPF, ESIC, Labour Welfare Board Fund, etc., as applicable according to the rules from the honorarium payable to the manpower and deposit it into the government account and submit its challan with the next bill payment.
- 13) The approved tenderer will be required to pay the Honorarium of the previous month to the manpower supplied by the agency by the 05th of every month.
- 14) The appropriate bill will be paid by the government office to the tenderer after verification according to the bill submitted by him. However, even if there is a delay in paying the bill from the government office due to the time required for the office process, availability of funds, etc., the entire responsibility of paying the honorarium on time to the manpower supplied by the agency will be of the approved tenderer.
- 15) If there is a delay of seven days or more in the payment of honorarium to the manpower provided by the tenderer for three consecutive months, a penalty of 0.5 percent of the pending bill to be paid to the approved tenderer will be applicable for each such case of delay for every seven days or part thereof. This penalty amount will be recovered from the next month's bill payable to such tenderer.
- 16) The approved tenderer should provide the GST number and PAN card number to the district level office of the concerned department so that tax deduction and other related matters can be facilitated.
- 17) Commissioner of Animal Husbandry will not be responsible for any kind of underpayment / wrong payment regarding the honorarium given to the manpower. The approved tenderer has to fulfill all the relevant matters in the labour law while providing technical manpower services and the external agency will be responsible for all types of liabilities in that regard.
- 18) At the time of executing the agreement, the approved tenderer will have to provide a security deposit equal to 3% of the total cost of the e-tender for a



period of 18 months in the form of a bank guarantee from a nationalized bank in the name of the Accounts Officer, Commissioner of Animal Husbandry, Maharashtra State, Aundh, Pune. The said security deposit will be returned after the completion of the bank guarantee period in case the tenderers have completed the work satisfactorily.

- 19) If the number and type of required manpower decreased or increased, it will be binding on the approved tenderer to provide the required type and number of manpower from the date mentioned in the supply order by the concerned office. The tenderer should provide additional security deposit calculating the additional manpower required and the equal to 3% of the additional cost of supply.
- 20) If the work of the approved tenderer is found unsatisfactory, the work assigned to him will be cancelled and a demand for the said amount will be made to the bank. The bank guarantee sample is attached with **Annexure F**.
- 21) The tenderer will be informed by the office of the Commissioner of Animal Husbandry, Maharashtra State, Aundh, Pune regarding the final acceptance of his rates. Thereafter, it will be mandatory for the approved tenderer to execute an agreement on stamp paper of the prescribed amount within 8 days.
- 22) The Commissioner of Animal Husbandry, Maharashtra State, Aundh, Pune will sign this agreement on behalf of the government. The entire fee required for registering the said agreement will have to be paid by the approved tenderer. The estimated annual expenditure is Rs.47,40,60,000/- (Rupees Forty Seven Crore and Forty Lakhs and Sixty Thousand Only). Therefore, a fee of Rs.12,72,680/- (Rupees Twelve lakhs Seventy Two thousand Six Hundred Eighty only) will be payable on the said amount as per the Stamp Duty Act. Apart from that, a separate amount of stamp duty will be charged on the service charge of the contractor as per the rules.
29. If any dispute arises between the approved tenderer and the offices to which manpower is supplied, a hearing will be conducted after giving a reasonable opportunity to the approved tenderer to present their side before the Commissioner of Animal Husbandry, Maharashtra State, Aundh, Pune. Also, the decision given by the Hon. Commissioner of Animal Husbandry in the hearing shall be final and binding on the tenderer.
30. It will be mandatory for the approved tenderer to provide Honorarium and other facilities to the manpower supplied by them. In case of any legal dispute in this matter, the entire responsibility will be of the approved tenderer.
31. The manpower supplied for the said work will not be able to claim any right to government service. It will be mandatory for the approved tenderer to take a bond to that effect from all the manpower appointed by the tenderer and submit an

attested copy thereof to the Commissioner of Animal Husbandry Maharashtra State, Pune.

