

# **E-Tender for Manpower Services**

**THE MAHARASHTRA STATE CO-OPERATIVE MARKETING  
FEDERATION LIMITED**

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## SECTION – I NOTICE INVITING TENDER

### THE MAHARASHTRA STATE CO-OPERATIVE MARKETING FEDERATION LIMITED

Kanmoor House, Narshi Natha St, Opposite Masjid Bunder Station West, Bhat Bazar, Chinch bunder, Mandvi,  
Mumbai, 400009, Maharashtra  
Tel. No. 022 2375 2295

Email : [manageradmin@mahamarkfed.org](mailto:manageradmin@mahamarkfed.org) Website : [www.mahamarkfed.org](http://www.mahamarkfed.org)

#### TENDER NOTICE

Managing Director, MARKFED invites sealed tenders only through electronic tendering system (e-tender) in two envelope system from the reputed, experienced, and registered service providing Agencies/Contractors for providing skilled, semiskilled and unskilled manpower for its Head office located at Mumbai and its District Marketing offices and factories located all over Maharashtra.

Description of Manpower Services	Approx. Estimated Cost (Rupees)	Amount of EMD (In Rs.)	Period of Requirement.	Cost of Tender (Rs.)	Date of Sale of Tender Document	Last Date of Submission of Tender	Due Date of Opening Tender Cover-1
Manpower services such as, 1) Jr. Law Officer 2) Sr. Account Officer 3) Jr. Account Officer 4) Jr. Account Officer class -2 5) Jr. Accountant 6) Office Superintendent 7) Steno cum Typist (Marathi/ English) 8) Sr. Office Assistant 9) Jr. Office Assistant 10) Tally Data Operator 11) Clerk cum Typist 12) Electrician 13) Driver 14) Peon 15) Watchman etc. At various offices in Maharashtra.	7 Cr. Per Annum (Approximate.)	10,00,000/-	3 years	20,000/- + 3600/- (18 % GST) = 23,600/-	28/04/2026 11.00 a.m. to 19/05/2026 till 11.00 a.m.	19/05/2026 till 3.00 p.m.	21/05/2026 3.00 p.m.

The Contract can be renewed after 12 months depending upon the performance of the Service Provider. For detailed information about Tender terms and conditions and Tender documents, please refer Maharashtra Govt. website <https://mahatenders.gov.in> and office website [www.mahamarkfed.org](http://www.mahamarkfed.org). Tender documents can be purchased from e-Tender Website or MARKFED Website on online payment of Rs 20,000/- + 18% GST = 23,600/-

Sd/-

**INSTRUCTIONS TO BIDDERS FOR e-Tendering**

**GENERAL INSTRUCTIONS:**

The bidders are requested to familiarize themselves with the use of the e-Tendering portal of Government of Maharashtra well in advance

To view- Tender Notice, Detailed Time Schedule, Tender Document for this Tender and subsequently purchase the Tender Document and its supporting documents, kindly visit following e-Tendering website of **Government of Maharashtra**: <https://mahatenders.gov.in> and website of the office [www.mahamarkfed.org](http://www.mahamarkfed.org)

The Contractors participating first time for e-Tenders on GoM e-tendering portal will have to complete the Online Registration Process for the e-Tendering portal. A link for enrollment of new bidders has been provided on <https://mahatenders.gov.in>

All bidders interested in participating in the online e-Tendering process are required to procure Digital e-Token having 2 certificates inside it, one for Signing/Verification purpose and another for Encryption/Decryption purpose. The tender should be prepared & submitted online using individual's Digital e-Token.

**e-Tendering Tool Kit for Bidders** (detailed Help documents, designed for bidders) has been provided on e-Tendering website to guide them through different stages involved during e-Tendering such as online procedure for Tender Document Purchase, Bid Preparation, Bid Submission.

Bidders will have to pay cost of Tender Document through online modes of payment as per N.I.C. rules & regulations during **Tender Document Download stage**. This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

Similarly, Bidders will have to pay Earnest Money Deposit through online modes of payment as per N.I.C. rules & regulations during **Bid Preparation stage**. This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

**For a bidder, online bidding process consists of following 3 stages:**

1. *Online Tender Document Purchase and Download*
2. *Online Bid Preparation*
3. *Online Bid Submission*

**All of 3 stages are mandatory for bidders to successfully complete Online Bidding Process.**

**TENDER DOCUMENT PURCHASE AND DOWNLOAD:**

The tender document is uploaded / released on Government of Maharashtra (GOM) e-tendering website <https://mahatenders.gov.in> Tender document and supporting documents may be purchased and downloaded from link of [www.mahamarkfed.org](http://www.mahamarkfed.org) and e-Tendering website of Government of Maharashtra, <https://mahatenders.gov.in> by making payment through Online Payment Modes as per N.I.C. rules &

## **regulations.**

If for any reason a bidder fails to make this payment through online modes, system will not allow the bidder to proceed further for next stage resulting in his/her elimination from Online Bidding Process.

This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

Subsequently, bid must be prepared and submitted online ONLY as per the schedule.

The Tender form will be available online only. Tender forms will not be sold / issued manually from MARKFED office.

The bidders are required to download the tender document within the prescribed date & time mentioned in online tender schedule. After expiry of the date and time for tender document download, MARKFED will not be responsible for any such failure on account of bidders for not downloading the document within the schedule even though they have paid the cost of the tender to the MARKFED. In such case the cost of the tender paid by the bidders will not be refunded.

### **INSTRUCTION TO BIDDERS FOR ONLINE BID PREPARATION & SUBMISSION**

Bidders are required to pay Earnest Money Deposit through Online Payment modes as per N.I.C. rules & regulations during Bid Preparation Stage.

If for any reason a bidder fails to make this payment through online modes, system will not allow the bidder to complete Bid Preparation stage resulting in his/her elimination from Online Bidding Process.

Hence, it is strongly recommended to bidders to initiate this payment well in advance prior to expiry of Bid Preparation stage to avoid elimination from Online Bidding Process on grounds of failure to make this payment.

During the activity of **Bid Preparation**, bidders are required to upload all the documents of the technical bid by scanning the documents and uploading those in the PDF format. This apart, bidders will have to quote commercial offer for the work / item, for which bids are invited, in an online form made available to them in Commercial Envelope. This activity of **Bid Preparation** should be completed within the pre-scribed schedule given for bid preparation.

After **Bid Preparation**, the bidders are required to complete **Bid Submission** activity within pre-scribed schedule without which the tender will not be submitted.

If for any reason, any interested bidder fails to complete any of online stages during the complete tender cycle, MARKFED shall not be responsible for that and any grievance regarding that shall not be entertained.

Any amendment to the tender will be placed on sub portal of the MARKFED, who have invited the bids, on e-tendering portal of the Govt. of Maharashtra. The tenderer will not be communicated separately regarding the amendment.

If any assistance is required regarding e-tendering(registration/upload/download) please contact GoM e-tendering Help Desk. For any technical related queries please call at 24\*7 Help Desk Number. 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787.

