



**O/o, Director**  
**Bamboo Research & Training Centre**  
 (At-Chandrapur) Near Akashwani, Bunglow No. 28, Civil lines Chandrapur.442401 (Maharashtra)  
 E-mail :- [brtcchichpalli@gmail.com](mailto:brtcchichpalli@gmail.com), [directorbrtc@mahaforests.gov.in](mailto:directorbrtc@mahaforests.gov.in)

Letter: No: BRTC/Tenders/1086/2021-22

Date:08/12/2021

### **INVITATION FOR E- TENDER**

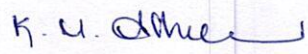
On behalf of the Government of Maharashtra, Director/Secretary Bamboo Research & Training Centre society, Chichpalli, Chandrapur invites E-tender in the prescribed forms (Technical & Financial) from eligible bidders as per terms and conditions of the bid for Supply of various man power including skilled and unskilled staff/labours

1. Details of E-Tender are given in tender Document (RFP), which will be available on website [www.mahaforests.gov.in](http://www.mahaforests.gov.in) under and events and "mahatenders.gov.in". The copy of the RFP can be downloaded.
2. Online bidding will be done on "http://mahatenders.gov.in" website on date and time given below.
3. Summary of the tender notice is as follows.

Tender Reference No.	2021-22/Service provider/003
Tender Fee	500
EMD	5000
Bid validity	1 Year
Availability of tender document (RFP) on websites	<a href="http://www.mahaforests.gov.in">www.mahaforests.gov.in</a>
Date of E-Tender Publish on Website	14/12/2021
Date of submission of bid starts	14/12/2021
Last Date and Time for receipt of offer	23/12/2021
Opening of Technical Bid	24/12/2021
Address of Communication	Office of the Director/Secretary, Bamboo Research & Training Centre society, Chichpalli, Chandrapur, Bld.No.-28, Behind Aakashwani, Civil Lines, Chandrapur Email id: <a href="mailto:directorbrtc@mahaforest.gov.in">directorbrtc@mahaforest.gov.in</a>
Contact Person and Telephone Numbers	Contact No. 07172-272999,07798882789

4. The above-mentioned schedule of event(s) may be changed, at the discretion of Director/Secretary, Bamboo Research & Training Centre society, Chichpalli without assigning any reason therefore.
5. The Director/Secretary, Bamboo Research & Training Centre Society, Chichpalli office reserves the right to accept or reject any or all proposals without assigning any reason whatsoever and also reserve the right to make suitable changes in tender notice, if needed.

Dated: 08/12/2021

  
 K.M. Abharna, I.F.S,  
 Director  
 BRTC.

## OFFICE OF THE DIRECTOR BAMBOO RESEARCH & TRAINING CENTRE SOCIETY CHICHPALLI, CHANDRAPUR

### INVITATION FOR E- TENDER

On behalf of the Government of Maharashtra, Director/Secretary Bamboo Research & Training Centre society, Chichpalli, Chandrapur invites E-tender in the prescribed forms (Technical & Financial) from eligible bidders as per terms and conditions of the bid for Supply of various man power including skilled and unskilled staff/labours

1. Details of E-Tender are given in tender Document (RFP), which will be available on website [www.mahaforests.gov.in](http://www.mahaforests.gov.in) under and events and "mahatenders.gov.in". The copy of the RFP can be downloaded.
2. Online bidding will be done on "http://mahatenders.gov.in" website on date and time given below.
3. Summary of the tender notice is as follows.

