

TENDER DOCUMENT FOR HIRING MANPOWER ON OUTSOURCING BASIS

Tender Notice No. REG/42/RS-307 dt. 31/10/2025.

Bidhan Chandra Krishi Viswavidyalaya

Mohanpur-741252

DOCUMENT FOR INVITING TENDER

"Comprehensive Scheme for Studying the Cost of Cultivation of Principal Crops in India", shortly known as Cost of Cultivation Scheme, a central sector plan scheme under the Ministry of Agriculture & Farmers welfare, Govt. of India. Its West Bengal centre is situated in Bidhan Chandra Krishi Viswavidyalaya, Mohanpur, Nadia. The Scheme requires manpower services from eligible Manpower Agency/Service Provider, preferably located in West Bengal.

The employment shall be strictly on contractual and outsourcing basis and the terms and conditions of the contract are mentioned in the Annexures-I. The Manpower Agency/Service Provider who wish to apply are requested to ensure that their organization fulfils all the terms and conditions mentioned in the Annexures before sending their proposals. The contract will be awarded through e-tendering.

Bidhan Chandra Krishi Viswavidyalaya (BCKV) Centre, reserves the right to modify, expand, restrict, scrap, refloat or cancel the tender at any stage without assigning any reasons thereof. Proposal received after the stipulated time period or not in accordance with the specified format, will be summarily rejected.

The said Scheme BCKV, Mohanpur Centre, reserves the right to change the designation, the consolidated amount and criteria of qualification, age and experience for any post without assessing any reason thereof. New posts may be added and/or existing posts may be deleted or reduced, if required, in future as per the guidelines of the Funding Organization i.e. Ministry of Agriculture & Farmers welfare, Govt. of India.

Interested agencies need to participate in e-tendering through two bid system i.e. Technical bid and Financial bid as applicable in e-tendering process. The filled in Annexure- II, III, IV, V and VI along with a scanned copy of demand draft of EMD amount must be submitted with the tender document. The last date and time for the receipt of tender document is **22/11/2025 (14:00 hrs.)**.


Registrar

BCKV, Mohanpur

N. B.: Contact phone number and e-mail for any queries as followed:

- Contact Number: 8697512140
- e-mail: dic.ccs.wbengal@gmail.com

ANNEXURE-I

Terms and Conditions of the Contract

(I) Technical Criteria

1. The applicant should be a reputed Manpower Agency/Service Provider preferably having experience in providing manpower services for State/Central Research/Educational Institute etc. (Documentary proof for having performed the work /service satisfactorily in different reputed organization should be provided)
2. The Manpower Agency/Service Provider should have a valid Provident Fund registration with the Regional PF Commissioner, PAN,TAN,GST number, ESI Registration, Service Tax Registration Numbers. Valid labour contract license with Government and details of each should be provided.
3. Copies of IT return filed and financial accounts for the last three financial years i.e. 2022-23, 2023-24 and 2024-25 duly certified by Chartered Accountant should be furnished as per Annexure-V.
4. Copies of work orders/award letters showing the experience of work in the last three years i.e. 2022-23, 2023-24 and 2024-25 should be provided.
5. The applicant shall provide the reference list of the organization with contact address.
6. The Manpower Agency/Service Provider should not have been blacklisted or debarred by any Government organization/PSU etc. The Manpower Agency/Service Provider may furnish an undertaking to this effect on its letter-head duly signed by authorized person of the Manpower Agency/Service Provider as per Annexure-VI.
7. The Manpower Agency/Service Provider must have its registered office or well established branch office in West Bengal. (Proof of existence should be furnished)
8. The secrecy of data/information collected under the scheme should be strictly maintained by not divulging and/or selling and/or disseminating the same in any form to any individual, agency, organization and Non-government or Government at any point of time.
9. **Participating Manpower Agency/service provider while applying online should give an understanding/declaration in their respective letter head that he/she has not altered/modified/changed the fixed per person consolidated amount for each category of manpower (Refer: Annexure-IV of the tender notice) and also has complied all the term and conditions of the tender notice and scanned copy of the same should be uploaded along with other required documents mentioned in the tender notice.**