E- TENDER FORM

NO.MARKFED/ESTB/2026

NAME OF WORK

**: Providing skilled, semiskilled and unskilled Manpower services such as Jr. Law Officer, Sr. Account Officer, Jr. Account Officer, Jr. Account Officer class -2, Jr. Accountant, Office Superintendent, Steno cum Typist (Marathi/English), Sr. Office Assistant, Jr. Office Assistant, Tally Data Operator, Clerk cum Typist, Electrician, Driver, Peon, watchman etc. As per requirement of MARKFED for its Head office at Mumbai and for its District Marketing offices and factories located all over Maharashtra.**

ESTIMATED COST	:	<b>Rs. 7 Crore Per Annum (approximate).</b>
EARNEST MONEY DEPOSIT	:	<b>Rs. 10,00,000/-</b>
COST OF TENDER DOCUMENT	:	<b>Rs.20,000/- + 18% GST = 23,600/-</b>
DATE OF ISSUE	:	<b>28/04/2026</b>
DATE OF ISSUE & LAST DATE & TIME TO SALE OF E-TENDER DOCUMENTS.	:	<b>28/04/2026- 11.00 a.m. to 19/05/2026 - 11.00 a.m.</b>
LAST DATE & TIME OF SUBMISSION OF TENDER	:	<b>19/05/2026 up to 3.00 p.m.</b>
PRE-BID-MEETING	:	<b>05/05/2026</b>
TIME & DATE OF OPENING OF TECHNICAL ENVELOPE	:	<b>21/05/2026 - 3.00 p.m.</b>
ADDRESS FOR COMMUNICATION	:	<b>Managing Director, THE MAHARASHTRA STATE CO-OPERATIVE MARKETING FEDERATION LIMITED Kanmoor House, Narshi Natha St, Opposite Masjid Bunder Station West, Bhat Bazar, Chinchbunder, Mandvi, Mumbai, Maharashtra 400009 Tel. No. 022 2375 2295 Contact Person: - <b>Amit Kedar Ahire (G.M. Admin)</b> Email : <a href="mailto:manageradmin@mahamarkfed.org">manageradmin@mahamarkfed.org</a> Website : <a href="http://www.mahamarkfed.org">www.mahamarkfed.org</a></b>

## Section-II

### TEHNICAL BID SUBMISSION FORM

#### Letter of Bid

**(To be printed preferably on Bidder's letter head and must be accompanied with technical bid documents.)**

To,  
Managing Director,  
Maharashtra State Co-op. Marketing Federation Ltd., Kanmoor House,  
Narshi Natha Street Masjid Bunder, Mumbai 400009.

**Ref: Invitation for Bid in respect of Tender Notice dated .....2026**

We, the undersigned, declare that:

1. We have examined and have no reservation to the Bidding Documents.
2. We offer to execute in conformity with the Bidding documents for " Manpower engagement Service contract" for the Maharashtra State Co-op., Marketing Federation Ltd., Kanmoor House, Narshi Natha St., Masjid Bunder, Mumbai-400009.
3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of the period.
4. If our bid is accepted, we commit to submit a performance security deposit 3% in accordance with the Bidding Documents.
5. We also declare that Government of India or any other Government Body or any of the Public or Private Entity has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive, or coercive practices or any failure/ lapses of serious nature. **We are submitting Notarized affidavit on Rs.500 stamp paper in this regard.**
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that the MARKFED is not bound to accept highest ranked bid/ lowest bid or any other bid that the MARKFED may receive.
7. We also declare that; we are remitting statutory dues /Taxes regularly to govt. and no default was made in this regard.

Yours sincerely,

Authorized Signatory

**(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding Company)**

Full Name and Designation

Date:

Place:

Stamp:

## Section –III

### CONTACT DETAILS FORM

(General Details of Bidder. Must be accompanied with technical bid documents.)

1. Name of the Company:.....
2. Name and Designation of Authorized Signatory:.....
3. Location & Address of the registered office:.....
4. Phone No./ Mobile No :.....
5. Fax:.....
6. E-Mail ID:.....
7. GST Registration No :.....
8. PAN No & Adhaar Card No: .....
9. Employee State Insurance Corporation/Scheme ( ESIC/S) Registration No:- .....
10. Employee provident found (PF) Registration No:-.....
11. Maharashtra Labor Welfare Board  
Labour Welfare Fund( LWF) Registration No: .....
12. Maharashtra Shops and Establishment Registration No:.....

#### Details of the Bidders Representative :

1. Name of the Contact Person: .....
2. Designation:.....
3. Phone No.: .....
4. Mobile no. :.....
5. E-Mail Id:.....

#### Undertaking

1. I undersigned certify that I have gone through the terms and conditions mentioned in the bidding documents and undertake to comply with them.
2. The Rates quoted by me/us are valid and binding upon me for the entire period of contract and period of extension, if any and it is certified that the rate quote are the lowest rates as quoted in any other institution of India
3. I /We give the right to the MARKFED to forfeit the Earnest Money/ Performance Security Deposit in case of breach of conditions of Contract.
4. I hereby undertake to provide the skilled, semiskilled and unskilled manpower services as per the provisions in the tender document/contract agreement.

Signature of the Authorized Signatory

Date:

Designation:

Place :

(Office seal of the Bidder)

**SECTION – IV**  
**INFORMATION AND INSTRUCTIONS FOR TENDERERS**

## INFORMATION AND INSTRUCTIONS FOR TENDERER

### 1 GENERAL

This section of the bidding documents provides the information necessary for bidder to prepare responsive bids, in accordance with the requirements of the Employer. It also provides information on bid submission, opening and on contract award. Matters governing the performance of the Contractor, payments under the contract or matters affecting the risks, rights, and obligations of the parties under the contract are not normally included in this section, but instead under the terms and Conditions of the Contract.

### 2 COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of its bid, and the MARKFED will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

### 3 BID PRICES

- a. The bidders shall quote for the entire work on a single responsibility basis such that the total bid price Envelopes all the contractor's obligations under the contract.
- b. The unit rates of all the services for all categories to be provided under this contract shall comprise of below mentioned parts:

#### I Fixed Charges:

Administrative Charges:

The bidders are required to quote for the Administrative Charges for providing manpower services in Annexure IV The following components may be taken into consideration while quoting of the rates.

#### II Contractor's Management / Taxes.

Payment towards all statutory obligations, as deemed necessary excluding applicable taxes.

#### III GST:

The estimated cost as specified is exclusive of GST. GST shall be paid to the Contractor against their claim in each running bill at the rates prevailing at the time of execution of work. Contractor shall submit quarterly proof of deposition of GST. After perusal of last GST bill, Contractor will claim next GST bill.

- c. In case, the rates quoted by a bidder are such that the Contractor's liabilities under the contract cannot be met out from the rates, then his tender is liable to be treated as non-responsive and may be summarily rejected.
- d. The personnel deployed may be (subject to workload and needs of deployed staff) entitled for 52 days weekly holidays on Sundays, nonworking Saturdays as per Govt. rules & other public holidays declared by Govt. of Maharashtra and services shall be deemed to be provided on these days. However, MARKFED reserves the right to call any person deployed on holidays/Saturday/Sunday and Contractor will not claim any additional wages or administrative charges for this.

