MP State Cooperative Union Ltd
E 8 /77, Shahpura , Bhopal (MP) 462039
Email- rajyasanghbpl@yahoo.co.in

Expression of Interest (EOI)

M.P. State Cooperative Union Ltd. Bhopal Invites EOI for

1- Empanelment of Manpower Outsourcing Agencies.
2- Empanelment of consulting agencies for various projects relating to capacity buildings, studies, research, program implementation policy advocacy in different sectors for the benefit of cooperative sector in particular and other sectors in general. The detailed terms and conditions of the EOI are given on our **website www.mpscu.in.**

The interested agencies may apply as per the directives mentioned in the EOI document on or before **27.11.2026 by 5:00 PM** in the office of undersigned. The Managing Director reserves the right to cancel this EOI without assigning any reason.

Managing Director

MP State Cooperative Union Ltd
E 8 /77, Shahpura , Bhopal (MP) 462039
Email- rajyasanghbpl@yahoo.co.in

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Managing Director

मध्यप्रदेश राज्य सहकारी संघ मर्यादित, भोपाल (म.प्र.)

ई–8/77, शाहपुरा, त्रिलंगा, भोपाल–462039
फोनः 0755–4034839, 4077365
E-mail: rajyasanghbpl@yahoo.co.in Website: www.mpscu.in

प्रपत्र–1

आऊटसोर्स मानव संसाधन प्रदाय एजेंसी हेतु जारी सामान्य शर्तें

1. EOI फार्म राज्य सहकारी संघ के मुख्यालय से कार्यालयीन समय पर **दिनांक 16.11.2026 से** प्राप्त किया जा सकता है तथा **दिनांक 27.11.2026** समय सायं 5.00 बजे तक कार्यालय में जमा/पहुॅचना अनिवार्य है।

2. **EOI फार्म का मूल्य रू. 10,000/– है,** जिसे राज्य सहकारी संघ में जमा कर प्राप्त किया जा सकता है परन्तु जो प्रतिभागी राज्य सहकारी संघ की बेवसाईट से EOI डाऊनलोड कर प्रस्तुत करेगें उन्हें फार्म के साथ रू. 10,000/– का डी.डी. पृथक लिफाफे में फार्म मूल्य अंकित करते हुए जमा करना होगा। उक्त लिफाफे के अभाव में उनके फार्म पर विचार नहीं किया जावेगा। फार्म का मूल्य वापिसी योग्य नहीं है।

3. प्रत्येक सेक्टर के लिए पृथक–पृथक **राशि रू. 10,000/– + GST** का डी.डी. फार्म के साथ संलग्न करना आवश्यक है। डी.डी. के अभाव में आवेदन पर विचार नही किया जावेगा।

4. EOI फार्म के साथ एक पृथक लिफाफे में **रूपये 5.00 लाख की धरोहर राशि डी. डी. के रूप** में जो प्रबंध संचालक, म.प्र. राज्य सहकारी संघ मर्यादित, भोपाल के पक्ष में देय हो धरोहर राशि अंकित करते हुए रखी जावेगी। धरोहर राशि के अभाव में संबंधित प्रतिभागी व्दारा प्रस्तुत EOI फार्म पर विचार नहीं किया जावेगा। आवेदक संस्था का चयन नहीं होने की स्थिति में उक्त धरोहर राशि संस्था को 1 माह में वापस कर दी जावेगी।

5. EOI फार्म– 03 **(EVALUATION SHEET)** भरते समय पूरी सावधानी बरती जावे। फार्म के साथ संलग्न मूल्यांकन पत्रक का अवलोकन गंभीरता से कर स्वयं अपने अंकों का निर्धारण मापदण्ड अनुसार कर लें। यदि कुल **प्राप्तांक 70 से अधिक हैं तो ही फार्म को भरें।** अन्यथा फार्म के मूल्य का नुकसान होगा।