Tender Reference No.	2021-22/Service provider/003
Tender Fee	500
EMD	5000
Bid validity	1 Year
Availability of tender document (RFP) on websites	<a href="http://www.mahaforests.gov.in">www.mahaforests.gov.in</a>
Date of E-Tender Publish on Website	14/12/2021
Date of submission of bid starts	14/12/2021
Last Date and Time for receipt of offer	23/12/2021
Opening of Technical Bid	24/12/2021
Address of Communication	Office of the Director/Secretary, Bamboo Research & Training Centre society, Chichpalli, Chandrapur, Bld.No.-28, Behind Aakashwani , Civil Lines, Chandrapur Email id: <a href="mailto:directorbrtc@mahaforest.gov.in">directorbrtc@mahaforest.gov.in</a>
Contact Person and Telephone Numbers	Contact No. 07172-272999,07798882789

4. The above-mentioned schedule of event(s) may be changed, at the discretion of Director/Secretary, Bamboo Research & Training Centre society, Chichpalli without assigning any reason therefore.
5. The Director/Secretary, Bamboo Research & Training Centre Society, Chichpalli office reserves the right to accept or reject any or all proposals without assigning any reason whatsoever and also reserve the right to make suitable changes in tender notice, if needed.

**Dated: 14/12/2021**



**OFFICE OF THE DIRECTOR/SECRETARY BAMBOO RESEARCH & TRAINING CENTRE SOCIETY, CHICHPALLI,  
CHANDRAPUR**

**E-TENDER NOTICE**

**No. 2021-22/Service provider/003**

**Dated 14/12/2021**

**Invitation of bids for Supply of various skilled and unskilled staff/labours**

**Terms and Conditions**

**1. Objective / Scope:**

The Director/Secretary Bamboo Research & Training Centre society, Chichpalli, Chandrapur requires Data Entry Operators to help data entry for computer applications and assisting in office work in different offices. E-tenders in two envelopes are hereby invited from the firms/agencies to supply Various skilled and unskilled manpower in the following offices at various locations in Chandrapur.

<b>S. No</b>	<b>Particulars</b>	<b>Nos</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
<b>1</b>	Data Entry Operator	2
<b>2</b>	Artisans	10
<b>3</b>	Handicraft Supervisor	1
<b>4</b>	Unskilled labours	6

**2. Definitions:**

1. Bidder means a firm or organization which intends to submit bid or submitted bid.
2. Agency means firm or organisation whose bid is accepted.

**3. Availability of tender:**

E-Tendering process will be conducted through <http://mahatenders.gov.in> online tendering portal of Government of Maharashtra in association with Department of Information Technology, Govt. of Maharashtra, NIC & State Bank of India for e-payment. To participate in the tendering process the intending bidders should register themselves on the website of <http://mahatenders.gov.in>. Detailed information for registration and submission of offers through e-tendering process are available in Bidders Manual kit on the website <http://mahatenders.gov.in>. The tender document would also be made available at Maharashtra Forest Department's website [www.mahaforest.gov.in](http://www.mahaforest.gov.in) and also on [www.brtc.org.in](http://www.brtc.org.in).

**4. Tender Fee & Earnest Money Deposit (EMD):**

Tender Fee Charges in Indian Rupees 500/- (Rupees Five hundred only) and the EMD of Indian Rupees 5,000/- (Rupees Five Thousand Only.) has to be submitted online.

All bidders have to make payment of EMD only through Internet Banking of State Bank of India or Internet Banking of other Banks through State Bank MOPs (Multiple Option Payment System). It may be noted that there is no option for NEFT/RTGS. This office shall not be responsible if EMD is not accepted through the Portal if payment is tired through NEFT/RTGS. Any queries regarding e-tendering process may be addressed to [etendersupport@mahaforest.gov.in](mailto:etendersupport@mahaforest.gov.in).

