



MAHARASHTRA STATE SEEDS CORPORATION LIMITED
HEAD OFFICE:"MAHABEEJ BHAVAN", KRISHINAGAR, AKOLA - 444 104

Tender No.: MSSC/STL/2025-26/182

**TENDER FORM FOR APPOINTMENT OF CONTRACTOR TO PROVIDING FARM
LABOURS ON CONTRACT BASIS AT MSSCL , PAILPADA**

Last Date of submission Tender : 23/12/2025 upto 13.00 hrs
Opening of Tender Technical Bid (If Possible) : 23/12/2025 at 15.00 hrs

Period of Contract : 01/01/2026 to 31/12/2027
Cost of Tender form : Rs. 1000 /
EMD : Rs. 5,000 /-

General Manager (Quality Control & Research)
MAHARASHTRA STATE SEEDS CORPORATION LIMITED
Head Office : Mahabeej Bhavan, Krishinagar, Akola - 444 104
Phone: **2258480, 2455093**
Email: hoqc@mahabeej.com
Visit us at: <http://www.mahabeej.com>.



MAHARASHTRA STATE SEEDS CORPORATION LIMITED,
(QUALITY CONTROL DEPARTMENT)

Regd. Office : Mahabeej Bhawan, Krishi Nagar, Akola 444 104 (Maharashtra)
Phone Off.: **2455287, 2455093** CIN No.U01200MH19765SGC018990
E-Mail : hqgc@mahabeej.com . Visit us at : <http://www.mahabeej.com>

Ref No: - MSSCL/QCD/2025-26/ 182

Dt. 11.12.2025

DETAILED TENDER NOTICE

Sealed tenders are invited for the **Appointment of Contractor for Providing Farm Labour at MSSCL, Pailpada**, on a contract basis, to carry out day-to-day farm activities for **Field Test & Field Emergence Test** at the **MSSCL Research & Development Unit, Pailpada, Akola**, for the period **01.01.2026 to 31.12.2027**.The detail labour requirement is as under :

TABLE: A. Tentative Labour (Mandays) required upto 31.12.2026.

SN	Crop	Expected Area (Acre)	Labour /Acre	Expected Labour Required (Mandays)	Rate/ Labour	Total Expected Labour charges (RS.)
	Field Test					
1	Moog, Udid, Vegetable	3	45	135	450	60750
2	Cotton, Jowar, Maize	3	60	180	450	81000
	TOTAL for FT	6		315		141750
	Field Emergence Test					
1	Soybean	13	30	390	450	175500
	TOTAL for FET	13	30	390		175500
	G.Total For FT +FET	19		705		317250

The number of labour required may be increased or decreased depending on samples received for Testing. The total tentative labour required are 705 (Mandays)upto December 2026 .The expected Labour payment considering the present wages @ Rs.450/-labour per day .Total tentative expected Labour Payment may be Rs.317250/- upto December 2026 subject to sample received.Payment will be done on actual labour engaged for MSSCL work.

Only reputed, leading, and registered contractors having:

- A valid license from the Assistant Labour Commissioner to engage farm workers, and
- A minimum annual turnover of **Rs. 3,00,000/-**

are eligible to participate. Detailed eligibility criteria are provided in the tender document.

ISSUE OF TENDER FORM

1. Blank tender forms are available:
 - Online at: www.mahabeej.com
 - At: **Quality Control Department, MSSCL, Akola by paying tender cost Rs.1000/-**
2. **Tender Form Cost: Rs. 1000/-**
 - If the tender form is **downloaded from the website**, the tenderer must pay **Rs. 1000/-** along with the **EMD** at the time of submission.
 - Total payment when downloaded: **EMD Rs. 5000 + Tender Form Cost Rs. 1000 = Rs. 6000**

