

**NATIONAL FILM DEVELOPMENT CORPORATION
A GOVERNMENT OF INDIA ENTERPRISE**

**REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF
MANPOWER AGENCY**

**RFP NO. NFDC /2018-19/002
DATE: 18th August 2018**

**NATIONAL FILM DEVELOPMENT CORPORATION (NFDC)
NEW DELHI**

Request for Proposal (“**RFP**”) from Manpower Agency for outsourcing of manpower of National Film Development Corporation (NFDC), New Delhi Regional office.

DISCLAIMER

This request for RFP is an invitation by National Film Development Corporation (NFDC), Public Sector Enterprise under Government of India, but not an offer, to receive responses from eligible interested Agencies for providing Manpower to National Film Development Corporation (NFDC) at New Delhi.

No contractual obligation whatsoever shall arise from the RFP process unless and until a formal Work Order is issued by the NFDC to the bidder concerned.

This RFP is being issued with no financial commitment and NFDC reserves the right to withdraw the RFP and change or vary any part thereof or foreclose the same at any stage, without assigning any reason.

Schedule for Submission of RFP

Event	Date
Availability of RFP Document	18th August 2018 (Saturday)
Last date and Time for submission of completed RFP document	03rd September 2018 (Monday) at 1100 hrs
Opening of Technical Bid and Evaluation for pre-qualification	03rd September 2018 (Monday) at 1200 hrs
Opening of financial Bid	03rd September 2018 (Monday) at 1600 hrs

The RFP document can be downloaded from the website <http://www.nfdcindia.com>. Alternatively, the document can also be obtained in person from **National Film Development Corporation (NFDC), 4th Floor, Sookna Bhavan, Phase-I, CGO Complex, New Delhi- 110003** on any working day between 1100 to 1700 hours from 18th August 2018 to 02nd September 2018.

The completed application (response document), containing two hard copies (printed, signed and bound copies) should be submitted in two-bid system of Technical & Financial Bids in two separate and sealed envelopes to be marked as **“Technical Proposal” & “Financial Proposal”** respectively.

Both the proposals are to be kept in a bigger sealed envelope super scribed with the title - **“Techno-Financial Bid for providing Manpower to NFDC”**, before the last date and time at the following address:

**National Film Development Corporation (NFDC),
4th Floor, Sookna Bhavan,
Phase-I, CGO Complex,
New Delhi- 110003**

Late Applications: Any application received after the last date and time for submission for the same, i.e., 03rd September 2018 at 1100 hours, shall not be accepted. Applications received after the last date and time shall be summarily rejected and returned unopened.

NOTICE INVITING PROPOSALS
(National Film Development Corporation) NFDC,
4th Floor Soochna Bhavan, Phase-I, CGO Complex, New Delhi- 110 003

Request for Proposal (RFP) are invited from reputed, leading and resourceful registered/licensed Manpower supplier firms for the supply of Manpower at National Film Development Corporation (NFDC), New Delhi Regional office.

The last date for submission of completed proposal for the Bidder as prescribed, in a separate sealed cover super-scribed **“Techno- Financial Bid for providing Manpower to NFDC”** is **1100 Hrs. on Monday, 03rd September 2018 in New Delhi.**

Technical Bid would be opened on **Monday, 03rd September 2018** at 1200 hours (IST) in the presence of available applicants or their representatives. The proposals will be evaluated in accordance with the pre-qualification and evaluation criteria to shortlist bidders as prescribed in the RFP document for **opening of financial bids on Monday, 03rd September 2018 at 1600 Hrs, at NFDC, 4th Floor, Soochna Bhavan, Phase-I, CGO Complex, New Delhi- 110 003.**

DEFINITIONS

“RFP” means Request for Proposal

“NFDC” means National Film Development Corporation

“Applicant” means any Manpower Agency having requisite experience in providing manpower.

“Application” means the RFP submitted by an Applicant in the prescribed format

SUMMARY

This Request for Proposal (RFP) consists of four parts as indicated below:-

- Part I:** The first part consists of the general requirement. It includes procedure and last date and time for submission of offers, opening of bids and other details.
- Part II:** The second part of the RFP incorporates the aspects of technical details.
- Part III:** The third part of RFP consists of the financial aspects.
- Part IV:** The fourth part defines the criteria for evaluation of financial proposal and method of calculation of Final evaluation.

PART I

GENERAL INSTRUCTION / CONDITIONS

1. INTRODUCTION:

The National Film Development Corporation Ltd. (NFDC), a Government of India Enterprise under the Ministry of Information & Broadcasting, is mandated and engaged in producing and executing 360-degree communications for Government clients. In the past ten years, NFDC has rendered services to more than 150 Ministries/ Departments/ Government Institutions.