32. The Commissioner of Animal Husbandry, Maharashtra State, Aundh, Pune reserves all rights to confiscate security deposit & to include the approved tenderer in the blacklist if they fail to provide satisfactory service.
33. The Commissioner of Animal Husbandry, Maharashtra State, Aundh, Pune reserves the right to terminate the term of the said contract at any time without showing any reason. The term of the contract with the approved tenderer will be valid for 12 months from the date of execution of the agreement.
34. The Commissioner of Animal Husbandry, Maharashtra State, Aundh, Pune reserves the right to reject or accept any part of the tender or all tenders without giving any reason.
35. The Commissioner of Animal Husbandry, Maharashtra State, Aundh, Pune reserves all rights regarding changing, reducing, or increasing the terms and conditions in the tender. In case of any complaint regarding the tender, legal proceedings will be held only in the jurisdiction of the Pune District Court.
36. All other terms and conditions shall remain as per the Government Resolution, Industries, Energy and Labour Department No. Bhakans-2014/ Proc 82/ Part III/ Industry-4 dated 01/12/2016.
37. **FALL CLAUSE:** It is a condition of the contract that all through the currency thereof, the price at which you will supply the stores and services should not exceed the lowest price charged by you to any customer during the currency of the rate contract and that in the event of price going down below the rate contract prices you shall promptly furnish such information to us to enable us to amend the contract rates for subsequent supplies.
38. **RISK PURCHASE:** The contractor fails to deliver the stores and services of any instalment thereof within the period fixed for such delivery or at any time repudiates the contract before the expiry of such period, the Government is entitled to cancel the contract and repurchase the stores not delivered at the risk and cost of the defaulting contractor. In the event of such a risk purchase, the defaulting contractor shall be liable for any loss which the Government may sustain on that account provided the purchase, or if there is an agreement to purchase, such agreement is made, in case of default to deliver the stores and services by the stipulated delivery period, within the date of such default and in case of repudiation of the contract before the expiry of the aforesaid delivery, from the date of cancellation of the contract.
39. **FORCE MAJEURE CLAUSE:** "If, at any time, during the continuance of this contract the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics,


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quarantine restriction, strikes, lock-outs or acts of God (hereinafter referred to as "events"), provided notice of happening of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance; and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the purchasing officer as to whether the deliveries have been so resumed or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may at its option terminate the contract PROVIDED ALSO that if the contract is terminated under this clause, the purchaser shall be at liberty take over from the contract at a price to be fixed by the purchasing Officer which shall be final all unused, undamaged and acceptable materials, bought out components and stores in course of manufacture in the possession of the contractor at the time of such termination or such portion thereof as the purchaser may deem fit accepting such material, bought out components and stores as the contractor may with the concurrence of the purchaser elect to retain.

40. All corrigendum regarding the tender as well as all changes and instructions in the tender schedule will be published only on the website <https://mahatenders.gov.in>. No advertisement in this regard will be published in the newspaper.

Date: 08.06.2026

Place: - Pune


Commissioner Animal Husbandry,
Maharashtra State, Aundh, Pune 67

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Annexure-A

Sr. No.	Cadre / Post	Monthly Honorarium (Rs.)	Quantity (Posts)	Total Monthly Cost (Rs. in Lakhs)
Group C				
1	Multi-purpose Employee	28,000	892	249.76
2	Wireman / Electrician	20,000	2	0.40
3	Driver	18,000	59	10.62
4	Legal Officer	40,000	1	0.40
5	Assistant Legal Officer	25,000	7	1.75
6	Data Entry Operator	28,000	359	100.52
7	Computer Programmer	60,000	2	1.20
8	MIS Coordinator	20,000	2	0.40
	Total Group C		1324	365.05
Group D				
1	Peon / Attendant/ Poultry Attendant/ Night Watchman/ Cleaner/ Sweeper/ Labour	15,000	200	30.00
	Total Group D	15,000	200	30.00
	Grand Total (Group C & D)		1524	395.05
	Yearly			4740.60