(II) General Condition

10. TENDER IS LIABLE TO BE REJECTED IF COMPLETE INFORMATION IS NOT PROVIDED **AS REQUIRED**. The person signing the proposal or any documents forming part of the proposal on behalf of another or on behalf of an Manpower Agency/Service Provider shall be responsible to produce authority letter duly executed in his/her favour, stating that he/she has the legal authority to sign the tender document. If the person so signing the document fails to produce the said authority letter, his/her proposal shall be liable to summarily rejection.
11. All the terms and conditions as stated in the TENDER documents, Annexures and Acceptance conveyed by BCKV will constitute the contract between the Manpower Supply Agency/ Service provider and BCKV and an agreement will be signed by the selected Manpower Agency/Service Provider and BCKV before making the contract effective in all respect.
12. The successful bidder would be selected on the basis of technical validation and lowest quoted service charge per person as per the format enclosed at Annexure-IV. The service charge also has to be mentioned on percentage basis as

indicated in the said annexure. The offer shall remain valid for a period of 30 days from the last date of submission of bids through e-tendering. The successful selected Manpower Agency/Service Provider, on receipt of the information shall execute an agreement with detailed Term of Reference (TOR) within 15 days after the receipt of the such communication from the authority.

13. The selected Manpower Agency/Service Provider will be liable to start executing the job *w.e.f.* the date and location to be specified in the work order to be issued by BCKV, Mohanpur as per its requirement, and on the terms and conditions specified therein.

14. The Manpower Agency / Service Provider will be engaged for 11 (Eleven) months from the date of issuance of Work Order and may be subsequently extended for 11 (Eleven) months or less keeping one (01) day gap on mutual consent if satisfactory performance assessed by competent committee. In case, the contract is extended by another 11 (Eleven) months and in case the same person is continuously employed in a position, considering his/her experience and satisfactory performance, the same person should be engaged for such extended contract period. In case of re-tendering or further extension of tenure of existing manpower agency after 11 months, the consolidated amount may be changed as per direction of funding authority. The service charges may also be changed in the same percentage as that of changed in consolidated amount subject to approval of the competent authority. However, this cannot be claimed as a matter of right.

15. The service charge will always depend on the number of actual manpower provided by the Manpower Agency/Service Provider per month.

16. The obligations of BCKV and the Manpower Agency/ Service Provider shall remain suspended if and to the extent that they are unable to carry out such obligations owing to Force Majeure or reasons beyond their control. The failure of the selected Manpower Agency/ Service Provider to fulfil any of its obligations under the contract shall not be considered to be a breach, or default under an event of Force Majeure. In all the cases, the decision of BCKV authority will be final and binding upon all concern.

17. The contract may be awarded to the Manpower Agency/ Service Provider who has satisfied all applicable term and conditions and offering lowest grand total amount and will be calculated from the system generated Comparative statement

III) Indemnity

18. The Manpower Agency/Service Provider hereby agrees to indemnify and shall keep indemnified and hold harmless, BCKV and its officers and employees from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this Contract or arising from any breach or non-compliance whatsoever by the Manpower Agency/Service Provider or any of the persons deployed by it pursuant hereto of or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether wilful or not, and whether written or without the premises.

(IV) Earnest Money Deposit

19. The participating Manpower Agency/Service Provider shall submit the scanned copy account payee Demand Draft (DD) of Rs. 60,000/- (rupees sixty thousand only) along with e-tender documents as Earnest Money deposit. The demand draft should be drawn in favour of "Bidhan Chandra Krishi Viswavidyalaya" payable at Mohanpur, Dist. Nadia, West Bengal. Upon selection the selected Manpower Agency/Service Provider should submit the original copy of the same DD, scan copy of which was submitted at the time of submission of e-tender. The EMD of the selected Manpower Agency/Service Provider will be refunded without interest on the expiry of the contract.

(V) Other Terms and Conditions

20. (a) Offered rates should be valid at least for one year from the date of commencement of contract.