6. सिक्योरिटी गार्ड प्रदाय करने वाली एजेंसी का **प्रायवेट सिक्यूरिटी रेग्यूलेशन एक्ट में रजिस्ट्रेशन** होना अनिवार्य है।

7. संबंधित एजेंसी का दुकान एवं स्थापना अधिनियम 1958 में रजिस्ट्रेशन कर्मचारी **बीमा निगम, कर्मचारी भविष्य निधि, लेबर वेलफेयर, आयकर क्लियरेंस प्रमाण** पत्र आदि सभी संबंधित दस्तावेजों की प्रमाणित प्रति अनिवार्य रूप से प्रस्तुत किया जावे।

8. चयनित आवेदक संस्था को 15 दिवस के अंदर म.प्र. राज्य सहकारी संघ के साथ MOU निष्पादित करना आवश्यक है। निर्धारित अवधि में MOU नहीं करने की दशा में उसका आवेदन निरस्त कर धरोहर राशि राजसात की जा सकती है।

9. विवाद होने पर प्रकरण सक्षम सहकारी न्यायालय भोपाल के समक्ष प्रस्तुत किया जा सकेगा।

10. राज्य सहकारी संघ को यह अधिकार होगा कि बिना कोई कारण दर्शाये एक माह की लिखित सूचना देकर किसी चयनित संस्था का दावा निरस्त किया जा सकता है।

11. सशर्त आवेदन स्वीकार नहीं होगा।

12. किसी भी समय मांग किये जाने पर आवेदन के साथ **प्रस्तुत दस्तावेजों की मूल प्रति कार्यालय में** दिखाना अनिवार्य होगा।

13. प्राप्त EOI में से किसी एक को अथवा समस्त आवेदनों को बिना किसी कारण दर्शाये अस्वीकार करने का अधिकार प्रबंध संचालक, म.प्र. राज्य सहकारी संघ को होगा।

14. उपरोक्त के अतिरिक्त अन्य शर्तों का विवरण MOU में दिया जावेगा।

15. निर्धारित तिथि एवं समय के पूर्व सीलबंद लिफाफे में EOI राज्य सहकारी संघ कार्यालय में जमा होना आवश्यक है। **समयावधि के बाद प्राप्त EOI पर विचार नहीं किया जावेगा।**

16. EOI के संबंध में प्रबंध संचालक, म.प्र. राज्य सहकारी संघ का निर्णय अंतिम होगा जो व्दितीय पक्षकार को स्वीकार होगा।

17. पैनल में शामिल संस्थाओं द्वारा नियुक्त कर प्रदाय किये गये कर्मचारियों के वेतन का भुगतान उनके खाते में अथवा ई–पमेंट के माध्यम से प्रत्येक माह की 15 तारीख तक किया जायेगा।

18 चयनित संस्थाओं द्वारा जीएसटी, ईपीएफ, ईएसआईसी एवं अन्य जानकारियां (शासन द्वारा निर्धारित गाईड लाईन अनुसार) संघ को प्रत्येक माह की दिनांक 15 तक उपलब्ध कराना अनिवार्य होगा।

19. चयनित संस्थाओं द्वारा प्रदाय किये गये कर्मचारियों का मेडीकल फिटनेस, पुलिस वेरीफिकेशन एवं अन्य आवश्यक दस्तावेज प्रस्तुत कराना अनिवार्य होगा।

20. संस्था को किसी शासकीय विभाग या अर्द्धशासकीय विभाग में विगत पांच वर्षो में किसी भी संस्था द्वारा डिफाल्टर (ब्लेक लिस्टेड) घोषित न किया गया हो ।

21. जिस सेक्टर हेतु आवेदन किया जा रहा है उसी क्षेत्र से संबंधित आंकड़े/जानकारी भरी जावे।

