

**(On letter head of the Applicant )**

Letter No

Date:

To

The Managing Director,  
MP State Cooperative Union Ltd,  
E 8 /77, Shahpura,  
Bhopal – 462039 (MP)

**Sub: Expression of Interest (EOI) for Empanelment of Service Providers for Outsourcing Manpower.**

Sir,

With reference to your EOI notice published in (Name of news Paper) date .....on, we have procured the EOI document from your website / office. We have read and understood all the terms and conditions mentioned therein. Accordingly, we hereby submit our proposal along with all the relevant requisite documents for your kind consideration.

**Yours sincerely,**

**(Authorised signatory)**

# EOI

## General Information

| Sn | Particulars                                      | Details  |
|----|--|--|
| 1  | Nature of Work                                   | Outsourcing Manpower Services  |
| 2  | Proposals Invited by                             | MP State Cooperative Union Ltd<br>E 8 /77, Shahpura,<br>Bhopal (MP) 462039                   |
| 3  | Contact person                                   | Mr. Sanjay Singh<br>General Manager<br>Mobile no. +919826821281<br>Phone No. - 0755- 2926160 |
| 5  | Date of issue of<br>Expression of interest       |  |
| 6  | Last date and time of<br>submission of proposal  |  |
| 7  | Place of submission                              | MP State Cooperative Union Ltd , Bhopal  |
| 8  | Date of opening of<br>proposals                  | Before   |
| 9  | Details of Application fee<br>Rs. 10000/-        | Demand Draft No. / Receipt No. ....&<br>date .....<br>Name of the scheduled Bank.....        |
| 10 | Details of Security<br>Deposit<br>Rs. 5,00,000/- | Demand draft No. ....&<br>date .....<br>Name of the scheduled Bank.....                      |
| 11 | Validity of proposal                             | 3 Years  |

**Other terms and Conditions:**

|   |   |  |
|---|---|--|
| 1 | Scope of work of the Service Providers Agency | The Service Providers Agency shall identify various Cooperatives, govt./non govt. institutions where different kinds of manpower is required and submit a proposal to M.P. State Cooperative Union expressing willingness to provide such services to the concerned institution. The execution of the approved services/assignments by M.P. State Cooperative Union would be the sole responsibility of the concerned empanelled agency.   |
| 2 | Scope of work of Apex Union                   | Apex union if convinced with the submitted proposal shall approve, supervise and monitor the said service/ assignment for a fee of 9 % of the total cost of assignment /Work Order. out of which 33% would be its share of Apex Union.   |
| 3 | Validity of MOU                               | Three years from the date of signing of the MOU  |
| 4 | General Eligibility criteria:                 | <ol style="list-style-type: none"><li>Should be a Society / NGO/ /Firm / Pvt. Ltd company/ corporation / Public limited company/ Cooperatives.</li><li>Should already be empanelled /working with Government of India or Govt. of MP's Departments / Corporations / Societies/ Institutes / Scheduled banking sector.</li><li>The applicant should have minimum 3 years experience in relevant sector.</li></ol>   |
| 5 | Technical Criteria                            | <p>The bidder must fulfill the following criteria failing which their offer will be liable to be summarily rejected.</p> <ol style="list-style-type: none"><li>The bidders should be in the manpower outsourcing services since last three (3) years. Documents in support of this to be provided.</li><li>The bidders should have experience of manpower supply to Government Departments / Semi Government agencies.</li><li>The bidders must have executed at least five orders/ contracts consisting of supply of outsourcing of manpower during the last three financial years. (Copies of Agreement/Work– order from client as documentary evidence may be provided with summary sheet of yearly contractual value.)</li></ol> |