(b) Manpower shall have to be supplied by the Manpower Agency/Service Provider as per actual requirement for which requisition will be placed before the Manpower Agency/Service Provider with a notice period of 7 days.

In case the Manpower Agency/Service Provider fails to supply manpower within a week, a penalty of Rs.200/- (Rupees Two hundred) only per week per manpower thereafter will be levied by BCKV. In case of leave/absence of manpower, alternate arrangement will be made by the Manpower Agency/Service Provider. Penalty will be adjusted in subsequent payment bill.

(c) Manpower Agency/Service Provider may provide BCKV with a list of candidates along with CV/Bio-data for each position requisitioned. For all the positions, Written/Interview will be conducted by the Manpower Agency/Service Provider to select a suitable candidate for the position. It will be imperative on the part of the Manpower Agency/Service Provider to supply the services of the person so selected by the Manpower Agency/Service Provider. The credential of candidature of selected outsourced person will be validated by BCKV.

(d) Payment to Manpower Agency/Service Provider will be subject to satisfactory services of the outsourced staff which should be certified by the respective Controlling Officer. The Performance of the outsourced person provided by the Manpower Agency/Service Provider will be reviewed periodically by a Committee to be constituted by the Director-in-Charge, Cost of Cultivation Scheme, BCKV and the Director-in-Charge reserves the right to ask for withdrawal of unsatisfactory person and suitable replacement in the place of such unsatisfactory person (s).

Deduction of statutory dues from the outsourced person and its timely remittance to the appropriate authorities would be the sole responsibility of the Manpower Agency/Service Provider.

(e) Verification of character and antecedents of the personnel to be engaged/deployed will be submitted by the Manpower Agency well before joining the job.

(f) The Manpower so supplied at no time, will indulge themselves in any such act that would lower the dignity of the BCKV or hamper the activities of the scheme.

(g) The Manpower Agency/Service Provider shall comply with all provisions of labour laws and other statutory requirements in relations to the persons engaged through outsourcing.

(h) The Manpower Agency/Service Provider will maintain/produce the required records/documents as and when called for by the appropriate authority, as well as to BCKV to enable it to verify that the Manpower Agency/Service Provider is complying with the statutory requirements in regard to TDS, PF, ESI, GST and other labour laws, from time to time.

(i) The engagement does not confer any right for continuation or extension of the contract on any account, and this is purely a temporary arrangement on contractual basis.

(j) All liability regarding Government dues as well as any human loss/injury during the course of work will be the personal responsibility of the Manpower Agency/Service Provider. The BCKV shall not be liable, in any case and in any way. An undertaking to this effect should be furnished by the Manpower Agency/Service Provider. BCKV shall not be responsible, either directly or indirectly to pay any compensation for bodily injury to the contracted labour/person in case of any accident/mis-happening taken place in workplace or in the office premises.

(k) The personnel supplied by the Manpower Agency/Service Provider will be the employee of the Manpower Agency/Service Provider and there will be no master-servant relationship between the BCKV and personnel deployed. All the statutory liabilities and responsibilities will be borne by the Manpower Agency/Service Provider and BCKV will no legal responsibilities on the same.

(l) The Manpower Agency/Service Provider shall not give sub contract, transfer, assign or otherwise, part of the contract to any other persons, firm and company directly or indirectly.

(m) BCKV reserves the right to accept or reject any or all the TENDERS without assigning any reason thereof.

(VI) Commencement, Completion, Modification and Termination of Contract

21. This Contract shall come into effect from the date of executing an agreement to that effect.

Commencement of Services

22. The selected Manpower Agency/Service Provider is expected to make suitable staff available on the date and the location specified in the work order to be issued by the BCKV as per its requirement. If the Manpower Agency/Service Provider fails to commence within the specified schedule as per work order, the contract shall be liable to be terminated without any further reference of the Manpower Agency/Service Provider.

Expiration of Contract

23. Unless terminated earlier, this Contract shall expire at the end of eleven (11) months or such time period after the effective date is specified.

Modification

24. After award of the contract, any minor changes in the mode of implementation can be done if agreed mutually in writing.