22. किसी भी समय संस्था द्वारा प्रस्तुत दस्तावेज एवं जानकारी के विरूद्ध कोई तथ्य संज्ञान में आता है तो संस्था को ब्लैक लिस्टेड करने के साथ ही सुरक्षा निधि जब्त की जा सकती है साथ ही आपराधिक प्रकरण भी दर्ज कराया जा सकता है।

23. EOI में पात्र संस्थाओं को उनके विगत 03 वर्ष में मानव सेवा प्रदाता के रूप में प्रदाय किये गये कर्मचारियों की सेक्टरवार संख्या के औसत से अधिक कर्मचारियों को प्रदाय करने की पात्रता नहीं होगी।

उपरोक्त समस्त शर्ते स्वीकार है।

हस्ताक्षर
सील/मुद्रा

Form-02

(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 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. 10000/-	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	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:	a. Should be a Society / NGO/ /Firm / Pvt. Ltd company/ corporation / Public limited company/ Cooperatives. b. Should already be empanelled /working with Government of India or Govt. of MP's Departments / Corporations / Societies/ Institutes / Scheduled banking sector. c. The applicant should have minimum 3 years experience in relevant sector.
5	Technical Criteria	The bidder must fulfill the following criteria failing which their offer will be liable to be summarily rejected. (a) The bidders should be in the manpower outsourcing services since last three (3) years. Documents in support of this to be provided. (b) The bidders should have experience of manpower supply to Government Departments / Semi Government agencies. (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.)

		(d) The bidder must have experience of providing no less than 500 manpower in the last 3 year to various sectors. (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. (f) The bidder is not defaulter or blacklisted in any Govt. department / Semi Govt. department.
6	Financial Criteria	a. The annual turnover of the bidder should not be less than Rs. 1 Crore. b. The total turnover of the bidder in last 3 financial years should not be less than Rs 3 crore. c. The net worth should be positive.
7	Sectors for Outsourcing (Separate forms will need to be filled out for each sector)	a. Professional Outsourcing b. IT Outsourcing c. Manufacturer Outsourcing d. Process-Specific Outsourcing e. Project Outsourcing f. Security Outsourcing g. Other Outsourcing
8.	Proposal Evaluation Criteria	a. The Proposal shall be evaluated by an evaluation committee as per the enclosed evaluation sheet. b. Agency scoring below 70 marks out of 100 is not eligible for empanelment.
9.	Application fee Including Processing Charges	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. Application without processing fees shall be rejected.
10	Signing of the document	Each page of the whole document is to be signed by the authorized signatory along with the seal.
11	Other	Applications must be submitted as per the given guidelines / formats.

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
2023-2024	
2024-2025	
2025-2026	

Format 2: AREA OF EXPERIENCE IN MANPOWER SUPPLY

(Please provide details only for the sector you have applied to)

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

(Please provide details only for the sector you have applied to)

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**		

Format 5: WORK EXPERIENCE

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

(Please provide details only for the sector you have applied to**)**

S.n.	Financial Years	Name of Project Or Office / Department	No. of candidates placed	Value of the Project	Client

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 ternover (Year 2023-24,2024-25, 2025-26)	Yes/No	
9	Photographs of infrastructure such as Office / Branches / Associates , etc. (Attested Documents proof in	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	Yes/No	

	(Yearwise)		
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

Form-03

EVALUATION SHEET

FOR EVALUATION OF SERVICE PROVIDERS TO BE EMPANLED AS MANPOWER OUTSOURCING AGENCY

M. P. State Cooperative Union Ltd., Bhopal

Name of the Agency: .....

Sector - ----------

Instructions: -

1. An applicant agency would be evaluated on the basis of Total 100 marks (General Criteria - Maximum- 50 marks as well as Technical Criteria maximum - 50 marks).
2. An agency would only be declared qualified for empanelment if it secures a minimum of 70 marks..