SUBMISSION OF TENDER

1. Tender documents containing terms, conditions, and detailed specifications may be purchase from QC Department, HO,MSSCL, Akola or downloaded from www.mahabeej.com.
2. For submitting the tender:
 - The tenderer may purchase the tender form OR download it and pay **Rs. 1000/-** as tender cost.
 - The completed tender document must be submitted in **two sealed envelopes**:
 - **Technical Bid (Envelop No 1)**
 - **Price Bid (Envelop No 2)**
 - Submission Address:
General Manager (Quality Control & Research) Maharashtra State Seeds Corporation Limited Mahabeej Bhavan, Krishi nagar, Akola-444104
Phone: 7588609006/7588609220
 - Email: hoqc@mahabeej.com
 - Last date & time for submission: **23.12.2025 up to 13:00 hrs**
 - Postal / courier delays will **not** be considered.
3. **EMD of Rs. 5000/- is compulsory**, to be submitted along with the tender. No exemption for EMD

Payment Details:

- **DD in favour of:** Maharashtra State Seeds Corporation Ltd., Akola
- **Online Payment / RTGS:**
 - Account No.: **20085400921**
 - IFSC Code: **MAHB0000622**
 - Bank: Bank of Maharashtra, Umri Branch
 - Account Holder: Maharashtra State Seeds Corporation Ltd., Akola

The tenderer must mention the **DD Number / RTGS Reference Number** in the tender form.

4. The **tender Form fee is non-refundable**.
5. Price Bid opening will be held on the given date. If there is any change, MSSCL will inform all participating tenderers.
6. Tender Opening Schedule:
 - o **Technical Bid:** 23.12.2025 at 15:00 hrs (if possible)
 - o **Price Bid:** Only for technically eligible tenderers. Date and time will be communicated separately.
7. Only **technically qualified** tenderers will be considered for L1 calculation.

SECURITY DEPOSIT

The successful tenderer must deposit **Rs. 10,000/-** as Security Deposit within **15 days** of receiving the work order.

- No interest will be paid on the Security Deposit.
- Payment must be made by **DD / Pay Order / RTGS/Online**.
- The deposit must remain valid for the full contract period.

VALIDITY OF OFFER & CONTRACT PERIOD

- Tender offer validity: **90 days** from the date of opening.
- Contract period: **01.01.2026 to 31.12.2027**.
- Performance will be reviewed every six month.
- If performance is satisfactory, MSSCL continue the contract up to **31.12.2027**.
- If performance is unsatisfactory, MSSCL may terminate the contract .

1. Eligibility Criteria / Terms & Conditions

Reputed, leading, and registered labour contractors with:

- Valid licence to engage skilled, semi-skilled & unskilled labour from the Assistant Labour Commissioner (or must submit the licence within 15 days from issue of work order).
- Minimum annual turnover of **Rs. 3 Lakh**.
- Own **Provident Fund Registration**.
- All required documents listed in the Technical Bid.

Subletting or transferring the contract, fully or partly, without written permission from MSSCL is strictly prohibited.

Additional Conditions:

1. This tender notice will form part of the agreement.
2. Security Deposit will be refunded after contract expiry, subject to satisfactory performance.
3. Rates offered must remain valid for **90 days** from tender opening.
4. Tenderer's annual turnover must be **≥ Rs. 3 Lakh**.
5. Authorization letter from the competent authority of the firm/company must be attached.

TECHNICAL REQUIREMENTS (Technical Bid)

The following documents must be enclosed in the **Technical Bid Envelope** clearly marked as *Technical Bid*:

1. Proof of payment of **EMD & Tender Cost** (copy of DD / RTGS / online transaction) – *To be mentioned in Annexure A.*
2. Signed acceptance of all **Terms & Conditions** (Annexure A & B).
3. Copy of Labour Licence under Contract Labour Act (or undertaking to submit within 15 days). Contractor must be capable of supplying **minimum 25 labourers daily**.
4. Copy of **GST Registration Certificate**.
5. Audited **Balance Sheet & P/L Statement for FY 2022-23, 2023-24 & 2024-25**, certified by CA (showing min. turnover).
6. List of major clients with:
 - o Work orders
 - o Addresses
 - o Contact details
 - o Performance certificates
 - o Preference will be given to MSSCL Labour Contract work experience
7. Attested copies of **Aadhar Card & PAN Card**.
8. **PF Registration Certificate** with challans for the last **2 months**.
9. **ESIC Registration Certificate**.