**5. BID Submission Process:**

1. Bids are to be submitted online.
2. The date and time for online submission of envelopes/bids shall be strictly followed in all cases. Bidders should ensure that bids are submitted online before the expiry of the scheduled date and time. No delay on account of any cause will be entertained. Tenders not submitted online shall not be entertained. MFD will not be responsible of any delay on the part of the bidder in obtaining the terms and conditions of the tender notice or submission of the online bids.
3. The bids submitted by telex/telegram/fax/e-mail/ manually etc., shall not be considered. No correspondence will be entertained on this matter.
4. The rates are to be quoted in strict compliance to the financial bid otherwise the bid is liable to be rejected.
5. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. In any clarification is required, the same should be obtained before submission of the bids.
6. Bids not submitted as per the specified format and nomenclature will be out rightly rejected.
7. Ambiguous bids will be rejected outright.
8. Financial bid shall be submitted as per BOQ (Financial Bid Proforma / Bill of Quantity) for the corresponding items indicated in Annexure 6: Technical Specifications.
9. Tender process will be over after the issue of letter of acceptance to the selected bidder.
10. Bidders shall note the permission of Right to Information Act Section 8(1) (d) which says “there shall be no obligation to give any citizen information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless competent authority is satisfied that larger public interest warrants the disclosure of such information”.
11. Bids not quoted as per the format given by Maharashtra Forest Department will be rejected straightway.
12. Any Addendum/Corrigendum as well as clarification on official E-tender website of Government of Maharashtra <http://www.mahatenders.gov.in> shall be a part of the tender notice and it will be assumed that the information contained in the amendment has been taken into account by the Bidders while submitting bids.

## 6. Evaluation of Technical Bids:

Bidders shall note that Director/Secretary Bamboo Research & Training Centre society, Chichpalli, Chandrapur will in his absolute discretion, apply criteria for evaluation of bids for short listing / selecting Bidders. Bids without online system are liable to be rejected summarily. The bidders whose technical bids are found responsive shall be considered for opening of Financial Bids. Each Technical Bid would be given marks against the parameters. The evaluation matrix and the maximum marks that can be scored is given below.

S.No.	Parameters for evaluation of technical bids	Marks
01	Firm's/ Agency's / Company's profile along with infrastructure details, Awards received: self-attested supporting documents shall be enclosed (Annex-3).	30
02	Details of past experience of the Agency / Firm/ Organization regarding supply of man-power (Annex-4)	20
03	Details of Names and education qualifications, experience of persons etc, to be supplied as man power (Annex-5)	35
04	Planning & Vision to effectively undertake the task: Outlines of approach, tentative time schedule for supply of various man power (Annex-6)	5
05	Submitting the technical bid systematically furnishing relevant information	10
	<b>Total Marks</b>	<b>100</b>

## 7. Qualifications of the manpower:

**The persons to be supplied as Data Entry Operator shall possess the following qualifications.**

1. H.S.C. (12<sup>th</sup>) Pass.
2. MSCIT certificate and shall have good command over operating MS-Office (MS- Word, MS- Excel & MS- PowerPoint)
3. English & Marathi typing 40 words per minute
4. Experience of operating Internet and E-Mail.
5. Shall be able to read, write Marathi and English languages.
6. Shall not be less than 21 years age.
7. Data entry operator shall have basic knowledge of computer operating systems.
8. They shall be from Chandrapur District only.

**The persons to be supplied as Artisans shall possess the following qualifications**

1. They shall have been trained in BRTC
2. They shall be ready to accept the wages per piece production
3. They shall have the experience in working for at least 12 months.
4. They shall be from Chandrapur District only.

**The person to be supplied as Handicraft Supervisor**

1. He/she shall hold diploma in bamboo technology/post graduate certificate course in bamboo
2. He/she shall have work experience in bamboo for minimum of 4 years.
3. He/she shall have work experience in designing the bamboo craft products for minimum of 3 years
4. He/she shall be from Chandrapur District only.

**The person to be supplied as unskilled labour**

1. He/she shall be physically fit
2. He/she shall have the experience in working earlier
3. He/she shall have good conduct
4. No criminal cases shall be initiated/pending against them
5. They shall be from Chandrapur District only.

## 8. Remuneration and insurance etc.

The selected Agency shall provide various manpower as mentioned in table above to BRTC. The Agency has to pay the following remuneration per month to the concerned person, after receiving the amount from the Forest Department.