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Annexure-B

Minimum Qualification

- **Multipurpose Worker/Data Entry Operator:**

- 1) The candidate must be a graduate/diploma in any subject from any recognized university.
- 2) It will be mandatory for the candidate to have passed the MSCIT computer course. In addition to this, candidate should have thorough knowledge of excel database management.
- 3) The candidate must have ability of fluently Marathi and English typing having speed of 40 WPM.
- 4) Driving License (LMV) will be required in case of vehicle driver is required

- **Wireman:**

- 1) Minimum Class 10th (SSC) passed from a recognized state or central board.
- 2) A 2-year Industrial Training Institute (ITI) Certificate in the trade of Wireman or Electrician.
- 3) The course must be recognized by either the NCVT (National Council for Vocational Training) or SCVT (State Council for Vocational Training).

- **Driver:**

- 1) Passed Class 10th (Secondary School Certificate / Matriculation) from a recognized board.
- 2) Must possess a Valid Driving License issued by the Government authorities.
- 3) LMV (Light Motor Vehicle): Required for cars, jeeps, and staff vans.
- 4) Experience* Minimum of 3 years of driving experience (either LMV or HMTV, depending on the post) after the official date of obtaining the permanent driving license.

- **Legal Officer:**

- 1) A Bachelor's Degree in Law (LL.B. either a 3-year post-graduation degree or a 5-year integrated B.A. LL.B./B.B.A. LL.B. program) from a university recognized by the Bar Council of India (BCI). Minimum Marks of 55% to 60% aggregate marks in your LL.B. degree.
- 2) Experience Required: 3 Years.

- **Assistant Legal Officer:**

- 1) A Bachelor's Degree in Law (LL.B. either a 3-year post-graduation degree or a 5-year integrated B.A. LL.B./B.B.A. LL.B. program) from a university recognized by the Bar Council of India (BCI). Minimum Marks of 55% to 60%

- **Computer Programmer:**

- 1) B.E. / B.Tech in Computer Science, Information Technology, Computer Engineering, or Electronics & Communication.
- 2) Or M.C.A. (Master of Computer Applications).
- 3) Or M.Sc. (Computer Science / IT).

- **MIS Co-ordinator:**

- 1) Degree or Diploma in Computer Science or Information Technology or Mechanical or Civil or Electrical
- 2) Or B.C.A. (Bachelor of Computer Applications) / B.C.S. (Bachelor of Computer Science)

- **Attendant (Peon / Attendant/ Poultry Attendant/ Night Watchman/ Cleaner/ Sweeper/ Labour):**

- 1) Candidate must have passed at least Class 10th(SSC).
- 2) Preference will be given to candidates with experience in Government/Semi-Government/office work.
- 3) Candidate must have knowledge of reading and writing Marathi language.
- 4) Age should be between 18 to 50 years.

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Annexure-E
Technical Envelope (T-1) (Qualification Certificates)
Attach clear xerox copies as per the self-attested checklist.

Sr	Details		Attached /Not	Page No.
1.	Receipt of payment of tender fee of Rs. 1,29,800/- through online method by interested registered agencies (18 % GST)	Mandatory		
2.	Receipt of earnest money of Rs. 11,00,000/- (Rupees Eleven Lakhs only)	Mandatory		
3.	Name, full address, telephone number, mobile number, e-mail, website of the tenderer	Mandatory		
4.	Updated Shop Act registration certificate or company registration certificate registration	Mandatory		
5.	Copy of PAN card in the name of the agency's director or the agency	Mandatory		
6.	Goods and Services Tax registration certificate	Mandatory		
7.	Registration certificate from the Employees' Provident Fund Organization (EPFO)	Mandatory		
8.	ECR Statement and Payment Receipts showing EPF payment for the last 6 months	Mandatory		
9.	Registration certificate from the Employees' State Insurance Corporation (ESIC)	Mandatory		
10.	Registration letter of Labour Welfare Fund office.	Mandatory		
11.	Labour license certificate under the Contract Labour Act 1970 from the Office of the Deputy Commissioner of Labour	Mandatory		
12.	Professional tax registration certificate	Mandatory		
13.	Professional Tax "No Dues" certificate for the last three financial years (years 2022-23, 2023-24, 2024-25)	Mandatory		
14.	GST Clearance certificate for last 3 financial years (years 2022-23, 2023-24, 2024-25) from the competent authority.	Mandatory		