#### **4 LANGUAGE OF BID**

The ruling language of the bid and correspondence exchanged between the Bidder and the MARKFED shall be either in Marathi or English.

#### **5 EMD**

5.1 Bidders are required to pay Earnest Money Deposit through Online Payment modes as per N.I.C. rules & regulations during Bid Preparation Stage.

5.2 Tenders not accompanied by Earnest Money Deposit shall be rejected and dealt as per the policy of the MARKFED. If during the tender validity period, tendered withdraws his tender the Earnest Money Deposit shall be forfeited.

5.3 The Earnest Money Deposit will be returned without interest to the unsuccessful bidders after finalization of award of the work. Unsuccessful bidder shall not claim any interest on EMD.

5.4 The EMD of the successful Bidder will be forfeited if they fail to enter into agreement.

#### **6 BID VALIDITY:**

Bids shall remain valid for a period of at least 90 days from the closing date prescribed by the MARKFED for the receipt of bids. A bid valid for a shorter period shall be rejected by the MARKFED as being non-responsive. In exceptional circumstances, the MARKFED may solicit the bidder's consent to extension of the bid validity period. The request and response thereto shall be made in writing.

#### **7 SUBMISSION OF TENDERS:**

##### **7.1 Technical Bid (Envelope – 1): -**

##### **Technical Bid should contain following documents:**

- i. Letter of Bid.
- ii. Contact details form.
- iii. The Bidding entity (individual or consortium members) should be a corporate entity public / private limited company registered / incorporated under The Companies Act, 1956, and in business of manpower services for minimum 3 years as on 31st March 2026.
- iv. The Bidder should have minimum net worth of Rs.3 Crores in the last completed financial year of 2024-25. A copy of the CA Certificate with UDIN must be enclosed.
- v. The Bidder shall have valid ISO 9001 Certificate. Copy of Certificate to be enclosed.
- vi. Employees Provident Fund Registration Certificate. Copies of monthly return submitted for the last three months.
- vii. Employees State Insurance Scheme / Corporation Registration Certificate. Copies of ESIS Contribution deposited for the last three months.

- viii. Maharashtra Welfare board Registration Certificate.
- ix. Copy of GST Registration Certificate.
- x. Copy of Registration under Shops and Establishment Act or any other appropriate authority.
- xi. Copy of valid Labour License issued by Regional Labour Commissioner.
- xii. Bidder should have experience in providing minimum 200 manpower comprising minimum 5 different categories, at minimum 36 locations covering 20 Districts and value not less than Rs. 5 Crores per annum in a single work order from Central Government/ State Government/ Central/State Government PSU/ in Maharashtra during last three years 2023-24, 2024-25 and 2025-26. Copy of work order/ Agreement, per year project completed Certificate from Client, proof of Salary transferred to manpower supplied in the project in the form of salary slips/Bank statements to be attached.
- xiii. Experience Certificate from GOI/GOM/PSU/Bank/Co-operative Federation during last three years.
- xiv. Documents in support of the bidder having achieved Annual Financial turnover of not less than 10 crores per year during the last three (3) Financial Years, ending 31.03.2025.
- xv. Copy of Permanent Account Number ((PAN)) card allotted by Income Tax Dept. GOI, in the name of Company/firm/proprietor/agency for Income Tax payment.
- xvi. Income tax Return for the past three years viz. 2023-24, 2024-25 and 2025-26.
- xvii. Professional tax registration.
- xviii. List of clients.
- xix. Self-declaration that the firm is not black listed by any Ministry/Dept/organization of central govt/state govt/PSU and there is no litigation with any organization on account of similar services. (we may give proforma) (Annexure-IX)
- xx. Self-Declaration for unblemished record on Rs.500/- stamp paper.
- xxi. Bidder shall submit authorization of his representative on Rs.500/- Stamp paper for participation in all activities related to tender, agreement, discussion, negotiations etc.

## **7.2 Price Bid (Envelope – 2) :-**

- (i) The agency willing to provide the manpower services shall give only the Administrative Charges for one manpower for a month and they should not quote Basis Pay, EPF, ESIS, etc., which will be at par with the Government of Maharashtra notification from time to time. Rate should be duly completed, stamped, and signed by authorized signatory/representative of the company. This envelope shall only be opened if the required documents in Envelope No.1 are in order. Interested parties or their representative may participate to witness the tender opening.
- (ii) In case price bid is found in Envelope -1 (i.e. technical Bid) the whole offer shall be rejected. The rate should be quoted in Financial Bid Document ANNEXTURE-IV

**7.3** Technical bid shall be opened on the due date and time of the tender opening in presence of the authorized representatives of the tenderer whoever may be present in the MARKFED office.

**7.4** Price Bid Envelope of only those tenderers will be considered for opening, who qualifies in the Technical Bid evaluation. Separate information will be given to such tenderer regarding date and time for opening of their “Price Bid” so that they or their authorized representatives may attend opening.

## 7.5

### DESCRIPTION OF THE SELECTION PROCESS

#### a. SUBMISSION OF BIDS

The submission of Bids electronically by interested bidders in response to the Request for Proposal should be through e-Tender system only. The Bids Will be

Envelope 1: Technical Bid

Envelope 2: Price Bid.

#### b. RESPONSIVENESS OF BID

The Bids submitted by Bidders shall be initially scrutinized to establish “Responsiveness.” A Bid may be deemed “non-responsive” if it does not satisfy any of the following conditions:

- i. It is not received by the due time & date specified in the e-tender schedule.
- ii. It is not accompanied by payment towards price of the tender document.
- iii. It does not include EMD as stipulated in the tender document.
- iv. It does not include sufficient information for it to be evaluated and/or is not in the formats specified.
- v. It is not in accordance with guidelines indicated in this tender Document.
- vi. It does not conform to the terms and conditions mentioned in the tender document.

c. If the Bid is submitted by a Partnership firm, it shall be signed by all the partners of the firm above their full names and current business address, or by a partner holding the power of attorney for the firm by signing the Bid in which case a certified copy of the power of attorney shall accompany the bid. A certified copy of the partnership deed and current business addresses of all the partners of the firm shall also accompany the bid.

d. If the Bid is submitted by a Limited Company or a Corporation, it shall be signed by a duly authorized person holding the power of attorney for signing the Bid in which case a certified copy of the power of attorney shall accompany the bid. Such limited Company or Corporation may be required to furnish satisfactory evidence of its existence before the Contract is awarded.

e. All witness and sureties shall be persons of status and their full names, occupations and addresses shall be stated below their signatures. All signatures affixed on each page in the Bid will be dated.

## 8 BID OPENING

The MARKFED will open Technical Bids in the presence of bidder’s representative who chooses to attend the bid opening. Bidder’s representative shall sign the register as proof of their attendance.

In the event of the specified date for opening of bids being declared a holiday for the MARKFED, the bids will be received on the appointed time on the next working day.

