

**KERALA STATE ELECTRONIC DEVELOPMENT
CORPORATION LIMITED**

Keltron House Vellayambalam Thiruvananthapuram - 695033

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EOI Invitation

For

Technology Partner

**Outsourcing of Manpower on Rate Contract & Service
Charge basis for different classes for our various clients
across India**

EOI No: KSEDC/KMO/Chennai/MANPOWER/01 Dated 17/03/2018

Important deadline for bidders

EOI Submission: -- 26.03.2018 at 4.00 pm

Keltron Marketing Office-Chennai,

86, Chamiers Road, Chennai – 600 018

PART A

**INFORMATION TO BE FILLED IN BY RESPECTIVE SBU /
MARKETING OFFICES**

**EXPRESSION OF INTEREST FOR SELECTING “TECHNOLOGY PARTNERS” FOR
Outsourcing of Manpower on Rate Contract & Service Charge basis for different classes
for our various clients across India**

1. BACKGROUND

The KELTRON group companies comprise of the holding company the Kerala State Electronics Development Corporation Limited (KSEDC LTD.), two subsidiaries and seven Marketing Offices (KMOs), located at Ahmedabad, Bengaluru, Kolkata, Chennai, Delhi, Hyderabad and Mumbai. KELTRON is the first State Electronics Development Corporation in India, fully owned by the Government of Kerala. KELTRON is incorporated on 29th September 1972 under Companies Act, 1956 with its registered office at Keltron House, Vellayambalam, Trivandrum – 695 033. KELTRON is the Total Solution Provider for the Government of Kerala.

Today, KELTRON products/ projects remain as icons of technology brought to benefit the people. As diverse as its products and their uses are, they are unified by its pivotal strength as a solutions provider. It is this philosophy that has made KELTRON a vital contributor to the changing needs of the world and the community to which it belongs to, during the last 42 years.

Continuing in its quest to bring the benefits of frontier technology to its customers, KELTRON has forged strategic alliances with world leaders in the trade. Its focus today is in adapting technology to fulfil the needs of its customers with a renewal mission to emerge as a provider of better solutions for the future. KELTRON’s major products are Electronic Components, Security and Surveillance Systems, Strategic Electronics, Intelligent Transportation systems, Automatic Traffic Regulating System, Power Electronics, Information Technology Solutions, Process Automation Systems, Project Consulting etc.

KELTRON’s strategic vision is to become a world-class, growth-oriented electronics corporation specialised in providing quality, market-focused products, services and cost-effective system solutions to a large clientele. Company aims to achieve a turnover level of Rs.1000 Crores within the next 5 years.

2. PROJECT

KELTRON is in the process of augmenting its business domain to include **Outsourcing of Manpower on Rate Contract & Service Charge basis for different classes for our various clients across India** herein after called “Solution” and is looking for a suitable ‘Technology Partner herein after called TP” who has got expertise and experience in providing Technology Support in the above solution.

3. OBJECTIVE:

KELTRON proposes to appoint a TP with proven professional track record and experience in above solution .With this Request for Qualification through Competitive Bidding, KELTRON seeks Expression of Interest (“EOI”) from interested Parties (“Bidders”) to work as TP to perform the indicative Scope of Work illustrated under Section 4 (Scope of work) of the EOI document.

The EOI document can be downloaded from the website at www.keltron.org

4. SCOPE OF WORK

KELTRON intends to **Outsource Manpower on Rate Contract & Service Charge basis for different classes for our various clients across India.**

Therefore Keltron invites Expression Of Interest (EOI) for **Outsourcing of Manpower on Rate Contract & Service Charge basis for different classes for our various clients across India**

Important Note:

This is purely an EOI. The bidders shall not mention commercials anywhere in your documents.

The successful bidder has to bear tender processing fee, EMD, security deposit, performance guarantee etc., while bidding along with KELTRON/Winning the contract to/from any of our clients anywhere in India for the aforementioned solution.

4.1 Project Objectives:

Outsourcing of Manpower on Rate Contract & Service Charge basis for different classes for our various clients across India

Resource Management:

- ❖ The firm has to arrange enough number of candidates/manpower in a short notice (5 days) for filtering and selection of candidates. For that the firm should have a large manpower pool.
- ❖ As and when the client request for manpower, the firm has to send their list of suitable manpower to the client according to their qualifications.
- ❖ Upon selection of candidates by the client and subsequent work order, the firm should deploy manpower accordingly.
- ❖ The deployed personnel has to work for minimum 8 hours a day on all working days including Saturdays except Sundays and National holidays.
- ❖ However at the request of the customer the personnel should work in any holidays or extra hours.
- ❖ It is the responsibility of the firm to choose right candidates and the firm has to send their resumes with ID proof.
- ❖ The personnel under **class 6** shall be based on per man hour /per man day/per sitting /specific time period or per man month basis. This will be decided mutually by KELTRON and the firm.
- ❖ According to the leave days availed by the personnel, proportionate amount will be deducted from his monthly payment. If the person is availing continuous leave for more than 3 days without consent/authorization of KELTRON/firm, he should be replaced by a competent person. This replacement should happen within 5 days. Dues/payment if any to the terminated/discontinued manpower can be released by the firm only after obtaining “No due Certificate” from the client.

- ❖ It is the sole responsibility of the firm to supervise/manage/administer the personnel deployed at clients site.