15.	Income Tax Returns for the last three financial years (years 2022-23, 2023-24, 2024-25)	Mandatory		
16.	Certificate from a Chartered Accountant of an average minimum annual turnover of Rs. 60 Crores for the last three financial years (years 2022-23, 2023-24, 2024-25). (UDIN No. must be mentioned)	Mandatory		
17.	The bidder should have positive net worth as on 31.03.2026	Mandatory		
18.	An experience certificate that the tenderer successfully completion of project providing at least 500 manpower per year to Government/Semi-Government offices during last 3 years with annual payment of at least Rs. 20 Crores.	Mandatory		
19.	Self-declaration on a stamp bond of Rs. 500/- stating that the name is not included in the blacklist in Government/Semi-Government offices Annexure G	Mandatory		
20.	Guarantee letter stating that terms and conditions of the tender are accepted	Mandatory		
21.	Certificate of no interest and conflict of interest of the agency	Mandatory		
22.	Checklist (with serial number and page number)	Mandatory		

Note - It will be mandatory for the tenderer to submit self-attested checklist with serial numbers and page numbers along with clear xerox copies of all the mandatory documents shown in serial numbers 1 to 21 in the above table in the Technical (T1) envelope at the time of submitting the tender.

Signature and Seal

Place:-

Date:-

Tenderer's Name:-----

Telephone Number: -----

Mobile No.:-----

E-mail:-----



Tenderer's Guarantee Letter

I/We ----- undersigned, give a guarantee that I/we have carefully read all the terms and conditions in the e-tender published by the office ----- for manpower and all those terms and conditions are acceptable to me/us. Also, they will be binding on me/us.

1. Full information given about me/us and the agency in the tender is true and correct. If it is found that I/we have given wrong information or misled you in the tender, my/our tender can be rejected.
2. Also, I/we are fully aware that I/we will be eligible for legal action.
3. In case of any complaint regarding the tender, legal proceedings will be held only in the jurisdiction of the Pune District Court.
4. I/we hereby guarantee to provide manpower as per requirement at the approved rates during the period of the contract after the rate contract is finalized.

Signature and Seal

Place:-

Date:-

Tenderer's Name:-----

Telephone Number: -----

Mobile No.:-----

E-mail:-----



Commercial Envelope (C-1)

Rate to be submitted (BOQ) for providing a manpower through outsourcing under the offices of the Commissioner of Animal Husbandry, Maharashtra State, Pune,

Sr	Name of Tenderer	Service Charge to be charged by the Tenderer on total Honorarium (percentage) (Inclusive of all taxes)
1	2	3

Note:-

- 1) The tenderer should mention only the percentage of service charge he will charge on the total Honorarium payable amount in column no. 3 of the above table.
- 2) The calculation of the honorarium payable to the manpower will be based on 30 days.
- 3) Service charge (percentage) shall not be less than 3%. It should be noted that the concerned agency will be disqualified from the selection process if it is less than 3%.

Signature and Seal

Place:-

Date:-

Tenderer's Name:-----

Telephone Number: -----

Mobile No.:-----

E-mail:-----

R

Certificate of no interest and conflict of interest of the agency

It is certified that, I _____ am submitting this tender to provide manpower for the Commissioner Animal Husbandry, Maharashtra State, Pune and I am providing an affidavit that there is no interest or conflict of various holders of the tender with the officers and employees in the office submitting the tender.