Price Bids shall be opened in respect of only those bidders who qualified through Technical Bid evaluation separately on notified date and time.

## **9 EVALUATION OF BIDS**

- a. Arithmetical errors, if any, will be rectified on the following basis. If there is a discrepancy between words and figures, the former shall prevail.
  - b. The MARKFED will determine whether each bid is generally complete and is substantially responsive to the tender document. For the purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions & specifications of the tender document without material deviations, objections, conditionality, or reservation.
  - c. The MARKFED determination of bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.
  - d. If a bid is not substantially responsive, it will be rejected and may not subsequently be made responsive by the bidder by correction of the nonconformity.
  - e. The bid that does not meet minimum acceptable standards of completeness, consistency and details will be rejected for non-responsive.
  - f. The bidder should not have been blacklisted by any Govt., Semi Govt. Dept, undertaking, Corporation, and Organization etc. The bidder should furnish the declaration in Annexure-V in this respect.
  - g. If any of the information furnished by the bidder is found to be incorrect, the bid/contract is liable to be rejected/ terminated and EMD / Performance Security Deposit will be forfeited.
- 10** It is mandatory for appointed agency to comply with all the labour laws and rules thereof applicable to the agency and resources deployed by them. During the course of employment any unfortunate event or incident leading to any accidental injury or death occurs; in such event it would be the responsibility of appointed contractor to comply with all processes and procedures as required under the applicable acts, ensuring necessary support to the concerned resource deployed including compensation to the employee and/or to legal heir of such concerned employee.
- 11** The appointed contractor should have the financial capability to provide salary for the deployed manpower for a period of three months in the event that payment from Markfed is delayed due to contingencies.

## **12 PENALTY**

- a. It is mandatory to make monthly payments by the 7<sup>th</sup> of every month to the deployed manpower on time by the appointed agency. Any delay in monthly payments shall attract penalty of as per below.

<b>Sr. No</b>	<b>Date</b>	<b>Penalty Amount (Percentage) on Total Payable Payment</b>
1.	If paid within 1 to 7 days	0 %
2.	If paid within 8 to 10 days	1 %
3.	If paid within 11 to 15 days	2 %
4.	From the 16th day onwards, until payment is made.	At the rate of 0.5% per day (calculated starting from the 7th day).

- b.** For any other irregularities, mistakes, etc. penalty at the discretion (actual damages or maximum twice the monthly Invoice amount whichever is higher) of Markfed shall be final.
- 13** Any revision in the statutory payment like the applicability of Minimum Wages Act, DA, etc. shall be made applicable to the deployed manpower after giving intimation of the same to Markfed. Salary of the deployed manpower shall not be increased by the contractor without prior approval of the Markfed.
- 14** Deployed manpower will have no legal right to permanent employment in the Markfed and no preferential priority in the recruitment for permanent roles in the Markfed.

## **16 AWARD CRITERIA**

The Managing Director will award the contract to the successful bidder whose bid has been determined to be substantially responsive and to be the technically qualified lowest evaluated commercial acceptable bid.

Canvassing in any form, or any approach, official or otherwise, by the bidder to influence the consideration of his bid shall render the bid liable to summary rejection.

## **17 MARKFED RIGHT TO ACCEPT OR REJECT**

The MARKFED reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to affected bidder or bidders or any Obligation to inform the affected bidder or bidders of the grounds for the MARKFED action.

he MARKFED reserves the right to itself take over full or part of the work from the contractor after its award of the work or during its execution.

## **18 NOTIFICATION OF AWARD**

Prior to the expiration of the period of the bid validity, the MARKFED will notify the successful bidder in writing/email that its bid has been accepted. The notification of award will constitute the formation of the contract.

After award of work, the MARKFED will promptly notify each unsuccessful bidder and will discharge its EMD without interest.

## **19 SIGNING OF CONTRACT**

The successful bidder will have to formally sign the contract agreement within 20 days of issue of Letter of Award. Successful bidder shall also be required to submit Performance security deposit within 15 days from the date of issue of Letter of Award as per the Terms and Conditions of contract. Failure to comply with the provisions of signing of contract agreement and failure to submit Performance Security Deposit within 15 days shall constitute sufficient grounds for annulment of award.

## **20 ADDRESS FOR COMMUNITATION**

All the communications WITH THE MARKFED shall be directed at the following address: -

**Managing Director,  
THE MAHARASHTRA STATE CO-OPERATIVE  
MARKETING FEDERATION LIMITED  
Kanmoor House, Narshi Natha St, Opposite  
Masjid Bunder Station West, Bhat Bazar,  
Chinch bunder, Mandvi, Mumbai, 400009, Maharashtra  
Tel. No. 022 2375 2295.  
Contact Person: Amit Kedar Ahire (G.M. Admin)  
Email: [manageradmin@mahamarkfed.org](mailto:manageradmin@mahamarkfed.org) =  
Website: [www.mahamarkfed.org](http://www.mahamarkfed.org)**

**SECTION – V**  
**TERMS AND CONDITIONS OF CONTRACT**

## TERMS AND CONDITIONS OF CONTRACT

**1 DEFINITIONS:** In the contract, the following expressions shall, unless the context otherwise requires, have the meanings thereby respectively assigned to them:

- i. **Contract:** Contract means the document forming the tender acceptance thereof and the formal agreement executed between MARKFED and the Contractor, together with documents referred to therein. Otherwise, it shall mean the Notice inviting tender, Information and instructions for tenderers, tender schedules. General conditions of Contract, Special conditions (if any), specifications, and letter of award thereof.
- ii. **Contractor:** means the successful tenderer or who is awarded contract to perform the work covered under these tender documents and shall be deemed to include the Contractor's successors, executors, representatives, or assignees thereof.
- iii. **MARKFED:** means Maharashtra State Co-op., Marketing Federation Ltd., having its registered office at Kanmoor House, Narshi Natha St., Masjid Bunder, Mumbai-400009.
- iv. **MD:** means the Managing Director of MARKFED, Mumbai.
- v. **Day:** means a calendar day beginning and ending at midnight.
- vi. **Week:** means seven consecutive calendar days.
- vii. **Month:** means a calendar month.
- viii. **Letter of award:** means a letter from the Managing Director conveying the acceptance of the tender/offer subject to such reservations as may have stated therein.

## **2 SECURITY DEPOSIT:**

- a. As soon as the Letter of Award is issued to the Contractor, the Contractor is required to submit performance security deposit for due performance of the contract a sum equal to Rs. 63,00,000/- (Sixty-Three Lacks only) in the form of Bank Guarantee from any Scheduled / Nationalized Bank having Office / Branch at Mumbai as per the Format prescribed within 15 days from the date of issue of Letter of Award. Such Guarantee shall be valid / kept valid and binding through contractual period / extended period and shall be valid for the further period of 90 days after the end of contractual period / extended period. On the completion of due date of bank guarantee, the same will be

returned to the Contractor within one (01) month, provided the Managing Director is satisfied that there is no demand outstanding against the Contractor & fulfillment of all statutory liabilities by the Contractor.