1. General Criteria (Maximum - 50 marks)

FOR Empanelment of Service Providers for Outsourcing Manpower

Criteria	Maximum-Marks	Marks	Marks obtained	Remark
No. of Years of the registration of the Agency	**15**	Less than 3 years – 0 Marks 3 years to 5 years - 5 Marks 5 years to 10 years - 10 Marks above 10 years - 15 Marks	15	
Average annual Turnover of last 3 year in Manpower Supply.	**20**	Less than Rs. 1 Crore – 0 Marks Rs. 1 Crore to 3 Crore - 10 Marks Rs. 3 Crore to 5 Crore - 15 Marks Above Rs. 5 Crore - 20 Marks	20	
Geographical Location of Office OR Requirement Staff of the bidder	**15**	Only one office in India level - 0 Marks Other than MP State State level - (MP State) 10 Marks Division level - 13 Marks (more than 3 Divisional Offices) District level - 15 Marks (more than 15 District Offices)	13	
	50		**48**	

2. Technical Criteria (Max- 50 marks)

For Empanelment of Service Providers for Outsourcing Manpower .

Criteria	Maximum-Marks	Marks	Marks obtained	Remark
No. of years of Experience as Service Provider for Outsourcing Manpower. With EPF	**10**	Less than 3 years - 0 Marks 3 years to 5 years- - 5 Marks 5 years to 10 years - 7 Marks above 10 years - 10 Marks	10	
Work Orders in last 3 years	**05**	Less than Rs. 1 crore - 0 Marks Rs. 1 crore to Rs. 2 crore - 3 Marks Rs.2 crore to Rs. 5 crore- 4Marks above Rs. 5 crore - 5 Marks	05	
No. of Candidates placed in last 3 years	**10**	Less than 100 Candidates Placed - 0 Marks (each year) 100 to 500 Candidates Placed - 5 Marks (each year) 500 to 1000 Candidates Placed - 8 Marks (each year) 1000 to 2000 Candidates Placed - 10 Marks (each year)	10	
In how many sectors Service Provider has Provided Manpower	**15**	1 sector- 5 Marks 2 sectors - 7 Marks 3 sectors - 9 Marks 4 sectors - 11 Marks 5 sectors - 13 Marks above 5 sector - 15 Marks	15	
Experience of manpower Supply in Government / semi Government	**10**	In 1 department - 5 Marks In 2 departments - 7 Marks In 3 departments- 8 Marks In 4 departments - 9 Marks above 4 departments - 10 Marks	10	
Total	**50**		**50**	

Grand Total :

Signatures of the Members of the Evaluation committee

1. Mr.…… 2 Mr.…….....

3. Mr…….. 4. Mr……...

मध्यप्रदेश राज्य सहकारी संघ मर्यादित, भोपाल (म.प्र.)

ई–8/77, शाहपुरा, त्रिलंगा, भोपाल–462039
फोनः 0755–4034839, 4077365
E-mail: rajyasanghbpl@yahoo.co.in Website: www.mpscu.in

प्रपत्र–1

आऊटसोर्स मानव संसाधन प्रदाय एजेंसी हेतु जारी सामान्य शर्तें

1. EOI फार्म राज्य सहकारी संघ के मुख्यालय से कार्यालयीन समय पर **दिनांक 16.11.2026 से** प्राप्त किया जा सकता है तथा **दिनांक 27.11.2026** समय सायं 5.00 बजे तक कार्यालय में जमा/पहुॅचना अनिवार्य है।

2. **EOI फार्म का मूल्य रू. 10,000/– है,** जिसे राज्य सहकारी संघ में जमा कर प्राप्त किया जा सकता है परन्तु जो प्रतिभागी राज्य सहकारी संघ की बेवसाईट से EOI डाऊनलोड कर प्रस्तुत करेगें उन्हें फार्म के साथ रू. 10,000/– का डी.डी. पृथक लिफाफे में फार्म मूल्य अंकित करते हुए जमा करना होगा। उक्त लिफाफे के अभाव में उनके फार्म पर विचार नहीं किया जावेगा। फार्म का मूल्य वापिसी योग्य नहीं है।