Termination by BCKV

25. BCKV, Mohanpur may terminate this contract issuing a written notice of termination from a date which is not less than thirty (30) days to the Manpower Agency/ Service Provider to be given after the occurrence of any of the events specified below in clauses (a) through (d).

(a) If the Manpower Agency/ Service Provider commits breach of contract or does not remedy/ rectify a failure in the performance of their obligations under the Contract.

(b) If the Manpower Agency/ Service Provider becomes insolvent or bankrupt.

c) If, in the result of FORCE MAJEURE, the Manpower Agency/ Service Provider is unable to provide a material portion of the services for a period of not less than sixty (60) days; or

(d) If BCKV at his own discretion, decides to terminate this Contract.

In the event of termination on unsatisfactory service or in violation of any of the terms and conditions of contract, the EMD amount shall stand forfeited.

(VII) Obligations of BCKV

26. BCKV shall provide the Manpower Agency/ Service Provider such reasonable assistance as may be required in order to carry out the activities of the scheme.

(VIII) Scope of Service

27. In performing the terms and conditions of the Contract, the Manpower Agency/ Service Provider shall at all times acts as an Independent Manpower Agency/ Service Provider. The Contract does not in any way create a relationship of principal and agent between BCKV and the Manpower Agency/ Service Provider. **The employees of Manpower Agency/ Service Provider shall never, under any circumstances, whatsoever, be entitled to claim themselves to be the employees of the BCKV. There will no employer-employee relationship between BCKV and the persons engaged by the Manpower Agency/Service Provider. However, all the directives of the BCKV officials in each and every activity of the Scheme shall have to be complied by the personnel deployed by the Manpower Agency/ Service Provider.**

28. The Manpower Agency/ Service Provider shall provide substitute(s) well on time if there is any probability of the person leaving the job due to his/her own personal reason/or otherwise and may be filled up from the empanelled list, if so required.

29. The Manpower Agency/ Service Provider shall be responsible for contributions towards Provident Fund, Employees State Insurance and other statutory payments/liabilities etc. wherever applicable. The service charges should include all above mentioned components and be quoted accordingly. No separate payment for those components will be made to the Manpower Agency/ Service Provider or any other authority by the BCKV authority.

(IX) Mode of Submission of Bill

30. Manpower Agency/ Service Provider will raise the bill separately for each category of staff clearly indicating the consolidated amount and service charges (excluding tax) after getting satisfactory certificate from Field Supervisor/ Assistant Statistician/Controlling Officer of the Scheme. The bill should indicate the date of payment of consolidated amount to each staff. As the Scheme funded by Ministry of Agriculture & Farmers Welfare, Govt. of India, the payment to the Manpower Agency/Service Provider will be made on basis of availability of fund.

(X) Arbitration

31. In the event of any dispute arising amongst the Parties, the Parties agree to use their best efforts to resolve all disputes in prompt, equitable and on good faith. In the event the parties are unable to do so, then such dispute shall be finally resolved by arbitration. The arbitration shall be conducted in English language and the venue of the arbitration shall be in Mohanpur. The arbitrator will be appointed by the Registrar, BCKV, whose decision in this regard will be final and binding upon all concern.

(XI) Jurisdiction

32. The parties hereby irrevocably give consent to the sole jurisdiction of Calcutta High Court only in connection with any actions or proceedings arising out or in relation to this TENDER.

(XII) Conditions of Employment

33. Services are to be rendered on all working days during the normal duty hours. Persons so engaged, may be called on Sunday/Holidays as per requirement. The outsourced person so employed can avail leave at the rate of one day per month which can be accumulated up to the end of the calendar year. However, they are not eligible to encash the leave accumulated. The Manpower Agency/ Service Provider Agency shall ensure that these leave benefits are available to the outsourced staff and there should not be for any complain from the staff. The outsourced staffs liable to serve anywhere in the State of West Bengal as instructed by BCKV, Mohanpur.