- b. On submission of Bank Guarantee the EMD will be refunded to the contractor.

### **3 REFUND OF SECURITY DEPOSIT**

The Security Deposit less any amount due shall, on demand, be returned to the Contractor on the expiry of Defects Liability Period of 90 days after the end of contract period or on payment of amount of the final bill whichever is later, provided the Managing Director is satisfied that there is no demand outstanding against the Contractor. No interest on the amount of security deposit shall be paid to the Contractor at the time of release of security deposit as above.

### **4 SUFFICIENCY OF TENDER:**

The Contractor shall be deemed to have satisfied himself before tendering as to, the correctness and sufficiency of his tender for the works and of the rates quoted in the Price Bid which shall (except as otherwise provided in the contract), cover all his obligations under the contract and all matters and things necessary for the proper execution and completion of the work in accordance with the provisions of the contract.

### **5 CONTRACT DOCUMENTS:**

The language(s) in which the contract documents shall be drawn up shall be either in Marathi or English and if the said documents are written in more than one language, the language according to which the contract is to be constructed and interpreted shall be either Marathi or English and designated as the "Ruling Language." The contractor shall be furnished free of charge, certified true copies of the contract Documents. The Contractor shall use none of these Documents for any purpose other than that of this contract.

### **6 RATES:**

The rates of schedule in Annexure - IV to be quoted shall remain fixed & firm during the period of Contract and no payment on account of inflation/price escalation shall be admissible.

### **7 MANPOWER REQUIREMENT**

- a. The present tentative requirement of contractual manpower on outsourcing basis is projected as follows:

There are tentative 36 MARKFED locations including Head Office at Mumbai, 30 (Thirty) District Marketing offices and 5 (Five) factories spread all Maharashtra. The detailed location wise tentative requirement of manpower is at "Annexure VIII." It may be noted any increase or decrease in the number of locations will not have any impact in the

Administrative Charges payable by MARKFED to the agency/ service provider

- b. The generic qualification, work experience, exact qualifications, etc. will be prescribed by MARKFED, while placing the order for deployment of manpower. The minimum Remuneration / Honorarium / Pay / Wages to be paid on monthly basis to each of the personnel, category-wise, will be prescribed from time to time by MARKFED and will be informed to Agency / Service provider from time to time. The minimum Remuneration / Honorarium / Pay / Wages so prescribed shall not be less than minimum wages payable under Minimum Wages Act. The agency / Service provider shall issue salary slip to all deployed staff on monthly basis accordingly. Also, character certificate issued by local police Station and mandatory before recreating any employee by the agency.

## **8 PAYMENT TERMS:**

**8.1** The contractor shall be liable to pay, the monthly wages on or before 07<sup>th</sup> of succeeding month to his deployed Manpower engagement services personnel in accordance with applicable minimum wages Act. based on duly certified attendance sheet by MARKFED. **The Contractor will first release salary of their deployed manpower and then raise the invoice for the payment along with following documents.**

- (i) Attendance sheet of the personnel deployed during the preceding month dully signed and verified by the contractor and counter signed by the MARKFED.
- (ii) Proof of disbursement of wages and EPF, ESI and EWF etc. challans for amounts deposited with EPF, ESI and EWF etc. corresponding to the bill as paid to the personnel's deployed under this contract.
- (iii) A declaration in the enclosed format as per Annexure-VI dully signed by the contractor.

**8.2** The MARKFED shall certify the amount billed by the contractor for the services provided under this contract and process the same for release of monthly payment to the contractor.

**8.3** Payment against the bill shall be released to the contractor within 15 days from the date of submission of bill along with the requisite documents. However, Contractor shall not claim any interest and MARKFED shall not pay any interest for delay in payment beyond the period 15 days.

## **9 INCOME TAX**

Income Tax as applicable shall be deducted at source as per prevalent rates in force and will have to be borne by the Contractor. TDS Certificate will be issued as per the prevalent norms of the Government.

## **10 COMMERCIAL TAX**

Commercial Tax/Work contract tax or any other tax if applicable shall be deducted at source as per prevalent rates in force and will have to be borne by the Contractor. TDS

Certificate will be issued as per the prevalent norms of the Government.

## **11 GST**

GST as applicable shall be paid over and above the contract sum, along with bills. The contractor shall submit proof of deposition of GST on quarterly basis to the MANAGING DIRECTOR of MARKFED.

## **12 DISCIPLINE, DEPLOYMENT & ELIGIBILITY OF PERSONNEL:**

- a. Before deployment of personnel, contractor shall check and verify the antecedents of the personnel deputed on duty, and the liability of the conduct & discipline of the personnel shall rest with the contractor. All the persons deployed under this contract shall be of good character, well-behaved, disciplined and shall not be allowed to come for duty under the influence of alcohol or prohibited drugs. They should not have any criminal background.
- b. The contractor shall employ only such persons as are skilled for carrying out the assigned jobs. The contractor shall submit the particulars of all personnel deployed such as Name, Father's Name, Present Address, Permanent Address and Educational Qualification, Aadhar card number, PAN number and mobile number with document proof. It is mandatory on the part of contractor to get the police verification of the employed personnel done and give one copy of police verification so carried out to the MARKFED.
- c. The MARKFED shall be at liberty to object to and require the contractor to remove from the work, any person(s) employed by the contractor who in the opinion of the MANAGING DIRECTOR of MARKFED misconducts himself or is incompetent or negligent in the proper performance of his duties. The contractor shall forthwith comply with such requisition and such person shall not be deployed again without prior permission of the MANAGING DIRECTOR.
- d. In the event of change/transfer of personnel, contractor shall before transfer intimate the MANAGING DIRECTOR of MARKFED about the same & the particulars regarding person being deployed against replacement shall also be submitted upon replacement of personnel. Frequent change transfer of personnel shall be avoided.
- e. The deployment of personnel under the contract shall be done at the designated locations in the manner as called for in accordance with the directions of MANAGING DIRECTOR of MARKFED.
- f. The contractor shall deploy only such personnel having adequate qualification and experience and fluency in Marathi. The contractor shall submit the copy of experience certificate of deployed personnel for the evidence of proof of experience. The personnel so deployed must be mentally and physically fit. While engaging various personnel under this contract, preference shall be given to locals and born in Maharashtra.
- g. All the personal to be provided for Manpower engagement services are bound to

work all the days except Government holidays and Sundays. The working hours are 09.45 hrs. to 18.15 hrs. with lunch break of 1.30 hrs. to 2.00 hrs. There shall be no overtime and for absents from duties, necessary deductions shall be made from the monthly bills.