2. SCOPE OF WORK:

Providing of Manpower to National Film Development Corporation (NFDC) at New Delhi. **Detailed scope of work with major features and terms & conditions are given in Annexure I.**

3. AMENDMENT OF RFP DOCUMENT:

At any time prior to the deadline for submission of applications, NFDC either on its own or on request of the applicants, may amend the RFP Document by issuing a corrigendum. To give the Applicants reasonable time to take a corrigendum into account in preparing their applications, NFDC may, at its sole discretion, extend the deadline for the submission of applications. Applicants may check the NFDC website <http://www.nfdcindia.com> for any such amendments from time to time.

4. TENDER FEE:

- a. Rs. 10,000/- (Rupees Ten Thousand only) Non-Refundable Tender Fee in the form of Demand Draft in favor of "National Film Development Corporation", payable at New Delhi.
- b. Tender Documents submitted without the requisite tender fee shall not be considered for evaluation and will be rejected outrightly.

5. EARNEST MONEY DEPOSIT (EMD):

An EMD of Rs. 1,35,000/- (Rupees One Lac Thirty Five Thousand Only) in the form of a Demand Draft payable at New Delhi drawn in favor of "National Film Development Corporation", payable at New Delhi valid till 3 (three) months must be submitted along with the Proposal.

In case the same is not furnished by the Bidder at the time of the submission of the bid, the tender is liable to be summarily rejected and no further correspondence in this regard shall be entertained. The EMD will be returned to unsuccessful bidders without interest after signing of contract with successful bidder.

6. SUBMISSION OF TECHNICAL & FINANCIAL BIDS:

The Bidder will be required to submit the technical bid and the financial bid in two separate and sealed envelopes. The technical proposal sealed envelope shall be marked "**Technical Proposal**" and includes all documents to supplement the eligibility requirements as per the Part II of RFP. Financial Proposal sealed envelope shall be marked "**Financial Proposal**" and include the financial quotation for each item listed at **Annexure II**. Both the proposals should be put up in a bigger sealed envelope and marked as "**Techno- Financial Bid for providing Manpower to NFDC**".

7. Financial Proposal should be submitted as per the format prescribed at **Annexure - II**. Leaving out any item will result in disqualification. The amount quoted by a bidder should be inclusive of all taxes and duties. The total amount quoted should cover all the requirements as per this tender document.

SELECTION PROCESS:

8. The bid may be submitted in sealed envelopes through speed Post/ Courier/ Hand delivery till 1100 Hrs on Monday, 03rd September 2018 at the following address:

General Manager
National Film Development Corporation,
4th Floor, Sookhana Bhawan,
Phase - 1, CGO Complex,
Lodhi Road, New Delhi– 110003.

9. The Technical bid will be opened first and evaluated in accordance with the pre-qualification and evaluation criteria to shortlist bidders as prescribed in the RFP document by the tender evaluation committee as approved by the competent authority. After verification of documents, the qualified bidders will be called for financial bid opening. **Only such Bidder who qualifies technically and whose offer fully meets the requirements as envisaged in the RFP in terms of all items would be invited for financial bid opening.**

10. All the rates must be quoted in figures as well as in words, without any cutting or overwriting. In case of any discrepancy in the rates quoted in figures and words, the rates quoted in words shall be considered as final and authentic.

11. Evaluation of technical and financial bids will be done as defined in parts II, III & IV of the RFP document. Contract will be awarded to the eligible bidder as per the process defined in parts II, III & IV, subject to approval of the competent authority. Negotiations may be held with qualified and selected bidder. Under no circumstances, the financial negotiations shall result in an increase in the price originally quoted by the bidder. NFDC is at liberty to reduce any item on pro rata basis.

12. ISSUANCE OF WORK ORDER:

A work order will be issued by the NFDC to the selected Bidder. The work order will be issued initially for a period of one year and the rates at which the work order is issued will be valid throughout the year and no claims whatsoever, shall be entertained and it will be the responsibility of the Bidder to bear such additional expenses.

13. RENEWAL OF WORK ORDER:

The Work order may be considered for extension based on satisfactory service performed by the Bidder and by mutual agreement for such further period (s) as may be agreed upon. The Bidder shall not claim any extension in the work order as a matter of right.

14. PAYMENT TERMS:

No advance payment is payable by the NFDC to Bidder/Manpower Agency. The billing will be done on a monthly basis and the Bidder should submit the bill by 5th day of the following month and subsequently the payment will be made only after the bill is verified by the Competent Authority of NFDC on the basis of the actual amount disbursed and attendance sheet. The payment against the bill raised will be made within a period of 10 working days from the receipt of the said bill.