3. प्रत्येक सेक्टर के लिए पृथक–पृथक **राशि रू. 10,000/– + GST** का डी.डी. फार्म के साथ संलग्न करना आवश्यक है। डी.डी. के अभाव में आवेदन पर विचार नही किया जावेगा।

4. EOI फार्म के साथ एक पृथक लिफाफे में **रूपये 5.00 लाख की धरोहर राशि डी. डी. के रूप** में जो प्रबंध संचालक, म.प्र. राज्य सहकारी संघ मर्यादित, भोपाल के पक्ष में देय हो धरोहर राशि अंकित करते हुए रखी जावेगी। धरोहर राशि के अभाव में संबंधित प्रतिभागी व्दारा प्रस्तुत EOI फार्म पर विचार नहीं किया जावेगा। आवेदक संस्था का चयन नहीं होने की स्थिति में उक्त धरोहर राशि संस्था को 1 माह में वापस कर दी जावेगी।

5. EOI फार्म– 03 **(EVALUATION SHEET)** भरते समय पूरी सावधानी बरती जावे। फार्म के साथ संलग्न मूल्यांकन पत्रक का अवलोकन गंभीरता से कर स्वयं अपने अंकों का निर्धारण मापदण्ड अनुसार कर लें। यदि कुल **प्राप्तांक 70 से अधिक हैं तो ही फार्म को भरें।** अन्यथा फार्म के मूल्य का नुकसान होगा।

6. सिक्योरिटी गार्ड प्रदाय करने वाली एजेंसी का **प्रायवेट सिक्यूरिटी रेग्यूलेशन एक्ट में रजिस्ट्रेशन** होना अनिवार्य है।

7. संबंधित एजेंसी का दुकान एवं स्थापना अधिनियम 1958 में रजिस्ट्रेशन कर्मचारी **बीमा निगम, कर्मचारी भविष्य निधि, लेबर वेलफेयर, आयकर क्लियरेंस प्रमाण** पत्र आदि सभी संबंधित दस्तावेजों की प्रमाणित प्रति अनिवार्य रूप से प्रस्तुत किया जावे।

8. चयनित आवेदक संस्था को 15 दिवस के अंदर म.प्र. राज्य सहकारी संघ के साथ MOU निष्पादित करना आवश्यक है। निर्धारित अवधि में MOU नहीं करने की दशा में उसका आवेदन निरस्त कर धरोहर राशि राजसात की जा सकती है।

9. विवाद होने पर प्रकरण सक्षम सहकारी न्यायालय भोपाल के समक्ष प्रस्तुत किया जा सकेगा।

10. राज्य सहकारी संघ को यह अधिकार होगा कि बिना कोई कारण दर्शाये एक माह की लिखित सूचना देकर किसी चयनित संस्था का दावा निरस्त किया जा सकता है।

11. सशर्त आवेदन स्वीकार नहीं होगा।

12. किसी भी समय मांग किये जाने पर आवेदन के साथ **प्रस्तुत दस्तावेजों की मूल प्रति कार्यालय में** दिखाना अनिवार्य होगा।

13. प्राप्त EOI में से किसी एक को अथवा समस्त आवेदनों को बिना किसी कारण दर्शाये अस्वीकार करने का अधिकार प्रबंध संचालक, म.प्र. राज्य सहकारी संघ को होगा।

14. उपरोक्त के अतिरिक्त अन्य शर्तों का विवरण MOU में दिया जावेगा।

15. निर्धारित तिथि एवं समय के पूर्व सीलबंद लिफाफे में EOI राज्य सहकारी संघ कार्यालय में जमा होना आवश्यक है। **समयावधि के बाद प्राप्त EOI पर विचार नहीं किया जावेगा।**

