

(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) dateon, 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 E 8 /77, Shahpura, Bhopal (MP) 462039
3	Contact person	Mr. Sanjay Singh General Manager Mobile no. +919826821281 Phone No. - 0755- 2926160
5	Date of issue of Expression of interest	
6	Last date and time of submission of proposal	
7	Place of submission	MP State Cooperative Union Ltd , Bhopal
8	Date of opening of proposals	Before
9	Details of Application fee Rs. 5000/-	Demand Draft No. / Receipt No.& date Name of the scheduled Bank.....
10	Details of Security Deposit Rs. 5,00,000/-	Demand draft No.& date Name of the scheduled Bank.....
11	Validity of proposal	6 months

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:	<p>a. Should be a Society / NGO/ /Firm / Pvt. Ltd company/ corporation / Public limited company/ Cooperatives.</p> <p>b. Should already be empanelled /working with Government of India or Govt. of MP's Departments / Corporations / Societies/ Institutes / Scheduled banking sector.</p> <p>c. The applicant should have minimum 3 years experience in relevant sector.</p>
5	Technical Criteria	<p>The bidder must fulfill the following criteria failing which their offer will be liable to be summarily rejected.</p> <p>(a) The bidders should be in the manpower outsourcing services since last three (3) years. Documents in support of this to be provided.</p> <p>(b) The bidders should have experience of manpower supply to Government Departments / Semi Government agencies.</p> <p>(c) 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.)</p>

		<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 & Shop & 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	Format 1
Area of expertise	Format 2
Infrastructure details (Details of Office/Branches/Agency/Company)	Format 3
Details of Manpower	Format 4
Work experience in detail as Hiring of Outsource Manpower services for last 3 years	Format 5

Format I –**PROFILE OF THE ORGANISATION**

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

Format 2: AREA OF EXPERIENCE IN MANPOWER SUPPLY

Please tick mark as applicable

SECTORS	√
Government	
Semi Government	
Private	
Public	
IT industry	
Any Others (Please Specify)	

Format 3: INFRASTRUCTURE DETAILS

(Details of Offices / Branches / Associates)

Sn.	Location & Address of Centers/ Offices	Own / Rented	Facilities available	Name & Contact Person at the Centre

Format 4: DETAILS OF SECTORWISE MANPOWER SUPPLIED

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

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

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

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

Managing Director