S. No	Particulars	Remuneration/Month(Rs.)
(1)	(2)	(3)
1	<b>Data Entry Operator</b>	<b>12000</b>
2	<b>Artisans</b>	<b>Per piece production</b>
3	<b>Handicraft Supervisor</b>	<b>25000</b>
4	<b>Unskilled labors</b>	<b>10200</b>

Insurance and other provisions shall be the sole responsibility of the agency.

## **9. Schedule for submission and opening:**

E-tenders are invited from firms/ organization for supplying Data entry Operators as per the terms and conditions stated in this tender document. Bids shall be submitted in two envelopes. The bids shall be submitted online before 17:00 hours on 23/12/2021.

## **10. Information Provided:**

The tender document contains statements derived from information that is believed to be relevant at the date but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract agreement with the Director/Secretary Bamboo Research & Training Centre society, Chichpalli, Chandrapur.

## **11. Disclaimer:**

Subject to any law to the contrary and to the maximum extent permitted by law, Director/Secretary Bamboo Research & Training Centre society, Chichpalli, Chandrapur and his/her officers and employees of the forest department disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information including statements etc., contained in this tender document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of the Director/Secretary Bamboo Research & Training Centre society, Chichpalli, Chandrapur or any of its officers and employees.

## **12. Cost to be borne by Bidders:**

All costs and expenses incurred by the Bidders in any way associated with the development, preparation and submission of bids including but not limited to the attendance at meetings, discussions, demonstration, etc., and providing any additional information required by the Director/Secretary bamboo research & training centre society, Chichpalli, Chandrapur will be borne entirely and exclusively by the Bidders. The Bidders shall bear all costs associated with the preparation and submission of bids. The Director/Secretary bamboo research & training centre society, Chichpalli, Chandrapur shall in no case be held responsible or liable for these costs, regardless of conduct or outcome of the bidding process.

## **13. Bidder's Obligation to inform Itself:**

The Bidders must conduct its own investigation and analysis regarding any information contained in the tender document and the meaning and impact of that information.

## **14. Acceptance of Terms & Conditions and Selection Process:**

Each Bidder having submitted E-tender in response to this tender e-tender notice, acknowledges have reading, understanding and accepting the selection & evaluation process and other condition mentioned in this document and Agreement form. The Bidder ceases to have any option to object against any of these processes at any stage subsequent to submission of bids in response to this tender document. A Bidder shall, by responding to this e-tender notice be deemed to have accepted its Terms and Conditions. Bids containing any conditions is liable to be rejected.

## **15.Submission of Technical Bids:**

Bidders shall read the terms and conditions of e-tender and Agreement form carefully and thoroughly understand them, before participating in bidding process. Bidders shall submit the following online to the respective folder while submitting technical bids.

1. Annex 1 – Technical Bid in the format attached to this document.
2. Annex 2 – Index along with page number details showing the list of documents attached.
3. Annex 3- Profile of the Bidder's firm/company/institution/organization, nature of the organization, infrastructure details, details of awards received (copies shall be uploaded)
4. Annex 4 – Details of past experience in the last 3 years regarding supply of man-power.
5. Annex 5 - Details of names, educational qualifications, experience qualifications and residential details of persons to be supplied at various capacity. Details shall be filled in the given format.
6. Annex 6 – Outlines of vision, approach and time-frame for supplying various man power as per the Terms & Conditions.  
The schedule and other details shall be in conformity with Terms & Conditions of Tender.
7. Annex 7 – Income Tax PAN Card- the technical bids without income tax PAN card are liable to be rejected. In case any bidder has applied for PAN card; information thereof shall be provided along with technical Bid.
8. Annex 8 – Registration Document, certificate of service Tax / GST as applicable; other registration under labour act or etc, reasons shall be given if registration document/certificate is not enclosed. Bids without this document are liable for rejection.
9. Annex 9 – Power of attorney, proprietorship, partnership deed/memorandum of articles as may be applicable.
10. Annex 10- Details of contact person, telephone, mobile numbers, fax, email and full address(s) of the Agency/ Firm.
11. Earnest money deposit (EMD) of Rs.5,000 (rupees five thousand) should be submitted online as prescribed on [www.mahatenders.gov.in](http://www.mahatenders.gov.in).
12. The Bidders shall upload supporting documents digitally signed. The original documents shall be produced as and when required by the Director/Secretary bamboo research & training Centre society, Chichpalli, Chandrapur documents shall be uploaded in a single bunch of format.