- h. It is the sole responsibility of the deployed manpower engagement services personnel to execute the assigned work perfectly and neatly. If any damages are caused to MARKFED Assets while discharging the duty, suitable amount will be deducted from the contractor's monthly payments.
  - i. The contractor shall exercise adequate supervision to reasonably ensure proper performance of manpower engagement services work in accordance to the schedule of work.
  - j. The contractor shall issue photo – identity card with number to his personnel deployed in the building for performing duty, which will be signed by him and displayed by them on their person while they are in the premises of MARKFED.
  - k. All necessary reports and other information shall be supplied immediately by the contractor as and when required by the MARKFED and at regular meeting will be held with MARKFED.
  - l. The contractor shall not employ any person of age below 21 years and above the age of 58 year and they should be sound in health in carrying out the duty and should not have infected diseases.
  - m. The personnel of the agency/ Service provider shall not join any labour union or resort to strikes or demonstrations or any other agitation of this nature. The personnel shall neither directly or indirectly join assist any commotion of civil nature and they will render their sincere services during any kind of natural calamities. The personnel must not in any way act against interest of MARKFED.
- 13 All the payments to the contractor by the MARKFED shall be made through NEFT/ RTGS/ DD only with applicable TDS in accordance with the govt. of India guidelines from time to time.
- 14 Terms of payment of wages etc. once decided at the award of the contract and included in the agreement shall not be subject to revision except that payment on account of enhancement/ escalation charges on account of revision of wages by appropriate Govt. from time to time shall be payable by MARKFED to the contractor.
- 15 Administrative charges (Bid Value) claimed for providing Manpower engagement Services contract shall not be raised at any cost during the contract period for any reason, force majeure etc.
- 16 On expiry of the Contract, such portion of the Performance Security Deposit may be considered by the MARKFED sufficient to recover any incorrect or excess payments made on the bills to the firm, shall be retained until the final bill is settled.
- 17 In case of any accident caused to the Manpower engagement service during the work

period, it is the sole responsibility of the agency to meet any expenditure in this regard.

- 18 Service provider will have to complete term of 12 months in any condition failing which security deposit will be forfeited.
- 19 The contract may be terminated by MARKFED by giving Two month notice in writing. If Contractor wants to terminate the Contract, he shall give at least four months' notice to the MARKFED so that alternative arrangements can be made.
- 20 In case of serious negligence or serious breach of any of the terms and conditions of the contract by the contractor, and the MARKFED is of the opinion that any further continuance of the contract is not in the interest of the MARKFED. Then the MARKFED shall have the right to terminate the contract without assigning any reason thereof, and without giving any notice, and any amount payable by the MARKFED as well as the performance security deposit is liable to be forfeited. In such condition the MANAGING DIRECTOR of MARKFED shall have power to terminate the contract and carryout the balance services by any means or through any other agency at the risk and cost of the contractor till completion period/extended completion period of the contract. In such case, the difference in administrative charges if any shall be recovered from his balance payment / security deposit.
- 21 Any claims, disputes and or differences (including a dispute regarding the existence, validity, or termination of this contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved thorough joint discussion of the Authorized Representatives of the concerned parties.
- 22 Jurisdiction of Court: All disputes shall be settled within the jurisdiction of the courts in MUMBAI only.
- 23 Statutory payment like GST, EPF, ESIC, LWF etc. charged on bill must be paid on time to the respective authorities/government and proof of payment and filling return with respective authority/government must be submitted along with immediate month invoice failing of which invoice will not be reimbursed.
- 24 Indemnification: That the contractor shall keep the MARKFED indemnified against all claims whatsoever in respect of the manpower deployed by the contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever it will be the primary responsibility of the contractor to contest the same, Further, the contractor shall ensure that no financial or any other liability comes on MARKFED in this respect of any nature whatsoever and shall keep MARKFED indemnified in this respect. The contractor shall further keep the MARKFED indemnified against any loss to the MARKFED property and assets. The MARKFED shall have further right to adjust and /or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.
- 25 **CONTRACT PERIOD AND EXTENSION THERE OF:**

The contractor shall be required to consistently execute, in a successful and professional manner, the jobs assigned under this contract, to the satisfaction of

and as directed by the MANAGING DIRECTOR of MARKFED up to a period of One year reckoned from the date as notified in the Letter of Award and may be extended for further period of Two years and so on till the end of contractual period of three years, on satisfactory performance by the contractor in first year of the Contract.

**26 COMPLIANCE OF LABOUR AND OTHER LAWS:**

Contractor shall comply with all the statutory requirements as are applicable from time to time and shall be solely responsible for fulfillment of all legal obligations under various statutes including Contract Labor (Regulation and Abolition) Act 1970, Minimum Wages Act, Workmen Compensation Act, Employees Provident Fund Act, Employee State Insurance Corporation and Scheme Act & Miscellaneous Provisions Act, Labour Welfare Act, Income Tax Act, GST Act and any other act applicable to this contract. The Agency shall keep the MARKFED indemnified against any dues / compensation or any other liability of any nature whatsoever due to non-fulfillment of any of the statutory provision under any statute/ bye-laws / notification etc. including industrial laws. The MARKFED shall have full right to recover any claim and liabilities incurred towards payment of any dues, compensation or cost from contractor and deduct it from his outstanding subsequent bills/security deposit. Contractor shall obtain all necessary license from appropriate authority.

**27** Contractor shall maintain register of personnel employed, employment card, muster roll, wage register, deduction register etc. Contractor shall put Biometric attendance machine at the place of employment and record Biometric attendance of all employees employed by him. Contractor shall attach Biometric attendance sheet of the employees employed along with the monthly bill.

**28 ASSIGNMENT & SUBLETTING:**

The contractor shall not sub-let, transfer, or assign the whole or any part of the work under the contract.

**29 DISBURSEMENT OF REMUNERATION/SALARY TO PERSONNEL DEPLOYED:**

- a. The contractor shall disburse the monthly salary/remuneration and EPF, ESI, EWF to the personnel's deployed under this contract on or before 7th day of every month through any Nationalized Bank/Private Bank approved by Government for Government banking at Mumbai by depositing salary into individual account.
- b. If the contractor fails to disburse the salary/remuneration and EPF, ESI, EWF etc on or before 7th day of every month then penalty @ 0.25% of monthly remuneration as per the rates quoted per day delay shall be recovered from the monthly administrative charges payable to the contractor.
- c. If any staff is absent without prior intimation, then per day of quoted monthly remuneration will be deducted.

**30 LABOUR SAFETY:**

It shall be the duty of the contractor to observe all safety precautions for these workmen as may be required. Contractor shall be solely responsible for liabilities on account of accidents/mishaps (if any).

**31 MEMBERSHIP:**

The Contractor shall become a nominal member ('B' Class) of MARKFED  
32 If the contractor Violates any of the terms and conditions of this tenders,  
in this circumstance, the markfed shall cancel this tender and forfeit all deposits.

**Managing Director  
MARKFED, Mumbai**

# DISCLAIMER

1. Though adequate care has been taken in the preparation of this document, the applicant submitting application should satisfy itself that the document is complete in all respect.
2. The MARKFED, its employees and advisors make no representation or warranty and shall have no liability to any person, including any applicant or bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or incurred or suffered on account of anything contained in this tender document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the tender document and any assessment, assumption, statement or information contained therein or deemed to form part of this tender document or arising in any way with pre-qualification of applicants for participation in the bidding process.
3. The MARKFED reserves the right, without any obligation or liability, to accept or reject any or all the applications/BID submitted in response to this tender notice at any stage of the process, to withhold or withdraw or to cancel or modify the process of this tender, at any time, without assigning any reason whatsoever.
4. The MARKFED may, in its absolute discretion but without being under any obligation to do so, update amend or supplement the information, assessment or assumptions contained in this tender document.