Eligibility for Price Bid

Only those tenderers who qualify in the **Technical Evaluation** will be eligible for Price Bid opening.

OPENING OF TENDER

Technical Bid Opening

- To be opened by the MSSCL Committee in presence of tenderers (if present).
- Any missing document may result in rejection.

Price Bid Opening

- Tentatively on **23.12.2025 at 15:00 hrs**, or on a revised date communicated by MSSCL.

OTHER IMPORTANT CONDITIONS

- Email ID and Mobile Number in the Technical Bid are **compulsory**.
- MSSCL will not be responsible for delay in communication due to missing contact details.

RIGHTS RESERVED

MSSCL, Akola reserves the right to:

- Accept or reject any or all tenders,
- Cancel the tender entirely,
- Split the order among more than one party,
- Without assigning any reason whatsoever.

Contact for Assistance

- **Dr. Prafull Lahane**
General Manager (Quality Control & Research)
Mob.: 7588609220
- **Mr. Rajesh R. Patil**
Seed Testing Officer
Mob.: 7588609006

Akola

For M.S.S.C. Limited

Date: **11/12/2025**

General Manager (QC &Res.)

SECTION – I
INSTRUCTIONS TO THE TENDERERS

1. Definition

Unless the context otherwise requires, the following terms shall have the meanings assigned to them:

- **“MSSCL”** means *Maharashtra State Seeds Corporation Limited, Akola.*
- **“Supplier / Contractor”** means the person, firm, or company to whom the order for supplying manpower and equipment is issued, and shall include their authorized representatives, successors, heirs, executors, and administrators, unless otherwise provided in the contract.

2. Eligibility

Only reputed, established, and registered contractors/companies are eligible to participate, subject to the following conditions:

- Must possess a valid **License for engaging skilled, semi-skilled, and unskilled workers** from the Assistant Labour Commissioner. *(If not available at the time of tender, it must be submitted within 15 days of issuance of the work allotment order.)*
- Must have a **minimum annual turnover of ₹3,00,000.**
- Must possess **Provident Fund registration** and other statutory registrations.
- Must submit all documents listed in the *Technical Bid (Annexure–A)*.
- Subletting, assigning, or transferring the contract in full or part is strictly prohibited without prior written permission of MSSCL.

3. Tender Documents

The complete tender comprises the following:

1. **Instructions to Tenderers** – *Section I*
2. **Terms & Conditions of the Contract** – *Section II*
3. **Technical Bid (Envelope–1)** – *Annexure A*
4. **Price Bid (Envelope–2)** – *Annexure B*

4. General Instructions

Tenderers are advised to read all documents carefully and understand the scope before submitting their offer.

Two-Bid System

- **Envelope 1** – Technical Bid
- **Envelope 2** – Price Bid

Both envelopes must be separately sealed and clearly superscribed as “**Technical Bid**” and “**Price Bid**”, and then submitted physically. Incomplete forms or unsigned documents are liable for rejection.

IMPORTANT – Submission Details

- **Last date of submission:** 23.12.2025 up to 13:00 hrs
- **Opening of Technical Bids:** 23.12.2025 at 15:00 hrs (if possible)
- Tenderers or their authorized representatives may remain present at the time of opening.

5. Clarifications by Tenderers

Any clarifications regarding the tender may be obtained in writing from: **General Manager (QC & Research), MSSCL, Akola**, before the tender opening date.

Clarifications issued to one tenderer shall be circulated to all tenderers who have purchased the documents.

Helpdesk: 7588609006

6. Submission Requirements

- All required information and documents must be submitted.
- Incomplete tenders will be rejected.
- Extra sheets may be attached wherever necessary.

7. Alterations & Corrections

- Erasures or overwriting should be avoided.
- Any correction or modification must be **signed and stamped** by the authorized signatory; otherwise, the tender may be treated as invalid.

8. Rejection of Tender

A tender shall be rejected in the following cases:

- a) Failure to meet the requirements of the Technical Bid.
- b) Conditional Tenders.
- c) Tenderers not meeting MSSCL's evaluation criteria.