PART II

TECHNICAL BID PROPOSAL

The Technical proposal should include the following information: -

S.N.	Particulars	Details to be filled in by the Agency
1	Name of the Company/Agency/Individuals	
2	Address of the Company / Agency / Individuals	
3	Year of Registration /Incorporation (Proof to be attached)	
4	PAN No. (Copy to be attached)	
5	GST Registration No. (REG-06 to be attached)	
6	Whether registred with Registrar of Firm / Companies ? (Enclosed Patnership Deed/ Registration certificate with Registrar of Companies} along with CIN	
7	Whether the Agency is an Income Tax Assesses having filed Income Tax Returns for the Assessment Years 2015-16, 2016-17 and 2017-18. (Attach copy of Income Tax Returns for all the three assessment years). In case the Agency is expemted from paying Income tax, the exemption certificate received from IT Department may be enclosed.	
8	The Agency should not have been black- listed or faced legal action by any Public Sector, Trust or any other Government agencies as on date of this RFP. (Undertaking should be enclosed as per Annexure III)	
9	Whether the payment of wages to the employees of Agency is made through Cheque/ Electronic Transfer accompaigned by proper money receipt	
10	The Agency should submit an understanding (Annexure IV) that it has complied with all the provisions of applicable laws with respect to Minimum Wages Act, ESI, EPF Acts & TDS etc.	
11	Name, Designation and Address of the person to whom all references shall be made regarding this tender	
12	Telephone with STD code and Mobile Telephone No.	
13	E-mail of the contact person	
14	EMD of Rs. 1,35,000/- (DD in favour National Film Development Corporation Limited) Payable at New Delhi	
15	Tender fee Rs. 10,000/- (DD in favour of National Film Development Corporation Limited)	

16	Whether the Agency has a servicable office in Delhi/ NCR and is in existence for the last five years as on 31.03.2018 Copy of documentary proof be attached.	
17	Whether the Agency has supplied contract manpower to atleast of any of the following: Public/ Private Sector/ All India Financial Institutions/ MNC's/ Large Corporate for a Minimum period of 3 years (Attach Copy of Work orders)	
18	Whether the Agency has achieved 1. Annual Turnover of more that Rs 3 Crores in each of the last three Fys i.e. FY 2015-16 / FY 2016-17 / FY 2017-18. (Attach copy of audited Annual accounts of Last three financial years). In case annual accounts of 2017-18 is unaudited, provisional annual accounts duly certified by the statutory auditors may be submitted. 2. The Bidders should have the positive net worth and cash profit (i.e. no cash loss) in all the 03 financial years viz 2015-16 , 2016-17 , 2017-18.	
19	The Agency should have a work force of atleast 25 people to offer on need basis. List to be provided on Letter Head.	
20	The Agency should be ISO 9001-2015 certified accredited by DAC or IAF.	

Note: The bidder who submits the proposal in full compliance and with all documentary proof as required in **S.no 1 to 20** above and who fullfills **ALL** the eligibility criteria as required will be eligible for opening of the financial bid. Failure to specify details with regard to any item or leaving it blank may result in disqualification.

DECLARATION

I/we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct and true to the best of by my/our knowledge. I/we understand that in case of any deviation in the above statement at any state, the firm/agency/individual shall be blacklisted and will not have any dealing with the in future.

(Signature of the Authorized Signatory)

Date:
Place:

Name:
Designation:
Seal:

PART III

FINANCIAL BID PROPOSAL

- 1.** Financial bids of only those bidders will be opened who qualifies technically and whose offer fully meets the requirements as envisaged in part II of the RFP in terms of all items.
- 2.** In preparing the financial bid, the Bidder shall take into account the requirements of all administrative and other charges, etc., as per the scope of work detailed at **Annexure I**.
- 3.** The financial quote submitted by the Bidder shall be the upper limit of the expenditure. It shall be up to the Bidder to anticipate and work out the various costing. No Additional Cost shall be entertained apart from the cost quoted by the Bidder in the financial bid. The Bidder shall quote the corresponding cost accordingly, as laid down in **Annexure II**. Any subsequent increase or escalation of costs shall have to be borne by the Bidder alone unless the same has been requested and authorized by NFDC in writing.
- 4.** The Financial bids will be opened by the NFDC Tender Evaluation Committee in respect of only those bidders whose proposals meet ALL the eligibility criteria as given in the Part II specified in the Technical Bid proposal of the RFP. The Committee so constituted for this purpose will decide the successful bidder as per the evaluation procedure listed in **Part IV**.