## **SECTION – VI ANNEXTURES**

**Annexure - I**  
**TEHNICAL BID SUBMISSION FORM**

**Letter of Bid**

**(To be printed preferably on Bidder's letterhead and must be accompanied with technical bid documents.)**

To,  
Managing Director,  
Maharashtra State Co-op. Marketing Federation Ltd., Kanmoor House,  
Narshi Natha Street Masjid Bunder, Mumbai 400009.

**Ref: Invitation for Bid in respect of Tender Notice dated .....2026**

We, the undersigned, declare that:

1. We have examined and have no reservation to the Bidding Documents.
2. We offer to execute in conformity with the Bidding documents for " Manpower engagement Service contract" for the Maharashtra State Co-op., Marketing Federation Ltd., Kanmoor House, Narshi Natha St., Masjid Bunder, Mumbai-400009.
3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of the period.
4. If our bid is accepted, we commit to submit a performance security deposit of Rs. 63,00,000/- (Rupees Sixty-Three lakhs only) in accordance with the Bidding Documents.
5. We also declare that Government of India or any other Government Body or any of the Public or Private Entity has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive, or coercive practices or any failure/ lapses of serious nature. **We are submitting Notarized affidavit on Rs. 500 stamp paper in this regard.**
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that the MARKFED is not bound to accept highest ranked bid/ lowest bid or any other bid that the MARKFED may receive.
7. We also declare that; we are remitting statutory dues / Taxes regularly to govt. and no default was made in this regard.

Yours sincerely,  
Authorized Signatory

**(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding Company)**

Full Name and Designation

Date:

Place:

Stamp:

**ANNEXTURE - II**  
**CONTACT DETAILS FORM**  
(General Details of Bidder. Must be accompanied with technical bid documents.)

1. Name of the Company:.....
2. Name and Designation of Authorized Signatory:.....
3. Location & Address of the registered office:.....
4. Phone No./ Mobile No :.....
5. Fax:.....
6. E-Mail ID:.....
7. GST Registration No :.....
8. PAN No & Adhaar Card No: .....
9. Employee State Insurance Corporation/Scheme ( ESIC/S) Registration No:- .....
10. Employee provident fund (PF) Registration No:-.....
11. Maharashtra Labor Welfare Board  
Labour Welfare Fund( LWF) Registration No: .....
12. Maharashtra Shops and Establishment Registration No:.....

**Details of the Bidders Representative :**

1. Name of the Contact Person: .....
2. Designation:.....
3. Phone No.: .....
4. Mobile no. :.....
5. E-Mail Id :.....

**Undertaking**

1. I undersigned certify that I have gone through the terms and conditions mentioned in the bidding documents and undertake to comply with them.
2. The Rates quoted by me/us are valid and binding upon me for the entire period of contract and period of extension, if any and it is certified that the rate quote are the lowest rates as quoted in any other institution of India
3. I /We give the right to the MARKFED to forfeit the Earnest Money/ Performance Security Deposit in case of breach of conditions of Contract.
4. I hereby undertake to provide the skilled, semiskilled and unskilled manpower services as per the provisions in the tender document/contract agreement.

**Signature of the Authorized Signatory**

Date:

Designation:

(Office seal of the Bidder)

Place:

**ANNEXTURE - III**  
**ENEVELOPE -1 TECHNICAL BID DOCUMENTS**

Technical Bid should contain following documents:

- i. Letter of Bid.
- ii. Contact details form.
- iii. The Bidding entity (individual or consortium members) should be a corporate entity - public / private limited company registered / incorporated under The Companies Act, 1956, and in business of manpower services for minimum 3 years as on 31st March 2026.
- iv. The Bidder Should have minimum net worth of Rs.3 Crores in the last completed financial year of 2024-25. A copy of the CA Certificate with UDIN must be enclosed.
- v. The Bidder shall have valid ISO 9001 Certificate copy of Certificate to be enclosed.
- vi. Employees Provident Fund Registration Certificate. Copies of monthly return submitted for the last three months.
- vii. Employees State Insurance Scheme/Corporation Registration Certificate. Copies of ESIS contribution deposited for the last three months.
- viii. Maharashtra Welfare board Registration Certificate.
- ix. Copy of GST Registration Certificate.
- x. Copy of Registration under Shops and Establishment Act or any other appropriate authority.
- xi. Copy of valid Labour License issued by Regional Labour Commissioner.
- xii. Bidder should have experience in providing minimum 200 manpower comprising minimum 5 different categories, at minimum 36 locations covering 20 Districts and value not less than Rs. 5 Crores per annum in a single work order from Central Government/ State Government/ Central/State Government PSU/ in Maharashtra during last three years 2023-24, 2024-25 and 2025-26 Copy of work order/ Agreement, per year project completed Certificate from Client, proof of Salary transferred to manpower supplied in the project in the form of salary slips/ Bank statements to be attached.
- xiii. Documents in support of the bidder having achieved Annual Financial turnover of not less than 10 crores per year during the last three (3) financial years, ending on 31/03/2026.
- xiv. Copy of Permanent Account Number ((PAN)) card allotted by Income Tax Dept. GOI, in the name of Company/firm/proprietor/agency for Income Tax payment.
- xv. Income tax Return for the past three years viz. 2023-24, 2024-25 and 2025-26.
- xvi. Self-Declaration for unblemished record on Rs.500 stamp paper.
- xvii. Bidder shall submit authorization of his representative on Rs.500/- Stamp paper for participation in all activities related to tender, agreement, discussion, negotiations etc.

**Annexure – IV**

**FINANCIAL BID DOCUMENT**

**(To be submitted separately in sealed envelope)**

The agency willing to provide the manpower service shall give only the administrative charges for one manpower for a month as follows and they should not quote Basis Pay, EPF, ESIC, etc., which will be at par with the Government of Maharashtra notification from time to time.

Sr. no.	Particulars	To be filled and NOT to be left Blank
1.	Bid value administrative charges should be quoted as of % (percentage) of Basic pay Chargeable for all posts.  Bid Value should not include GST Tax which shall be raised in invoice every month in accordance with Government Notification from time to time.  Note: only one bid value should be quoted and it should not be bifurcated in any manner	Administrative Charges to be quoted as of % (percentage) of Basic pay Chargeable for all posts.

**Note: Mandatory requirement such as Basis pay, EPF, ESIS etc. at par with Government Notification shall be paid to the contractor along with the “ Administrative Charges”. The administrative charges quoted shall not be revised at any cost during the contract period.**

**Date:**

**Place:**

**(Name and Signature of Tenderer  
with Stamp of the Firm)**

## ANNEXTURE - V

(Self-Declaration for unblemished record on Rs.500 stamp paper.)