9. When two or more bidders quote the same lowest rate in a government/ semi-government tender, the Tie is resolved in this order:

1. Technical & Financial Evaluation

- Committee checks overall technical strength and financial capability.
- The bidder with better technical-financial score may be selected as L1.

2. Experience & Capacity Check

If rates are equal, the department compares:

- Preference will be given past performance with MSSCL / similar work
- Ability to execute work (capacity, manpower, resources will be evaluated)
- Financial stability (higher turnover will be preferred)
- Penalties or issues in previous contracts
The most capable bidder is preferred.

3. State/Local Preference (if applicable)

- Preference may be given to eligible local or state suppliers as per rules.

4. Revised/Improved Offer

- All tie bidders may be asked to submit a sealed lower revised rate.
- The lowest revised offer becomes L1.

5. Draw of Lots (Final Method)

- If all above steps fail, a sealed draw of lots is conducted
- In presence of the procurement committee and all bidders
- The name drawn is declared L1.

6. Final Decision

- The procurement committee's decision, recorded as per rules, is final.

10. Site Visit

A committee may visit the tenderer's premises or clients' locations for verification after opening the Technical Bids, if deemed necessary.

11. Re-Tendering Conditions

Re-tendering may occur in the following situations:

- a) Fewer than two technically eligible bidders remain after evaluation. However, MSSCL may consider a single eligible tender if urgent requirements exist.
- b) Lowest rate received is not acceptable to MSSCL.
- c) Extension may be granted depending on the number of tenders received.

12. Quotation of Prices

- MSSCL considers the **current agricultural minimum wages** for labour as the base rate.
- Tenderers shall quote **Service Charges (as percentage only)** over the total daily wage per labour.
- Wages are presently **₹449.38/day per labour** (as per Table "A").
- Service charge must be **more than 1%**.
(Rates $\leq 1\%$ shall be rejected.)
- Taxes shall be **excluded** from the service charge rate.
- If the Government revises wages, the updated rates shall be applicable.

Table "A" – Details of Labour Wages (per day per labour)

Component	Amount (₹)
Basic Rate	180
Special Allowance (Revised)	164
HRA @5% of Basic	9
LWW @5% of (Basic + Spl. All.)	17.20
Bonus @8.33% (Max ₹7000/year)	22.43
PF @13% of (Basic + Spl. All.)	44.72
ESIC @3.25% of (Basic + Spl. All. + HRA + LWW)	12.03
Total Wage	449.38

Above rates are subject to change time to time as per govt. guidelines.

13. Location of Work

All manpower shall be provided at the following locations :

Field Test & Field Emergence Test Farm, MSSCL Research & Development Unit, Pailpada, Akola.

14. Printed Conditions of Tenderer

Any printed terms & conditions submitted by the tenderer shall be ignored unless specifically accepted in writing by MSSCL.

15. Earnest Money Deposit (EMD)

- Tender documents may be downloaded from www.mahabeej.com or purchased.
- Tenders must be submitted physically in *two sealed envelopes*.
- Tender Fee is **non-refundable**.
- Late submissions will not be accepted.

16. Price Revision

No request for price enhancement will be entertained after opening the tender.

17. Submission Format

All offers must be submitted in the prescribed format only.

18. Opening of Tenders

Tenderers or their authorized representatives may remain present. No modification in the bid shall be permitted during opening.

19. Validity of Offer

The offer shall remain valid for **90 days** from the date of opening of the Price Bid.

If the due date for validity falls on a holiday, the next working day shall apply.

20. Discretion of MSSCL

MSSCL reserves absolute rights to:

- Accept or reject any or all tenders,
- Cancel the tender,
- Increase or decrease the number of labourers required.

Labour requirement may vary depending on sample loads and seasonal activities.

21. Refund of EMD

For Unsuccessful Tenderers:

EMD will be refunded without interest after finalization.

For Successful Tenderers:

- Refund after execution of contract and deposit of Security Deposit.
- EMD may be adjusted against Security Deposit on request.
- No interest shall be paid.

Successful tenderers must also execute an agreement on **Non-Judicial Stamp Paper equivalent to 0.1% of contract value (minimum ₹500)**.

22. Forfeiture of EMD

EMD shall be forfeited if the tenderer:

- a) Withdraws bid before final decision.
- b) Fails to execute the contract after acceptance.
- c) Fails to deposit the Security Deposit within 15 days of order.

23. Security Deposit & Agreement

- Minimum **₹10,000** to be deposited within 15 days of award.
- MSSCL may demand higher security if required.
- Agreement must be executed on stamp paper of **0.1% of contract value (minimum ₹500)** within 15 days.

24. Authorization

The person signing the tender must attach a valid authorization letter or Power of Attorney, as per company/firm by-laws.

RIGHT TO ACCEPT OR REJECT

The **MSSCL, Akola** reserves the absolute right to accept or reject any or all tenders, or split the order among more than one contractor, without assigning any reason.

JURISDICTION

All disputes shall fall under the jurisdiction of **Civil Courts in Akola only**.

SECTION II

TERMS AND CONDITIONS OF THE CONTRACT

1. The labourers deployed at the Field Test & Field Emergence Test Farm, R&D Unit, Pailpada shall compulsorily perform all day-to-day agricultural operations including sowing, thinning, weeding, transplanting, inter-cultural operations, application of fertilizers, spraying, protective irrigation, field observations, harvesting, threshing, security of standing crops, and any other related farm activities as instructed by MSSCL.
2. Based on experience, actual expenditure, and operational requirements, MSSCL reserves the right to extend the contract or execute a new contract with suitable modifications, if required.
3. All necessary agricultural inputs shall be provided by MSSCL.
4. The number of labour required may be increased or decreased depending on samples. The total tentative labour required are 705 upto December 2026. The expected Labour payment considering the present wages @ Rs.450/-labour per day .Total Tentative expected Labour Payment may be Rs.317250/-upto December 2026 subject to actual labour engaged depending on samples received. .The actual payment will be done only on actual labour engaged for MSSCL work.
5. The contractor shall mandatorily supply the required number of labourers on a daily basis for smooth execution of farm activities.
6. All farm activities performed by the labourers shall be monitored and supervised by MSSCL officers from time to time.
7. It shall be the contractor's obligation to provide labourers strictly as per MSSCL's requirements.
8. Monthly payments shall be released at approved contract rates through RTGS/NEFT after receiving monthly bills from the contractor. The contractor must submit, along with each monthly bill:
 - o Labour-wise PF deposit slips (duly certified),
 - o ESIC challan,
 - o Proof of labour wage payment (bank slips/RTGS slips),
 - o Duly certified proof of statutory deductions made from labour wages.
9. The contractor must pay wages to the labourers strictly as per prevailing Government norms.

10. The contractor must release labour wages directly into the respective labourers' bank accounts via RTGS on or before the 3rd of working days of the month.
In case of delay, after a grace period of 15 days, a penalty of **1% per day** (calculated in intervals of 0.1%, 0.3% and 0.7%) shall be deducted from the contractor's bill or security deposit.
The contractor shall provide MSSCL with proof of wage payments for reimbursement purposes.
11. The contractor must have the capacity to supply a minimum of **25 labourers per day** for smooth functioning of farm activities.
12. If any crop damage occurs due to non-availability or short supply of labourers by the contractor, MSSCL shall complete the work through other sources, and the cost incurred shall be deducted from the contractor's bills.
13. Monitoring and supervision of the labourers' attendance, discipline, and performance shall be the sole responsibility of the contractor.
14. In the event of any accident or injury to labourers during work, the contractor shall be fully responsible for providing necessary care, support, and compensation as applicable under law.
15. If any labourer engaged by the contractor raises a complaint related to unfair labour practices, the contractor shall bear all costs, liabilities, and consequences arising from such complaints.
16. The contractor awarded the labour contract must execute a formal agreement with MSSCL for the period **01/01/2026 to 31/12/2027**.
17. If the contractor abandons or discontinues the contract before expiry of the contractual period, MSSCL shall recover all damages and forfeit the contractor's Security Deposit.
18. The contractor shall also provide labourers for housekeeping duties to maintain cleanliness of the premises of R&D Unit, Pailpada.
19. The contractor shall maintain all statutory records and documents of the labourers as per Government norms and shall produce them for inspection whenever required.
20. TDS shall be deducted from the contractor's payments as per applicable Government rules.
21. The Contractor shall provide all documents required by MSSCL finance department time to time & as per Govt norms .

22. Self-attested copies of Aadhaar Card and PAN Card of the contractor shall be submitted with the agreement.

23. Both parties expressly waive the provisions of Section 12(5) of the Arbitration & Conciliation Act, 1996 and agree to refer any dispute relating to the terms or performance of this contract to the Hon'ble Managing Director, MSSCL, who shall act as the **Sole Arbitrator**. The decision of the Sole Arbitrator shall be final and binding on both parties. The place of arbitration shall be MSSCL Head Office, Akola, and the language of arbitration shall be English.

24. Irrespective of the place of execution of this agreement, both parties mutually agree that the agreement shall be deemed to have been executed at Akola, Maharashtra, and only the **Courts at Akola** shall have jurisdiction to challenge the Arbitral Award.

Date:

Place:

Signature of Contractor:

Name of Contractor:

Full Address:

Mobile No. & Email ID:

TENDER FORM (TECHNICAL BID)

Annexure – A

To,

The General Manager (Quality Control & Research)
Maharashtra State Seeds Corporation Limited
Mahabeej Bhavan, Krishi Nagar
Akola – 444 104

Sub.: Submission of Technical Bid for Appointment of Contractor for Providing Farm Labour on Contract Basis at MSSCL Field Test & Field Emergence Test Farm, Research & Development Unit, Pailpada, District Akola.

Sir,

I/We hereby submit my/our tender for appointment as Contractor for providing farm labour on contract basis at MSSCL Field Test & Field Emergence Test Farm, R & D Unit, Pailpada, Akola. I/We agree to the following:

I) I/We have carefully read and understood all the terms, conditions, instructions, specifications, and requirements mentioned in the tender document and agree to abide by them without any reservation.

II) I/We further agree to keep this tender valid for **90 days** from the date of opening of the Technical Bid. In case of any default, I/We agree that the Earnest Money Deposit (EMD) shall be liable for forfeiture.

III) I/We hereby declare that the rates quoted by me/us pertain strictly to the items and specifications mentioned in **Annexure-1** of the tender document.

IV) I/We have deposited the prescribed **Earnest Money Deposit of Rs. 5,000/- (Rupees Five Thousand Only)** through **DD/Online Transfer**.

Reference No.: _____

Date: _____

(Kindly attach a photocopy of the payment proof, if available.)

V) I/We agree that the full value of the EMD shall stand forfeited, without prejudice to MSSCL's rights, if:

a) My/Our Price Bid is found to differ in any respect (Terms, Conditions, Specifications) from the Technical Bid. In such a case, my/our offer shall be rejected without any legal claim against MSSCL.

OR

b) I/We fail to execute the Agreement within **15 days** from the date of issue of the Letter of Offer.

OR

c) I/We fail to deposit the Security Deposit within **15 days** of execution of the Agreement.

OR

d) MSSCL places a trial work order before signing the Agreement and I/We fail to carry out the work as per tender specifications.

OR

e) I/We do not possess the required infrastructure, workforce, registration, or authorization as declared in the "Technical Details".

VI. Details of Past Experience with MSSCL

VII. Details of Participation in Other Organizations (Current Year)

VIII Details of Manpower available

IX Last Three years Turnover Details

X. List of Documents Enclosed

1. _____
2. _____
3. _____

4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
 10. _____
-

Thanking you,

Signature: _____

Name of Authorized Signatory: _____

Place: _____

Date: _____

Address:

Seal: _____

Phone No.: _____

Mobile No.: _____

E-mail: _____

TENDER FORM (PRICE BID)

Annexure B

To,

The General Manager (Quality Control & Research),
M.S.S.C. Limited, Mahabeej Bhavan,
Krishi Nagar,
Akola – 444 104.