16. EOI के संबंध में प्रबंध संचालक, म.प्र. राज्य सहकारी संघ का निर्णय अंतिम होगा जो व्दितीय पक्षकार को स्वीकार होगा।

17. पैनल में शामिल संस्थाओं द्वारा नियुक्त कर प्रदाय किये गये कर्मचारियों के वेतन का भुगतान उनके खाते में अथवा ई–पमेंट के माध्यम से प्रत्येक माह की 15 तारीख तक किया जायेगा।

18 चयनित संस्थाओं द्वारा जीएसटी, ईपीएफ, ईएसआईसी एवं अन्य जानकारियां (शासन द्वारा निर्धारित गाईड लाईन अनुसार) संघ को प्रत्येक माह की दिनांक 15 तक उपलब्ध कराना अनिवार्य होगा।

19. चयनित संस्थाओं द्वारा प्रदाय किये गये कर्मचारियों का मेडीकल फिटनेस, पुलिस वेरीफिकेशन एवं अन्य आवश्यक दस्तावेज प्रस्तुत कराना अनिवार्य होगा।

20. संस्था को किसी शासकीय विभाग या अर्द्धशासकीय विभाग में विगत पांच वर्षो में किसी भी संस्था द्वारा डिफाल्टर (ब्लेक लिस्टेड) घोषित न किया गया हो ।

21. जिस सेक्टर हेतु आवेदन किया जा रहा है उसी क्षेत्र से संबंधित आंकड़े/जानकारी भरी जावे।

22. किसी भी समय संस्था द्वारा प्रस्तुत दस्तावेज एवं जानकारी के विरूद्ध कोई तथ्य संज्ञान में आता है तो संस्था को ब्लैक लिस्टेड करने के साथ ही सुरक्षा निधि जब्त की जा सकती है साथ ही आपराधिक प्रकरण भी दर्ज कराया जा सकता है।

23. EOI में पात्र संस्थाओं को उनके विगत 03 वर्ष में मानव सेवा प्रदाता के रूप में प्रदाय किये गये कर्मचारियों की सेक्टरवार संख्या के औसत से अधिक कर्मचारियों को प्रदाय करने की पात्रता नहीं होगी।

उपरोक्त समस्त शर्ते स्वीकार है।

हस्ताक्षर
सील/मुद्रा

Form-02

(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 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. 10000/-	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	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:	a. Should be a Society / NGO/ /Firm / Pvt. Ltd company/ corporation / Public limited company/ Cooperatives. b. Should already be empanelled /working with Government of India or Govt. of MP's Departments / Corporations / Societies/ Institutes / Scheduled banking sector. c. The applicant should have minimum 3 years experience in relevant sector.
5	Technical Criteria	The bidder must fulfill the following criteria failing which their offer will be liable to be summarily rejected. (a) The bidders should be in the manpower outsourcing services since last three (3) years. Documents in support of this to be provided. (b) The bidders should have experience of manpower supply to Government Departments / Semi Government agencies. (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.)

		(d) The bidder must have experience of providing no less than 500 manpower in the last 3 year to various sectors. (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. (f) The bidder is not defaulter or blacklisted in any Govt. department / Semi Govt. department.
6	Financial Criteria	a. The annual turnover of the bidder should not be less than Rs. 1 Crore. b. The total turnover of the bidder in last 3 financial years should not be less than Rs 3 crore. c. The net worth should be positive.
7	Sectors for Outsourcing (Separate forms will need to be filled out for each sector)	a. Professional Outsourcing b. IT Outsourcing c. Manufacturer Outsourcing d. Process-Specific Outsourcing e. Project Outsourcing f. Security Outsourcing g. Other Outsourcing
8.	Proposal Evaluation Criteria	a. The Proposal shall be evaluated by an evaluation committee as per the enclosed evaluation sheet. b. Agency scoring below 70 marks out of 100 is not eligible for empanelment.
9.	Application fee Including Processing Charges	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. Application without processing fees shall be rejected.
10	Signing of the document	Each page of the whole document is to be signed by the authorized signatory along with the seal.
11	Other	Applications must be submitted as per the given guidelines / formats.