34. The Manpower Agency/Service Provider shall be wholly responsible for making payment of monthly consolidated amount to the persons engaged and will be responsible for any accident/or compensation payable to the persons engaged by him/her working under this contract. He/she shall keep BCKV, Mohanpur fully informed against any claims in this regard.

35. In case of loss or damage done to the property, vehicle & documents of the BCKV by the personnel provided by the Manpower Agency/Service Provider, cost of full damages will be recovered from the Manpower Agency/Service Provider and the decision of the competent authority of BCKV shall be binding on him/her.

36. In case of Manpower Agency/ Service Provider does not carry out the Contractual/Statutory obligations or the services rendered by him/her are found to be unsatisfactory, BCKV shall bring the same to his/her notice and he/she will be obliged to discharge the obligations and rectify the deficiency/anomaly within three days failing which, BCKV reserves the right to terminate the contract. In such an event, no compensation will be payable to the Manpower Agency/Service Provider.

37. Manpower deployed by the selected Manpower Agency/Service Provider shall have to undergo 3-4 days training to be conducted by Field Supervisor/Assistant Statistician/ Field Officer/ Director/ other IAs/ Ministry's representative.

38. Manpower so deployed should build up a good rapport/relationship with the selected farmers/ Fieldmen of the sample clusters under his/her jurisdiction/ area so as to carry out his/her work smoothly.

39. The Manpower Agency/ Service Provider must ensure that the manpower so deployed are physically and mentally fit, non-alcoholic and do not have any criminal record. Such manpower should possess requisite skills, proficiency, qualification, experience etc.

40. All the records relating to the payment of consolidated amount to such personnel shall be retained for a period of at least 3 years by the Manpower Agency/Service Provider and should be made available even after the contract period is over, for verification, if any, by the statutory authorities/ BCKV authorities/ Vigilance/ Govt./Funding organization of the scheme.

41. Manpower Agency/ Service Provider may procure insurance cover for his/her employees at his/her own cost. BCKV shall not be responsible for any loss, damage, pilferage of his/her property and/or his/her employees.

42. The Manpower Agency/Service Provider shall provide Identity cards and Appointment letter to the person employed by him/her for carrying out the work without mentioning the name of University/Department. A copy of the Appointment letter shall be provided to the BCKV.

(XIII) Terms of Payment to the Manpower Agency/Service Provider

43. The Manpower Agency/service provider will submit the wage bill of the outsourced manpower within 5 working days of every following month to Director-in-Charge of the scheme. BCKV will process and pay the bill to the Service provider within 5 working days of the receipt of the bill. The service provider will have to pay the consolidated amount to the outsourced person within 3 days of the receipt of payment in the bank account of the agency.

(XIV) Scope of Work and Related Details

General:

- The integrity of the persons (to be engaged) should be beyond doubt and they should always maintain the decorum while in office or in working place.
- The person so engaged is required to maintain confidentiality in all official matter and any breach of TOR shall invite appropriate action as the BCKV-authority deems fit.
- The age of the candidates shall be not below 22 years and not above 60 years for all the posts.
- In case of reservation, 100 point roster will have to be followed as per the norms of Govt. of West Bengal.
- The minimum qualification and experience of the candidates of different categories are stated in the following table.

Sl. No.	Name of post	No. of posts	Minimum Qualification & Experience etc.
1	Field Supervisor	2	Essential 1. M.Sc.(Ag.) in Agricultural Economics 2. Minimum Six months of experience in field supervision, monitoring & scrutiny of farmer's field level data collection, collected through Cost Accounting Methods and online data checking. 3. Proficiency in MS office (Word, Excel, PowerPoint, Access) is well-versed in handling inter/intra net/emails, Video call, Email, internet etc.