Part IV

Evaluation of Financial Proposal:

- i. The Financial Bid shall be evaluated on L1 basis.
- ii. 90:10 weightage will be given to the agency rate charged for Skilled/ Semi Skilled Manpower : Un-skilled Manpower for calculation of weightage average of the rate charged.
- iii. The Bid of the Bidder with the lowest weighted average rate as calculated above shall be ranked as L1 and the bids of the other Bidders shall be ranked as L2, L3 and so on in the increasing order to the Bid of the lowest Bidder.
- iv. The Bid of the Bidder, who obtains the rank L1 across the financial bid, will be rated as the 'Best Bid' and will be declared as the successful Bidder. Negotiations will be held with selected bidder. Under no circumstances, the financial negotiations shall result in an increase in the price originally quoted by the bidder
- v. The subsequently ranked Bidders shall be kept in reserve panel and may be invited for negotiations in case the L1 withdraws, or fails to comply with the requirements specified in the RFP documents.

ANNEXURE I

SCOPE OF WORK

The Bidder will provide Manpower services to National Film Development Corporation, situated at 4th Floor Soochana Bhavan, Phase-I, C.G.O. Complex, Lodhi Road New Delhi-110 003.

1. MAJOR FEATURES IN DETAILS:

- i. Supply of Skilled, semiskilled & unskilled manpower for various services on requirement basis of NFDC.
- ii. Skilled & Semi Skilled manpower includes, but not limited to, Professionals, Chartered Accountants, Senior Managers, Managers, Supervising Producers, Social Media Planners, Executives, Office Assistants & Office Boys on requirement basis.
- iii. Unskilled Manpower includes Housekeeping & Pantry Staff on replacement basis as per the requirement of NFDC.
- iv. This tender is not for supply of manpower on permanent basis. Purpose of this tender is to meet sudden demands and the deficits that cannot be met by the regular employees of the company.
- v. Interested manpower supplier firms may quote their rates for engaging manpower on percentage basis. All the liabilities of supplied manpower directly or indirectly will be sole responsibility of the manpower supplier firm. The statutory due like TDS, EPF & ESI etc will be responsibility of the supplier and must be deposited with the appropriate Authorities in timely every month and proof thereof to be submitted while raising the bill for the next month.
- vi. The manpower supplier firm must fulfil all conditions required under Contract labour Act.
- vii. The manpower supplier firm shall be governed by the laws of India and interpretations in accordance with such laws.
- viii. After finalization of the bids, a general work order will be issued in favour of the successful bidder.
- ix. Requirement of manpower will be intimated in writing separately by the authorised officers. The Agency shall provide the manpower as demanded and will supply personnel to NFDC who are physically fit and well-disciplined and as per the requirements laid down by NFDC in the first instance and shall be responsible for all allied matters. Payment for the supply will be made in the following month.
- x. NFDC will not be responsible for any dispute of manpower supplied, and the manpower so provided shall not be in any way be the employees of NFDC.
- xi. The manpower supplier firm will be responsible for making the payment directly to the supplied manpower strictly by last working day of every month on the basis of their attendance which shall be approved and confirmed by NFDC. Payment shall be made from his own sources and subsequently raise the bill to NFDC. The payment against bills raised will be made within a period of 10 working days from the receipt of the said bill.

- xii. The manpower supplier will provide proper uniform as approved by NFDC to the housekeeping & Pantry staff deployed at NFDC.

(Signature of the Authorized Signatory)

Date:
Place:

Name:
Designation:
Seal:

ANNEXURE –II

Rates quoted for Providing Manpower for NFDC New Delhi

Particulars	Percentage of Agency Fee
Percentage to be charged by the Manpower agency on Actual Monthly Salary Bill for Skilled/ Semi Skilled Manpower	
Percentage to be charged by the Manpower agency on Actual Monthly Salary Bill for Un skilled manpower (Housekeeping & Pantry)	

(Signature of the Authorized Signatory)

Name:

Designation:

Seal:

Date:

Place:

ANNEXURE –III

To Whomsoever It May Concern

This is to certify that(Bidder Name) having its registered office at(Address) is neither blacklisted nor faced legal action by any Central Govt / State Govt / PSU's by whatsoever means and/or defaulter of any repayment of loan/deposits etc from any financial institutions./agency/ies

(Signature of the Authorized Signatory)

Date:
Place:

Name:
Designation:
Seal:

ANNEXURE –IV

To Whomsoever It May Concern

This is to certify that(Bidder Name) having its registered office at(Address) has complied with all the provisions of applicable laws with respect to Minimum Wages Act, ESI, EPF Acts & TDS etc.

(Signature of the Authorized Signatory)

Date:
Place:

Name:
Designation:
Seal: