



THE MAHARASHTRA AGRO-INDUSTRIES DEVELOPMENT CORPORATION LIMITED

(A Govt. of Maharashtra Undertaking)
(Registered under the Companies Act, 1956)
CIN NO.U05000MH1965SGCO13380

• **Head Office :**

Krushi Udyog Bhavan, Dinkarrao Desai Marg,
Aarey Milk Colony, Goregaon (East),
Mumbai 400 065.
Telephone : 29272027
Fax : 28719398 / 28719399
Email : admin@maidcmumbai.com

Ref.No.MAIDC/Direct recruitment/2017/8227

Date: 14.11.2017

E-TENDER NOTICE

Subject: Appointment of Recruitment Agency

Online digitally signed tenders are invited from eligible bidders for the appointment of recruitment agency for process of recruitment of vacant post as per terms & conditions mentioned below.

Tenders to be submitted on Department's e-tendering portal i.e <https://mahatenders.gov.in> in two online envelope system marked as Technical Envelope – T1 and commercial Envelope C-1. Tender forms are available for download on above mentioned e-tendering portal. Tender forms are not transferable.

TECHNICAL BID (T1)

Following documents should be uploaded in online Technical Envelope (T1) in RAR format. These documents need to be digitally signed by individual Bidder's digital signature and uploaded during online bid preparation stage.

1. P.A.N
2. G.S.T Registration
3. Copy of Registration Certificate of Firm/Organization/Industry
4. Corporate Identity Number i.e. CIN No.(If applicable).
5. Tax deduction and collection Account Number (TAN) No.
6. List of major clients of the bidder on his letter head.
7. Legal valid documents to prove that the person signing the tender is authorized to do so
8. Copy of Company Information as per format enclosed (Proforma – I) on letter head of firm.
9. Latest Income Tax Return 2015-16 & 2016-17

COMMERCIAL BID (C1)

All financial offers must be prepared and submitted online in PDF format (An online form will be provided for this purpose in Online Commercial Envelope (C1), during **Online Bid preparation** stage) any bidder should not quote his offer anywhere directly or indirectly in Technical Envelope (T1)

Tenderer can purchase tender form by making online payment of Rs 1,200/- (Rupees one thousand two hundred only) and download tender form from above mentioned e-tendering portal as per the date and time mentioned in the tender schedule.

Tenderers are required to complete online bid preparation as per the date and time mentioned in the Tender schedule.

Sr. No.	MAIDC Stage	Start date and time
1.	Release of tender	14-11-2017 12.00
2.	Bid Preparation & tender closing	02-12-2017 17.00
3.	Technical opening	04-12-2017 14.00
4.	commercial bid opening	05-12-2017 14.00

Informative Officer

Shri.Keni - 88888 42305

The bidders are required to download the tender form for the above contract applied online and submit their bid online only. Manual bids for the same shall not be considered in any circumstances.

The interested bidders will have to make online payment of Earnest Money Deposit (using net banking) of Rs 50,200/- (Rupees Fifty thousand two hundred only)

For any further assistance on e-tendering (registration/upload/download) please contact Help desk on telephone number 0120 – 4200642,0120-4001002,0120-4001005
Mobile : 8826246593,e-mail : support-eproc@gov.in

The M.A.I.D.C reserves all right to accept or reject any or all tenders in part or full without assigning any reason whatsoever.

(Mahendra Borse)
Dy. General Manager (Admn/Pub.)

Terms & Conditions

1. Bidder firm should have at least minimum experience of complete the task in time of 3 Govt. or Semi govt.offices/department (i.e. filing of application,from organizing exam upto preparation of merit list after checking answer sheet.
2. Bidder should have experience of conducting satisfactory exam in Maharashtra (Marathi Or English)for at least 50000 candidates.
3. Bidder should have basic infrastructure & experience staff.
4. Bidder should have separate web-site for recruitment process.
5. Tenders are not allowed from firm which found guilty of malpractise,misconduct or blacklisted by Govt.of Maharsashtra or by any local authority or by central Govt.
6. Please note your PAN/G.S.T number should be mentioned on your bill.
7. All disputes are subjects to Mumbai jurisdictions.
8. The Contract will be for a period of 12 months from the date of work order.The contract may be terminated by giving one month notice on either side.

Yours faithfully
For The M.A.I.D.C Ltd

(Mahendra Borse)
D.G.M (Admn/Pub)

Company's Letterhead

Commercial Bid (C-1)
(Scan copy to be uploaded)

Sr No.	Rate per candidate for recruitment agency for process to recruitment of vacant post as per Annexure "A"

All rates are inclusive of all taxes and duties

Date :

Place :

Signature of authorized person
With name, designation & seal

Envelope

Envelope 'C-1' Price Bid should be submitted online only.

- 1) Rates should be submitted per candidate.
- 2) Bidders are requested to quote the rates in figures.
- 3) The Envelope C-1 is to be uploaded online according to the key dates of the Tender Schedule. Bidder shall not be able to fill any bids/quotes once the Bid Preparation date is expired.
- 4) If any discrepancy is found in submission of tender as specified above, the tender offer is liable to be rejected.
- 5) Offer will be opened as per the schedule mentioned in the e-tender notice the online tender opening will be done at our Goregaon office on the scheduled date in presence of tenderers or their representative if present at the time of opening.

(Mahendra Borse)
Dy. General Manager (Admn/Pub.)

Proforma – I
Format of company information

Name of the company :	
Registered office address	
Address for correspondence:	
Name of the authorized signatory	
Designation of the authorized signatory	
Mobile No. of the authorized signatory	
Name of the other contact person	
Designation of the contact person	
Mobile no of the contact person	
Land line Nos. of the company	
Fax Nos. of the company	
e-mail address of the company	
GST Registration No.	
PAN No.of the company	
Bank details of the company for payments by RTGS a) Beneficiary Name b) Credit account No. c) Centre (Location) d) Bank Name e) Branch address f) Account type g) IFSC Code	

Also please enclose a cancelled of cheque of above account for our ready reference.

Instructions for the Bidders

1. Bidders are requested to visit the website <https://mahatenders.gov.in> and go through the “e-tendering Tool Kit” wherein the all basic Know how (detailed help documents designed for bidders) of the e-tendeing stages are given.
2. For any sort of assistance, please refer 24 * 7 Help Desk Toll free nos. 0120-4200462,0120-4001002,8826246593 Mail: support-eproc@gov.in
3. Login ID and password to be created on the above website.
4. Class II or Class III Digital signature (e-token) with signing, verification, and encryption and decryption certificates is essential. Bidders may purchase this from any reliable sources. The bidders are required to sign the bid data using above Class II or Class III digital signature as per the Information Technology Act, 2000. The digital signatory should be authorized representative of the organization/bidder.
5. Tender form fee Rs.1200/- (Rupees One thousand two hundred only) is to be paid online for the downloading of Tender Form and bid preparation. Earnest Money Deposit Rs.50,200/- (Rupees Fifty Thousand Two Hundred only) is to be paid online by net banking .
6. The various activities/stages of e-tendering procedure for the bidders as well as for MAIDC are date & time locked. Hence bidders are requested to execute all the activities related to tender downloading, bid preparation & bid submission strictly as per the tender schedule Key dates).
7. This tender is strictly online e-tender. No manual bids will be accepted by MAIDC.
8. The rates/bid offers should be valid for 60 days .MAIDC reserves the right to accept or reject any or all tenders either in part or in full without assigning any reason whatsoever.
9. Bidders who are using SB MOPS other banks internet banking are requested to make online payment four days in advance.
10. Tenders will be opened at 14.00 Hrs on the scheduled date in the presence of bidders or their representatives.

(Mahendra Borse)
Dy.Gen.Manager
(Admin/Pub.)

Annexure “A”

SR.	NAME OF THE POST	NO. OF	SC	ST	VJ/NT	SBC	OBC	OPEN	SCALE
	<u>CLASS – A</u>								
1	Dy.Gen Manager (F & A/cs)	1 Post	1	0	0	0	0	0	15600-39100-GP-7600
2	Dy. Manager (A/cs & Cost)	2 Post	0	1	0	0	0	1	15600-39100-GP-6600
3	Asstt. Mgr (Mktg)	4 Posts	1	0	1	0	1	1	9300-34800-GP-4600
4	Asstt.Mgr(A/cs & Cost)	4 Posts	0	1	1	0	0	2	9300-34800-GP-4600
5	Asstt.Mgr (Electrical)	1 Post	0	0	0	0	0	1	9300-34800-GP-4600
6	Asstt.Mgr (Legal)	1 Post	0	0	0	0	0	1	9300-34800-GP-4600
7	Asstt.Mgr (Civil)	1 Post	0	0	0	0	0	1	9300-34800-GP-4600
	<u>CLASS -C</u>								
9	Sales Representative	8 Posts	1	1	1	0	1	4	9300-34800-GP-4200
10	Asstt.Sales Representative	20 Posts	3	1	2	0	4	10	5200-20200-GP-2800
11	Chemist	6 Posts	1	1	-	-	-	4	9300-34800 -GP 4200
	Total	48	7	5	5	0	6	25	

The details about expected eligibility, educational qualification, age, experience, fees etc. are made available at our web portal www.maidcmumbai.in