Subject: Submission of Price Bid

Sir,

I/We have carefully read and understood all the terms and conditions of the tender, including those specified in **Section I, Section II, Annexure A**, and the detailed tender document. I/We hereby agree to abide by all the terms and conditions specified therein. Accordingly, I/We submit the Price Bid as under:

PRICE BID DETAILS

SR. No.	Description	Basic Rate per day per labour in Rs.	Service charge in %
1	Providing farm labours to carryout the day to day activities for Field Test & Field Emerence Test at MSSCL,R& D unit Pailpada Akola. The activities includes Sowing ,weeding, Thining , irrigation, application of fertilizers ,Sparying of Pesticide ,harvesting ,observation etc and other details are as mentioned in the tender document. Please quote service charges on percentage basis on basic rate per day per labour.	449.38	

Note :Tenderers shall quote their *service charge rate strictly on a percentage basis only*. The quoted service charge must be **exclusive of all applicable taxes**.Tenderers must quote a **service charge above 1%**. Any quotation of service charge **equal to or below 1% shall be treated as non-responsive and will be summarily rejected**.

The wage structure payable to labourers shall be **as per the rates approved by the Government of Maharashtra**, as revised from time to time. These government-approved rates shall be treated as the **basic wages**, and the **service charges approved by the Management shall be paid accordingly**.

.

Signature

Place: _____

Name of Authorized Signatory

Date : _____

Address_____

SEAL

Phone No.:

Mobile No. :

CHECKLIST FOR ANNEXURE A (TECHNICAL BID)

(To be submitted in Envelope No. 1)

A. Mandatory Declarations

- Signed & filled Technical Bid form (Annexure – A)
- Declaration of acceptance of all Tender Terms & Conditions
- Confirmation of 90-day bid validity
- Declaration regarding quoted rates and compliance

B. EMD & Tender Form Cost Documents

- Proof of EMD payment – Rs. 5,000/- (DD / Online Transfer)
- Proof of Tender Fee payment – Rs. 1,000/- (if downloaded from website)
- Reference No. / Transaction Details mentioned in Annexure A

C. Statutory & Registration Documents

- Copy of Labour License (Contract Labour Act)
 - OR Undertaking that licence will be submitted within 15 days
- GST Registration Certificate
- PAN Card (self-attested)
- Aadhaar Card (self-attested)
- Provident Fund (PF) Registration Certificate
- PF Challans (last 2 months)
- ESIC Registration Certificate

D. Financial & Turnover Documents

- Audited Balance Sheet & Profit/Loss Statement
 - FY 2022–23
 - FY 2023–24
 - FY 2024–25
- (With CA certification confirming minimum turnover of ₹3,00,000)

E. Experience Documents

- Details of Past Experience with MSSCL
- Copies of work orders / experience certificates
- Performance certificates
- List of major clients with addresses + contact details

F. Capacity & Manpower Documents

- Declaration of capacity to supply minimum 25 labourers/day
- Manpower availability list
- Any additional supporting documents

G. Authorization Documents

- Authorization Letter / Power of Attorney
(mandatory if bid is signed by someone other than owner/proprietor)

H. Additional Documents (as applicable)

- Any other document required by MSSCL Finance Department
- List of all documents enclosed (as per Annexure A, Point X)

CHECKLIST FOR ANNEXURE B (PRICE BID)

(To be submitted in Envelope No. 2)

A. Price Bid Document

- Completely filled and signed Annexure – B (Price Bid Form)
- Service Charge quoted **strictly in percentage (%) only**
- Service Charge quoted **above 1%** (mandatory)
- Taxes **not included** in service charge (as required)

B. Bid Confirmation

- Confirmation that all tender terms in Section I, Section II, Annexure A are accepted
- Signature of Authorized Signatory
- Name, Address, Seal, Contact Number, Email ID filled

C. Important Notes to Cross-Check

- Service charge correctly quoted on **basic wage rate Rs. 449.38/day**
- No overwriting / correction without signature
- No conditions added (unconditional bid)

Please refer above check list & put a mark in box so as to avoid mistake .

Signature

Place: _____

Name of Authorized Signatory

Date : _____

Address_____

SEAL

Phone No.:

Mobile No. :