4.2 As part of Project Implementation Cycle to provide documents: (as applicable)

1. Site / Requirement study
2. Bill of materials
3. Project costing
4. Vendor development support

5. EOI PREPARATION

1. Bidders shall provide the solution, in its entirety to Keltron.
2. Bidder shall submit the EOI in the application form provided as “Form-B”.
3. Bidder shall submit the EOI along with a covering letter as per “Form-A”.
4. Bidder shall submit the EOI in sealed envelope with “EXPRESSION OF INTEREST FOR “TECHNOLOGY PARTNER” written on top, containing one (1) hard copy in original and three (3) photo copies (“Printed Documents”) along with the entire required Appendix in the order provided in the table of enclosures.
5. Bidder shall note that it shall submit the duly filled EOI format and covering letter as mentioned above along with all the supporting documents in hard copy form as well in soft copy form on a CD.
6. The EOI should reach Keltron Marketing Office - Chennai, 86, Chamiers Road, Chennai – 600 018 on or before 26.03.2018.
7. KELTRON will not be responsible for or accept as a valid reason any postal delay or non-receipt/non-delivery of the EOI.
8. Any deviation from the prescribed format mentioned in the exhibits will make the bid liable for rejection. Bids incomplete in any respect or not providing adequate information will also be ground for rejection.
9. If the Bidder conceals any material information or makes a wrong statement or misrepresents facts or makes a misleading statement in the EOI, in any manner whatsoever, in order to create circumstances for the acceptance of its EOI, KELTRON reserves the right to reject such EOI. KELTRON shall have no liability to any person for excluding or rejecting any such bid.
10. KELTRON reserves the right to accept or reject any EOI or to annul the bidding process and reject all EOIs at any time, without assigning any reasons thereof and KELTRON shall not entertain any claim whatsoever on this account. The Bidder shall have no claim on KELTRON in case his EOI is rejected or the bidding process is annulled.
11. Participants requiring any clarification on the EOI may notify KELTRON in writing or by e-mail to the ID kelmad@vsnl.com
12. KELTRON shall endeavour to respond to the questions raised or clarifications sought by the Participants. However, KELTRON reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in

this Clause shall be taken or read as compelling or requiring KELTRON to respond to any question or to provide any clarification.

13. KELTRON may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Participants. All clarifications and interpretations issued by KELTRON shall be deemed to be part of the EOI. Verbal clarifications and information given by KELTRON or its employees or representatives shall not in any way or manner be binding on KELTRON.

6. ELIGIBILITY CRITERIA

1. Bidder should be an Indian Company registered under Companies Act 1956.
2. Bidder should not have been debarred / black listed by any Government, Semi-Government organizations in India, Public Sector Undertakings of the Centre or State Governments.
3. Registered as a company for IT/Security related business.
4. The Bidder should have possession of source code for Firmware (as is applicable) and should have the capability to modify and incorporate changes.
5. The Bidder should have the competency for the mentioned Implementing the solution and should have a panel of expert in the roll.
6. If the Bidder is not a manufacturer (only a technology provider) it should have an authentic undertaking from the corresponding OEM/OEMs - either Indian or foreign.

7. EVALUATION of EOI

1. The SBU/KMOs will constitute an Evaluation Committee to evaluate the responses of the Participants as per the Evaluation Methodology.

The Evaluation Committee constituted shall evaluate the responses to the EOI and all supporting documents & documentary evidence. Inability to submit requisite supporting documents or documentary evidence, may lead to rejection of the EOI response. The Committee may seek additional documents as it deems necessary, at its discretion.

2. EOI evaluation will be carried out considering the information furnished by Bidders as prescribed under covering letter and Application form for EOI. The Bidder must fulfil the minimum qualification requirements as mentioned in Section -6 (Eligibility Criteria) KELTRON intends to conduct the bidding process for the selection of the TP based on a Competitive Two Stage Bidding Process-
 - a) In the first stage, KELTRON intends to qualify bidders who meet the Qualification Requirements detailed in Section -6 (Eligibility criteria) of this Expression of Interest (“EOI”) and declare them as Qualified Bidders and

- b) In the second stage, Qualified Bidders will be called for a detailed presentation for evaluating their technical capability, product quality, QA procedure, etc.
 - c) Each of the responses shall be evaluated to validate compliance of the Participant according to the processes and approach to enable partnership, presentation and demonstration.
 - d) KELTRON will select the partner through a limited tender from those participated in EOI.
2. Notwithstanding anything stated above, KELTRON reserves the right to assess Bidder's capability and capacity to perform along with quality of execution by the bidder based on field visit and feedback, in the overall interest of KELTRON.
4. The decision of the Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the evaluation process of the Committee.

The Evaluation Committee reserves the right to reject any or all responses.

8. OWNERSHIP OF THE EOI

The bidder shall submit all the documents given in Form C.

- 8.1 Without affecting any intellectual property rights, which may exist in a response to this EOI, all responses submitted will become the property of KELTRON. Without limiting this section, KELTRON reserves the right to copy and reproduce, for KELTRON's own internal use, responses for the purposes of evaluation, clarification, negotiation and/or contract execution and anything else related to these purposes. In addition, the KELTRON will retain copies (soft and hard) of all responses, evaluation, negotiation or such other materials as are required for the discharge of its legal obligations and in order to efficiently and effectively manage any contract entered into with a Bidder.
- 8.2 KELTRON reserves the right to change, modify, add, alter the EOI document or cancel the bidding process without assigning any reasons thereof, at any time during the bidding process. The bidding process shall end with signing of the Agreements. Any such change shall be notified in Keltron web site.

8.3 Notwithstanding anything stated above, KELTRON shall not be responsible or liable for non receipt of any such change/notice by bidder. The bidder or any third party shall not object to such changes/modifications/ additions/ alterations explicitly or implicitly. Any such objection by the bidder shall make the bidder's proposal (at EOI stage, RFP stage and/or financial proposal Evaluation stage) liable for rejection by KELTRON. Further objection by any third party shall be construed as infringement on confidentiality and privileged rights of KELTRON with respect to this document.

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