## **16. Financial Bids:**

Financial Bids shall be submitted online in the form of BOQ (Bill of Quantity) available online. In the financial bid, the bidders shall quote the percent of the remuneration to be paid the Data Entry Operator, which will be paid to the Agency, against the supply of Data entry Operator, maintaining records, complying the legal provisions regarding PF, ESI etc.,

## **17. Returning EMD:**

The EMD of unsuccessful bidders would be returned as early as possible through online system only. EMD of successful bidder will be returned after furnishing security deposit and signing of the agreement. EMD stands forfeited if the successful bidder fails to furnish security deposit or fails to sign agreement within in the time limit. No interest is payable on EMD. Bidders have to deposit EMD amount sufficiently in advance to avoid any in convenience during bid submission process.

## **18. Competency and Expertise Requirements:**

Bidders shall be qualified with sufficient experience of supplying of man-power. Bidders must have-

The Bidders may consult the Director/Secretary bamboo research & training centre society, Chichpalli, Chandrapur (07172-272999) to understand the requirement and any issue regarding supply of various man power mentioned in the table above

## **19. Physical Submission of Certain Items:**

If required, Bidders may submit the documents/reports etc. to support the past experience and profile of the Agency physically to the Director/Secretary bamboo research & training centre society, Chichpalli, Chandrapur before the time and date prescribed for submission of bids. The documents report physically submitted within the time by the bidders will be considered during evaluation of technical bids.

## **20. Additional Information**

The Director/Secretary bamboo research & training centre society, Chichpalli, Chandrapur may in his/her absolute discretion, seek additional information or material from any of the Bidders after receiving the bids and after opening technical bids and such information or material provided must be taken to form part of the bid. Non-submission of required details in time may render such bids disqualified from further evaluation.

## **21. Opening of Financial Bids:**

The Director/Secretary bamboo research & training centre society, Chichpalli, Chandrapur reserves the right of opening financial bids. The bidders shall obtain minimum 65 marks in the evaluation of technical bids for qualifying for opening financial bids. If there is only one bid or two bids which scored minimum 65 marks, financial bids of these bidders would be opened. The financial bids of bidders who scored less than 65 marks are treated as unresponsive hence, will not be opened and their bids stands rejected. The Director/Secretary bamboo research & training centre society, Chichpalli, Chandrapur decide the date and time of opening of financial bid and accordingly communicate the bidders.

## **22. Notification:**

The Director/Secretary bamboo research & training centre society, Chichpalli, Chandrapur will notify the bidders in writing or by email as soon as practicable about the outcome of the process of evaluation of technical bids. He/ She is not obliged to provide any reasons for any such acceptance or rejection. The Director/Secretary bamboo research & training centre society, Chichpalli, Chandrapur reserves the right to cancel the bidding process at any stage.

## **23. Acceptance of Bids:**

1. The Director/Secretary bamboo research & training centre society, Chichpalli, Chandrapur will take decision as early as practicable regarding acceptance of bids, considering the technical score and financial bid inform the concerned in writing. The Director/Secretary bamboo research & training centre society, Chichpalli, Chandrapur shall be final. Canvassing is prohibited and would lead to disqualification.
2. In case the percent quoted by bides is same or in case the difference in percent quoted by bidders is negligible, preference will be given to the bidder who scored more marks in technical evaluation, while taking decision.
3. Bidders shall not quote NIL or '0' percent in financial bids. Zero percent includes all derivatives of zero up to 0.9999 and thereof. Any bid not adhering to the above guidelines shall b considered unresponsive and such bid shall not be considered.
4. After the acceptance of bid. If the selected bidder fails to sign the agreement within prescribed time period The Director/Secretary bamboo research & training centre society, Chichpalli, Chandrapur reserves the right to consider the other financial bids (that were already opened) for acceptance.

## **24. Bids are Legally Binding:**

Bids submitted to the Director/Secretary bamboo research & training centre society, Chichpalli, Chandrapur bidders will be taken to be legally binding offer from the Bidders and such may be accepted or rejected (with or without conditions) by the Director/Secretary bamboo research & training centre society, Chichpalli, Chandrapur in his/her sole discretion.

## **25. Security Deposit:**



The successful bidder shall, before signing agreement, finish Security Deposit of 10 % of total payment in the form of bank guarantee of a bank located in Maharashtra State or Bank Fixed Deposit Receipts or National Savings Certificates pledged to the Director/Secretary bamboo research & training centre society, Chichpalli, Chandrapur.

## **26. Signing Contract Agreement:**

The successful bidder shall sign an agreement within 10 days from the date of acceptance of the bid. The agreement shall be signed on stamp paper of Rs.500, this expenditure shall be borne by the Agency selected. A penalty of Rs. 1000 per day shall be imposed on the bidder for delay in signing the agreement. The bidder and the concerned officer of the forest department shall sign on all the pages of the agreement. At the time of signing the agreement, the bidder shall also append signature on all the pages of e-tender document and it shall be part of the agreement.

**27.** The Bidders shall submit their Bids strictly in accordance with the terms & conditions of the e-tender and provisions of agreement form.

**28.** BRTC reserves all rights to change, modify any of the conditions laid in this e-tender at any point of time.

**29.** BRTC reserves all rights to stop, continue or withhold the e-tender without notifying any reasons at any point of time during this process.

**\*\*\*\*\***

## **FINANCIAL BID**

- ✓ The Price bid should be in the form of excel file available online along with the tender document.
- ✓ Do not modify the BOQ predefined name or sheet name of BOQ.
- ✓ Do not use cut, copy or paste while data entry into the BOQ sheet.
- ✓ Any violation of the BOQ shall be liable for rejection of the bid.
- ✓ Before uploading BOQ kindly confirm that entered details in BOQ are correct and have been saved.

## ANNEXURE 1

### TECHNICAL BID FORM

(This is form has to be filled, signed and uploaded while submitting bid)

**To**

The Director,  
Bamboo Research & Training Centre,  
Bld.No-28, Behind Aakashwani,  
Civil Lines,  
Chandrapur.  
442401.

Sir/Madam,

1. I/We..... (name of bidder / organization) , .....  
..... (detailed address), the resident of ..... hereby  
submit that I/We have completed read and understood all the Terms & Conditions of e-tender contained e-tender notice  
no.2021-22/Service provider/003 dated on 08/12/2021 for the supplying various man power.
2. I/We undertake that I/We fully agree with the provisions of Terms & Conditions of e-tender no.2021-22/service provider/003.  
I/We undertake that in the event our firm's / organization's bid is accepted. I/We will supply Data Entry operators as per  
provisions of the Terms and Conditions of e-tender. I/we have enclosed the necessary information in the annexure, documents  
as stated in the index (Annexure 2). I/We have paid Rs.5000/- towards earnest money deposit.

1. Email:
2. Mobile No:
3. Address

Yours truly,

Place:

Date:

Seal of the Organisation

Signature of authorized signatory

Name:

## ANNEXURE-5

S.No	Name of the candidate	Education Qualification	Proposed Category of work at BRTC	Necessary qualification.	Experience qualification	Residential address	Aadhar number