Sl. No.	Name of post	No. of posts	Minimum Qualification & Experience etc.
			Desirable: 1. Knowledge of local language. 2. Familiarity of agrarian situation of West Bengal.
2	Field Investigator	60	Essential: 1. Higher Secondary (Vocational Agriculture)/ B. Sc. (Agriculture) Desirable: In case of Higher Secondary (Vocational Agriculture), Desirable qualification as followed 1. Minimum four years of field level data collection experience through Cost Accounting Methods and handling of software for uploading data. 2. Knowledge of local language. 3. Familiarity of agrarian situation of West Bengal. And In case of B. Sc. (Agriculture), Desirable qualification as followed 1. Minimum six months of field level data collection experience through Cost Accounting Methods and handling related software for uploading data. 2. Knowledge of local language. 3. Familiarity of agrarian situation of West Bengal.
3	Computer	6	Essential: 1. B. Tech/ B. Sc. In Computer Science /BCA 2. Minimum six months of data processing and analysis experience related to field of agriculture. Or 1. Diploma in Computer Science 2. Minimum two years of data processing and analysis experience related to field of agriculture. Desirable: 1. Knowledge of local language. 2. Familiarity of economics and statistical tools related to agriculture.
4	Clerk	2	Essential: 1. Graduate Desirable: 1. Working knowledge in computer
5	Typist	1	Essential: 1. Graduate Desirable: 2. Type writing speed @ 30 words per minutes.
6	Peon	1	Essential: 1. Class-VIII pass Desirable: 2. 5 years of experience in office work

(XV) Right of BCKV for executing or cancelling the tender

Notwithstanding anything stated above, BCKV reserves the right to assess bidder's capability and capacity to perform the contract if the circumstances warrant such assessment in the overall interest of the Scheme and decisions of BCKV in this regard shall be final and binding. BCKV reserves the right to reject any or all tenders, or cancel/withdraw the Notice Inviting Tender without assigning any reason whatsoever and, in such case, no applicant shall have any claim arising out of such action.

ANNEXURE-II

Format for submitting application for Technical Bid

Full Name and address of the applicant in addition to address and other relevant information Complete Address:

From:

To

The Registrar,

Bidhan Chandra Krishi Viswavidyalaya,

Mohanpur-741252

Sir,

1. I/We have read all the particulars regarding the general information and other terms and conditions of the contract for providing personnel for employment on job contract basis for BCKV, Mohanpur and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the TENDER at the rates given in Annexure IV in this TENDER and I/we agree to hold this offer for one year from the date of entering a job contract with BCKV. I/we shall be bound by a communication acceptance despatched within the prescribed time.

2. I/We have understood the terms and conditions for the contract and shall provide the best services in accordance with these requirements.

3. The following pages have been added to form a part of this TENDER. The documents to accompany this TENDER are at page no. 1.

4. Every page so attached with this TENDER bears my signature and the official seal.

5. The offer shall remain valid for a period of 30 days from the last date of submission of bids through e-tendering.

Signature & seal of Applicant with date

Address

Name and signature of witness

Address

ANNEXURE-III

Technical Bid

(To be submitted on the letter head of Manpower Agency/Service Provider under signatures and seal of the authorised signatory)

1. Name of the Manpower Agency/Service Provider /Agency and Address (With telephone/mobile no./email/website)
2. Constitution of the Manpower Agency/Service Provider / Agency
 - a) Indian Companies Act 1956
 - b) Indian Partnership Act, 1932 (Please give names of partners)
 - c) Any other Act, if not, the owner
3. For partnership Manpower Agency/Service Provider s whether registered under 'The Indian Partnership Act, 1932', please state further whether by the partnership agreement, authority to refer disputes concerning the business of the partnership arbitration has been conferred on the partner who has signed the TENDER.
4. Details of EMD (Amount/ Draft No. or BG No./Date/issuing Bank):
5. Name and Full Address of Bankers:
6. ESI No. of Manpower Agency/Service Provider / Agency:
7. EPF No. of Manpower Agency/Service Provider :
8. Registration No. Under Contract Act:
9. Service Tax Registration no. of the Manpower Agency/Service Provider:
10. PAN Number:
11. GST Number:
12. Experience in no. of years (Name and address of client departments may be indicated) (Enclose copy of contract, details of satisfactory performance report/ work completion from their clients).
13. Turnover of last 3 years (Certified copy of CA to be attached) (i.e. 2024-25/2023-24/2022-23)
14. Whether agency profile is attached (All the above information must be accompanied with the certified copies of the documents, failing which TENDER will be liable for rejection)

The information submitted by me is correct to the best of my/ our knowledge & belief. My/our agency has not been debarred by any Govt. Department/PSUs for providing manpower during the last 3 years. In case of any information/ documents found to be false/fake or incorrect, BCKV, is free to take action against my/our agency as deemed fit. I/We do also hereby declare that I/We are not engaged in any activity, which conflicts directly or indirectly with the proposed assignment. I/we further declare that during the currency of the contract, I/we will not engage in any such conflicting activity.