|    |  |   |
|----|--|---|
|    |  | <p>(d) The bidder must have experience of providing no less than 500 manpower in the last 3 year to various sectors.</p> <p>(e) The bidders must be registered under the relevant laws such as Provident Fund Act, ESI Act, Labour Act &amp; Shop &amp; Establishment Act (copies to be enclosed) etc.</p> <p>(f) The bidder is not defaulter or blacklisted in any Govt. department / Semi Govt. department.</p> |
| 6  | Financial Criteria                           | <p>a. The annual turnover of the bidder should not be less than Rs. 1 Crore.</p> <p>b. The total turnover of the bidder in last 3 financial years should not be less than Rs 3 crore.</p> <p>c. The net worth should be positive.</p>   |
| 7  | Sectors for Outsourcing                      | <p>a. Professional Outsourcing</p> <p>b. IT Outsourcing</p> <p>c. Manufacturer Outsourcing</p> <p>d. Process-Specific Outsourcing</p> <p>e. Project Outsourcing</p> <p>f. Security Outsourcing</p> <p>g. Other Outsourcing</p>  |
| 8. | Proposal Evaluation Criteria                 | <p>a. The Proposal shall be evaluated by an evaluation committee as per the enclosed evaluation sheet.</p> <p>b. Agency scoring below 70 marks out of 100 is not eligible for empanelment.</p>  |
| 9. | Application fee Including Processing Charges | <p>The applicant will have to deposit Rs 10000 (for each sector) + GST as non refundable processing fees in form of demand draft drawn in favor of MP State Cooperative Union Ltd., Bhopal of any Scheduled bank, payable at Bhopal.</p> <p>Application without processing fees shall be rejected.</p>  |
| 10 | Signing of the document                      | <p>Each page of the whole document is to be signed by the authorized signatory along with the seal.</p>   |
| 11 | Other  | <p>Applications must be submitted as per the given guidelines / formats.</p>  |

**Formats Enclosed**

|   |                 |
|---|-----------------|
| Profile of the organization   | <b>Format 1</b> |
| Area of expertise   | <b>Format 2</b> |
| Infrastructure details (Details of Office/Branches/Agency/Company)                  | <b>Format 3</b> |
| Details of Manpower   | <b>Format 4</b> |
| Work experience in detail as Hiring of Outsource Manpower services for last 3 years | <b>Format 5</b> |

**Format I –****PROFILE OF THE ORGANISATION**

|  |   |
|--|---|
| <b>1. Name of Organisation</b>   |   |
| <b>2. Nature of Organisation</b><br><b>(Please tick the appropriate sector)</b>  | Society / NGO/ / firm/ Pvt Ltd company / corporation / Public limited company/ cooperatives |
| <b>3. Registered Address</b>   |   |
| <b>4. Address for Communication, if different from above.</b>  |   |
| <b>5. Telephone No.</b>  |   |
| <b>6. E-mail ID</b>  |   |
| <b>7. Key Contact Person &amp; Mobile No.</b>  |   |
| <b>8. Registration No. &amp; Date</b>  |   |
| <b>9. PAN/TAN/GSTIN</b>  |   |
| <b>10. EPF Registration Number</b>   |   |
| <b>11. ESIC Registration Number</b>  |   |
| <b>12. Labour Act &amp; Shop &amp; Establishment Registration Number</b>   |   |
| <b>12. Turnover (Last three financial years) (Rs. In lakhs)</b><br><b>(Audited balance sheets along with annexure and schedules is to be enclosed)</b> |   |
| <b>Year</b>  | <b>Total Turnover</b>   |
| <b>2019-2020</b>   |   |
| <b>2020-2021</b>   |   |
| <b>2021-2022</b>   |   |

## **Format 2: AREA OF EXPERIENCE IN MANPOWER SUPPLY**

**Please tick mark as applicable**

|                                    |   |
|------------------------------------|---|
| <b>SECTORS</b>                     | √ |
| <b>Government</b>                  |   |
| <b>Semi Government</b>             |   |
| <b>Private</b>                     |   |
| <b>Public</b>                      |   |
| <b>IT industry</b>                 |   |
| <b>Any Others (Please Specify)</b> |   |

## **Format 3: INFRASTRUCTURE DETAILS**

**(Details of Offices / Branches / Associates)**

| <b>Sn.</b> | <b>Location &amp;<br/>Address of<br/>Centers/ Offices</b> | <b>Own /<br/>Rented</b> | <b>Facilities<br/>available</b> | <b>Name &amp; Contact Person at<br/>the Centre</b> |
|------------|---|-------------------------|---------------------------------|--|
|            |   |                         |                                 |  |
|            |   |                         |                                 |  |
|            |   |                         |                                 |  |
|            |   |                         |                                 |  |
|            |   |                         |                                 |  |

**Format 4: DETAILS OF SECTORWISE MANPOWER SUPPLIED**

| <b>S.N.</b> | <b>Sector</b>                           | <b>Total Manpower Supplied<br/>in this Sector</b> | <b>Years of<br/>Experience in<br/>this Sector</b> |
|-------------|---|---|---|
| <b>1</b>    | <b>Professional Outsourcing</b>         |   |   |
| <b>2</b>    | <b>IT OUTSOURCING</b>                   |   |   |
| <b>3</b>    | <b>MANUFACTURER<br/>OUTSOURCING</b>     |   |   |
| <b>4</b>    | <b>PROCESS-SPECIFIC<br/>OUTSOURCING</b> |   |   |
| <b>5</b>    | <b>PROJECT<br/>OUTSOURCING</b>          |   |   |
| <b>6</b>    | <b>SECURITY<br/>OUTSOURCING</b>         |   |   |
| <b>7</b>    | <b>OTHER<br/>OUTSOURCING</b>            |   |   |

### Format 5: WORK EXPERIENCE

**A. Work experience in detail as Hiring of Outsource Manpower Services for last 3 years.**

[illegible]



**Documents Required: Please provide self certified copies of the  
Following documents: -**

| <b>S.n.</b> | <b>Description</b>   | <b>Documents enclosed</b> | <b>Document Page No.</b> |
|-------------|--|---------------------------|--------------------------|
| <b>1</b>    | <b>Copy of Registration</b>  | <b>Yes/No</b>             |                          |
| <b>2</b>    | <b>Copy of PAN/TAN/ GSTIN</b>  | <b>Yes/No</b>             |                          |
| <b>3</b>    | <b>Copy of EPF Registration</b>  | <b>Yes/No</b>             |                          |
| <b>4</b>    | <b>Copy of ESIC Registration</b>   | <b>Yes/No</b>             |                          |
| <b>5</b>    | <b>Copy of Labour Act &amp; Shop &amp; Establishment Act</b>   | <b>Yes/No</b>             |                          |
| <b>6</b>    | <b>C.V. of Professional Staffs duly signed</b>   | <b>Yes/No</b>             |                          |
| <b>7</b>    | <b>Copy of Work Orders<br/>1. Govt. order at least 2 Numbers.<br/>2. Work order last 3 year.</b>   | <b>Yes/No</b>             |                          |
| <b>8</b>    | <b>Copy of Annual Reports of last three financial years turnover<br/>( Year 2019-2020, 2020-2021, 2021-2022)</b>                             | <b>Yes/No</b>             |                          |
| <b>9</b>    | <b>Photographs of infrastructure such as Office / Branches / Associates , etc. (Attested Documents proof in support of each of the above</b> | <b>Yes/No</b>             |                          |
| <b>10</b>   | <b>Articles and Memorandum of Association/ Societies by laws / partnership deeds</b>   | <b>Yes/No</b>             |                          |
| <b>11</b>   | <b>Details of promoters/ Directors/ Governing Body Members</b>   | <b>Yes/No</b>             |                          |
| <b>12</b>   | <b>Letters of appreciation for past work done, if any</b>  | <b>Yes/No</b>             |                          |
| <b>13</b>   | <b>Details of placed candidates</b>  | <b>Yes/No</b>             |                          |
| <b>14</b>   | <b>List of Manpower last 3 year (Yearwise)</b>   | <b>Yes/No</b>             |                          |
| <b>15</b>   | <b>E.M.D. (D.D. Detail)</b>  | <b>Yes/No</b>             |                          |

|           |   |               |  |
|-----------|---|---------------|--|
| <b>16</b> | <b>Name of service sector apply<br/>D.D. No/ Receipt No. &amp; Date</b>   | <b>Yes/No</b> |  |
| <b>17</b> | <b>Empanelment copy of central<br/>Government/ State Government/<br/>Semi Government/ Society<br/>cooperation</b> | <b>Yes/No</b> |  |
| <b>18</b> | <b>Total work order receipt (amt.<br/>detail last 3 years)</b>  | <b>Yes/No</b> |  |

**Managing Director**