In response to the tender regarding providing man power services etc. dt. / /2026 as Designation of \_\_\_\_\_ I/ We hereby declare that our Agency \_\_\_\_\_ is having unblemished past record and was not blacklisted by any Government/semi-Government Department / Undertaking / corporation Organization etc.

I / We hereby further declare that Bidder`s company or Director / Owner of the company have not been declared by any court or Competent Authorities insolvent or involved any fraudulent mean ((Economical & Criminal)) as on, / /2026 (Date of Bid).

Date :

Place :

Name of the Bidder

Signature:-

Seal of the Organization: -

**ANNEXTURE - VI**  
**DECLARATION ALONG WITH MONTHLY BILL**

It is hereby certified that the following personnel were engaged by me and provided to MARKFED, Mumbai during the month of \_\_\_\_\_ against Contract Agreement No. \_\_\_\_\_ Dt. \_\_\_\_\_. The details of their payment of remuneration/salary are given below: --

<b>Total Man days in the month</b>		<b>Total net payment through bank</b>		<b>Grand Total</b>	
--	--	---	--	--------------------	--

It is further certified that a total payment of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) has been deposited by me with \_\_\_\_\_ bank vide Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ against salary wages payments of \_\_\_\_\_ Nos. workmen in their saving bank accounts as per details given above.

**Date :**

**Signature of Contractor**

\_\_\_\_\_  
\_\_\_\_\_

**Name :** \_\_\_\_\_

**Address :** \_\_\_\_\_

**ANNEXTURE - VII**

**(Your Company's Letter Head)**

**ATHORIZATION LETTER**

To,  
The Managing Director,  
Maharashtra State Co-op. Marketing Federation Ltd.,  
Head Office, Kanmoor House, Narasi Natha Street,  
Masjid Bunder, Mumbai – 400 009.

**Subject :-** Authorization for Participation and signing of Expression of Interest (EOI)

Dear Sir,

I, (Your Name), holding the position of (Your Position) at (Your Organization), hereby grant authorization to (authorized Person's Name), who is an official representative of our organization, to participate in the Expression of Interest (EOI) process and sign on our behalf.

This authorization encompasses, but is not limited to, the following:

- 1) Participating in all activities, discussions, and processes related to the (Event/Activity Name).
- 2) Signing any necessary documents, agreements, forms, or contracts related to our engagement in the aforementioned event/activity.
- 3) I understand that the decisions and action of the authorized person will be binding on our organization, and I have complete confidence in their ability to act in the best interest of our organization.

Authorized Person's Name and Signature:

Yours Sincerely,

Authorized Signatory  
(Signed with seal of the  
Company/firm.)

**ANNEXTURE : VIII**

**DETAILED LOCATION WISE REQUIREMENT OF MANPOWER**

Sr. No.	District Name	Project Co-ordinator	Sr. Account Officer	Jr. Account Officer	Personal Assistant	Jr. Engineer	Office Superintadant	Dy.Office Superintadant	Steno Cum Typist	Sr. Office Assista nt	Jr. Accountant	Jr. Office Assistant	Tally Data Operator	Clerk Cum Typist	Electrician	Peon	Attendant / Watchman	Driver	Total
1	Head Office	1	1	2	0	1	4	0	3	3	6	1	1	7	1	14	4	9	<b>58</b>
2	Thane	0	0	0	0	0	0	0	0	0	0	0	1	3	0	1	0	0	<b>5</b>
3	Raigad	0	0	0	0	0	0	0	0	0	0	1	0	1	0	1	0	0	<b>3</b>
4	Ratnagiri	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	<b>2</b>
5	Sindhudurg	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	<b>2</b>
6	Pune	0	0	0	0	0	0	0	0	0	1	1	0	0	0	1	0	0	<b>3</b>
7	Sangali	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	<b>2</b>
8	Satara	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	<b>2</b>
9	Kolhapur	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	<b>2</b>
10	Solapur	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	<b>2</b>
11	Nashik	0	0	0	0	0	0	1	0	0	0	0	0	1	0	2	0	0	<b>4</b>
12	Jalgaon	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	<b>2</b>
13	Dhule	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	<b>1</b>
14	Ahilyanagar	0	0	0	0	0	0	0	0	0	0	2	0	1	0	1	0	1	<b>5</b>
15	Chatrapati sambhajinagar	0	0	0	0	0	0	0	0	0	0	1	0	4	0	0	1	0	<b>6</b>
16	Jalana	0	0	0	0	0	0	0	0	0	1	1	0	2	0	1	0	0	<b>5</b>
17	Parbhani	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	<b>2</b>
18	Beed	0	0	0	0	0	0	0	0	0	1	1	0	0	0	1	0	0	<b>3</b>
19	Nanded	0	0	0	0	0	0	0	0	0	1	1	0	0	0	1	0	0	<b>3</b>
20	Dharashiv	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	<b>2</b>
21	Latur	0	0	0	0	0	0	0	0	0	0	1	0	1	0	1	1	0	<b>4</b>

22	Amravati	0	0	0	0	0	0	0	0	0	0	1	1	1	0	1	0	0	4
23	Yavatmal	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	2
24	Akola	0	0	0	0	0	0	0	0	0	1	2	0	1	0	0	0	0	4
25	Buldhana	0	0	0	0	0	0	0	0	0	1	0	0	2	0	0	3	0	6
26	Nagpur	0	0	0	0	0	0	0	0	0	1	1	0	3	0	0	0	1	6
27	Wardha	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2
28	Gondia	0	0	0	0	0	0	0	0	0	1	1	0	15	0	1	0	0	18
29	Bhandara	0	0	0	0	0	0	0	0	0	0	1	2	24	0	0	1	1	29
30	Chandrapur	0	0	0	0	0	0	0	0	0	1	0	0	7	0	1	0	0	9
31	Gadchiroli	0	0	0	0	0	0	0	0	0	1	0	0	5	0	1	0	0	7
32	Vaibhav Nepti- Ahmednagar	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	2
33	Bhagirath Buladhana	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
34	Bhagirath Aurangabad	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2
35	Bhagirath Naldurg	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2
36	Vaibhav Borvahir- Dhule	0	0	0	0	0	0	0	0	0	0	0	3	1	0	0	4	1	9
	<b>Total</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>16</b>	<b>25</b>	<b>9</b>	<b>91</b>	<b>1</b>	<b>30</b>	<b>19</b>	<b>13</b>	<b>221</b>

## **Annexure- IX**

(To be scanned and uploaded in technical Envelope)

(Printed on letterhead)

### **Self-Declaration regarding being not blacklisted**

I Shri / Smt. ----- Proprietor/Director/Authorised signatory of the Company/ firm/ Agency M/s.-----, hereby declare that we are not black-listed by any Central/State Government/Public Sector Undertaking or any other organisation for providing Housekeeping manpower services in India or elsewhere.

We are not involved in any litigation that may have an impact on execution of contract or may compromise the delivery of service as required under this tender.

**Place :-** -----

**Date:-** -----

#### **(Signature of Authorized Person)**

**Name :-** -----

**Designation :-** -----

**Address :-** -----

**Seal :-** -----