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
2023-2024	
2024-2025	
2025-2026	

Format 2: AREA OF EXPERIENCE IN MANPOWER SUPPLY

(Please provide details only for the sector you have applied to)

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

(Please provide details only for the sector you have applied to)

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**		

Format 5: WORK EXPERIENCE

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

(Please provide details only for the sector you have applied to**)**

S.n.	Financial Years	Name of Project Or Office / Department	No. of candidates placed	Value of the Project	Client

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 ternover (Year 2023-24,2024-25, 2025-26)	Yes/No	
9	Photographs of infrastructure such as Office / Branches / Associates , etc. (Attested Documents proof in	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	Yes/No	

	(Yearwise)		
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

Form-03

EVALUATION SHEET

FOR EVALUATION OF SERVICE PROVIDERS TO BE EMPANLED AS MANPOWER OUTSOURCING AGENCY

M. P. State Cooperative Union Ltd., Bhopal

Name of the Agency: .....

Sector - ----------

Instructions: -

1. An applicant agency would be evaluated on the basis of Total 100 marks (General Criteria - Maximum- 50 marks as well as Technical Criteria maximum - 50 marks).
2. An agency would only be declared qualified for empanelment if it secures a minimum of 70 marks..

1. General Criteria (Maximum - 50 marks)

FOR Empanelment of Service Providers for Outsourcing Manpower

Criteria	Maximum-Marks	Marks	Marks obtained	Remark
No. of Years of the registration of the Agency	**15**	Less than 3 years – 0 Marks 3 years to 5 years - 5 Marks 5 years to 10 years - 10 Marks above 10 years - 15 Marks		
Average annual Turnover of last 3 year in Manpower Supply.	**20**	Less than Rs. 1 Crore – 0 Marks Rs. 1 Crore to 3 Crore - 10 Marks Rs. 3 Crore to 5 Crore - 15 Marks Above Rs. 5 Crore - 20 Marks		
Geographical Location of Office OR Requirement Staff of the bidder	**15**	Only one office in India level - 0 Marks Other than MP State State level - (MP State) 10 Marks Division level - 13 Marks (more than 3 Divisional Offices) District level - 15 Marks (more than 15 District Offices)		
	50			

2. Technical Criteria (Max- 50 marks)

For Empanelment of Service Providers for Outsourcing Manpower .

Criteria	Maximum-Marks	Marks	Marks obtained	Remark
No. of years of Experience as Service Provider for Outsourcing Manpower. With EPF	**10**	Less than 3 years - 0 Marks 3 years to 5 years- - 5 Marks 5 years to 10 years - 7 Marks above 10 years - 10 Marks		
Work Orders in last 3 years	**05**	Less than Rs. 1 crore - 0 Marks Rs. 1 crore to Rs. 2 crore - 3 Marks Rs.2 crore to Rs. 5 crore- 4Marks above Rs. 5 crore - 5 Marks		
No. of Candidates placed in last 3 years	**10**	Less than 100 Candidates Placed - 0 Marks (each year) 100 to 500 Candidates Placed - 5 Marks (each year) 500 to 1000 Candidates Placed - 8 Marks (each year) 1000 to 2000 Candidates Placed - 10 Marks (each year)		
In how many sectors Service Provider has Provided Manpower	**15**	1 sector- 5 Marks 2 sectors - 7 Marks 3 sectors - 9 Marks 4 sectors - 11 Marks 5 sectors - 13 Marks above 5 sector - 15 Marks		
Experience of manpower Supply in Government / semi Government	**10**	In 1 department - 5 Marks In 2 departments - 7 Marks In 3 departments- 8 Marks In 4 departments - 9 Marks above 4 departments - 10 Marks		
Total	**50**			

Grand Total :

Signatures of the Members of the Evaluation committee

1. Mr.…… 2 Mr.…….....

3. Mr…….. 4. Mr.……...