Signature and Seal

Place:-

Date:-

Tenderer's Name:-----

Telephone Number: -----

Mobile No.:-----

E-mail:-----

2

Annexure F
Bank Guarantee Sample for Completion of Tender

Name of the Department: -

Address of the Department:

Dear Sirs:

Whereas you intent to enter into a contract, as per your Letter of Intent, Reference No. _____ dated _____ (Hereinafter referred to as "the contract") with M/s _____ as vendor for the supply of _____ defined in contracts schedule, (hereinafter referred to as "the goods/services") and whereas the vendor has undertaken to produce a performance cum warranty bond for amount of Rs _____ being equal to ---% of the total contract value of the goods/services to be delivered as specified contract No _____ dated _____ referred to as "contract to secure its obligations to the beneficiary with respect to the goods specified in the invoice.

1. We (Name of the Bank), hereby expressly, irrevocably, and unreservedly undertake and guarantee as principal obligators on behalf of the Seller that in the event that the beneficiary submits a written demand to us stating that the Seller has not performed according to the terms and conditions of the contract, we will pay you on demand and without demur any sum up to a maximum amount of (3% of the contract value). Any claims must bear the confirmation of your bankers that the signatures thereon are authentic. Your written demand shall be conclusive evidence to us that such written demand for the avoidance of doubt any documents received by way of facsimile or similar electronic means is/are not acceptable for any purpose(s) under this guarantee.

2. We shall not be discharged or released from this undertaking and guarantee by any arrangements, variations made between beneficiary and the seller or any forbearance whether as to payment, time performance or otherwise.

3. In no case shall the amount of the guarantee be increased.

4. Unless a demand under this guarantee is received by us in writing on or before the expiry date (unless this guarantee is extended by the seller), all your rights under this guarantee shall be forfeited and we shall be discharged from the liabilities hereunder.

5. This guarantee shall be a continuing guarantee (which means guarantee will also be valid if the bank is in under liquidation or bankruptcy) and shall not be discharged by any change in the constitution of the bank or in the constitution of the Seller.

6. Please return this letter of guarantee immediately after our liability thereafter has ceased to be valid.

7. Our liability under this guarantee will cease to be valid even if the guarantee deed is not returned to us.

8. This guarantee is personal to the beneficiary and not assignable to a third party without our prior written consent.

9. This guarantee shall be governed by Indian Law. This guarantee is valid until the <<mention date>>.

Signature and Seal of Guarantors

Date:

Address: _____



Annexure G
DECLARATION OF THE BIDDER

I/Weam / are the Director /
Proprietor / authorized representative of the firm

1. That I/We hereby submit tender to Commissioner of Animal Husbandry Maharashtra State, Aundh, Pune-67 for supply of manpower.
2. That I / We have read the terms and conditions as mentioned in this tender form carefully and that I shall / we will abide by all the terms and conditions contained therein.
3. That I am / we are well acquainted with the facts about the firm and the information provided in the tender form is true and correct.
4. I / we may be punished as per law for any wrong information, misleading facts furnished in the tender form, besides rejection of my / our tender.
5. I / we accept that judicial proceedings if any will be under the jurisdiction of Pune Court only.
6. I / we have not been blacklisted/debarred/differed by any Government agency /Institution of local self-Government/Public Sector in India under any contractual relation with them or pending legal/penal action for any complaints.
7. That I/We have read the provisions under Maharashtra Government Industries, Energy and labour department's resolution and the rulebook dated 1/12/2016 & related GR's by ADF department shall be applicable
8. I/we have carefully read the general & specific terms and condition of the tender and I, solemnly declare that the terms & conditions are acceptable to me and binding on me.

Signature and Seal

Place:-
Date:-

Tenderer's Name:-----
Telephone Number: -----
Mobile No.:-----
E-mail:-----