(Signature of Authorised person with seal)

Name and seal of the bidder Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed along with the technical proposals.

ANNEXURE-IV

Format for Financial Bid

(To be submitted on the letter head of Manpower Agency/Service Provider / agency under signatures and seal of the authorised Manpower Agency/Service Provider)

To,
The Registrar,
Bidhan Chandra Krishi Viswavidyalaya,
Mohanpur-741252, Nadia, West Bengal

I/We wish to submit our TENDER for providing of personnel on job contract/ outsourcing basis for BCKV, Mohanpur, on the following rates:

Sl. No.	Name of posts	Per person Consolidated amount in Rs. Per month*	No. of Post	Amount of monthly service charge in rupees against each person to be provided in each category (indicate % of service charge within bracket)**	Service tax on the amount or service charges (indicate % of service tax within bracket)	Total (Rs.)	Remarks
1	2	3	4	5	6	7	8
1	Field Supervisor	57498/-	02				
2	Field Investigator	31960/-	60				
3	Computer	31960/-	03				
4	Clerk	31960/-	Not Applicable				May be required later on
5	Typist	31960/-	Not Applicable				May be required later on
6	Peon	29034/-	01				

* Please put the same consolidated amount for different posts in BOQ column No. 13

**Service charge should not be Zero or negative and the per cent of service charges should be same for all the categories.

(Signature of the Authorized Person and seal of Manpower Agency/Service Provider)

ANNEXURE-V

Certificate from Chartered Firm

(To be furnished in the Chartered Firm Official Letter Head Pad with full Address with Contact No., Telephone No., FAX No., e-mail address, Website etc.)

This is to certify that I/We have examined the audited Balance Sheet & P/L accounts and other records of M/S having its official address at

It is also certified that Annual Turnover of the firm for the Financial years 2022-23, 2023-2024 & 2024-2025 are Rs.....lakh, Rs.....lakh. & Rs.....lakh respectively (as per P/L accounts & Balance Sheet of the firm submitted)

Signature of the Chartered Firm with Registration No

Countersigned

Signature of the authorized signatory (bidder)

ANNEXURE-VI

Affidavit Proforma

(On Non Judicial Paper worth Rs. 50/-)

(Sworn before the Notary Public / Judicial Magistrate/Executive Magistrate on or after the date of publication of the Quotation Notice)

I/we, Sri/Smt.the Managing Director/Proprietor
(etc.) of the Firm. (Name of the Manpower Agency/Service
Provider) At (address).....P.O.....P.S.....Dist.....
do hereby solemnly affirm and declare as follows:

1. That I/we have not ever been convicted of any offence making myself/ourselves liable to be disqualified for any work of Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me/us or against my/our firm in any criminal court of law in the State of West Bengal or other State or States.
3. That my/our firm is not debarred/blacklisted as a whole or part thereof at present by any Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States of India.
4. That, I/we also declare that if any information subsequently found incorrect or false will it automatically render the quotation submitted by me cancelled and make me liable for penal/legal action as per law of the country.
5. That I/we do further affirm that the statements made by me in this quotation are true to the best of my knowledge and belief and all the documents attached are genuine & correct.
6. That I/we promise to abide by all the stipulations of the contract documents and to carry out and complete the work in due time as mentioned in work order to the full satisfaction of the Registrar, BCKV, ***Otherwise necessary Clauses as per rules will be imposed on me/us***

Signature of the Deponent(s). :

Name in Block letters :

Designation: