



महाराष्ट्र जीवन प्राधिकरण

४ था मजला, एक्सप्रेस टॉवर्स, नरिमन पॉइंट, मुंबई - ४०० ०२१.

दूरध्वनी : ०२२-२२०२६२४९, २२८३५२४७, २२०२५३५४

ई-मेल पत्ता : ms-mjp@mah.gov.in, ms.mjp2022@gmail.com,
headquarters.mjp@gmail.com, mjpcao@gmail.com

वेब पत्ता : <https://mjp.maharashtra.gov.in>

MJP / IT Cell / MIS Expert / ०१. / 2025

Date. ०५/०२/2025

Quotation Notice for Selection of an Agency for Providing MIS – Expert at MS Office, CPDM & Central Office at Maharashtra Jeevan Pradhikaran (MJP) for duration of one (1) year.

Quotation Notice No. ०५ for 2024/25

Maharashtra Jeevan Pradhikaran hereby invites sealed quotation from bidders possessing GST Registration number Selection of an Agency for Providing MIS – Expert at MS Office, CPDM & Central Office at Maharashtra Jeevan Pradhikaran (MJP) for duration of one (1) year. Sealed quotation should reach office of Superintending Engineer (HQ), 4th Floor, Express Tower, Nariman Point, Mumbai on or before **2-02-2025** by 5.00 PM. If possible, the technical envelop will be opened on the same day in presence of the bidders. Opening of Financial envelope of all technically qualified bidders will be intimated accordingly.

Required detailed scope of work and submission formats are enclosed as an Annexure-I, II, and III with this Notice.

Bidders shall submit Envelope no 1 (Technical) & Envelope no 2 (Financial) along with the covering letter duly signed on their letterhead to Superintending Engineer (HQ), 4th Floor, Express Tower, Nariman Point, Mumbai.

A. Bidder shall submit following document's with supporting documentary proof wherever required in Envelope no 1

1. Name of bidder /address /Mobile number and e-mail
2. GST Registration number
3. Register company details
4. Pan Card
5. Furnish Earnest Money Deposit (EMD) of Rs.5000 in favor of Maharashtra Jeevan Pradhikaran in the form of FDR/DD
6. Undertaking and declaration on blacklisting of bidder (Annexure III)
7. Firm should attach similar experience certificate/Proof for providing MIS/ IT related manpower to Government/private Institutes in the past 3 years.

B. Bidder shall submit Commercial offer as per Annexure -II with covering letter head in Envelope no 3

(महाराष्ट्र शासन उपक्रम)


पाणी हे जीवन आहे ! पाण्याची बचत करा !

C. Terms & Conditions

1. Contract period of the agency will be one year
2. The selected agency is liable to make payments to the deployed manpower as per Monthly
3. MJP has initial requirement of two MIS-Expert Resource purely on a contractual basis for one year.
4. Selected agency has to submit two numbers of the CVs per candidate in line with the eligibility qualification/criteria mentioned in this document.
5. The selected agency is liable to make payments to the deployed manpower as per the statutory liabilities.
6. The manpower deployed by the selected agency should not have any police records/criminal cases pending against them.
7. The selected agency should make adequate enquires about the character and antecedents of the person whom they are deploying at MJP. Bidder should submit background verification certificate of the deployed candidates.
8. The selected agency should also ensure that the personnel deployed are medically fit & Certificate of their medical fitness is to be provided when called for.
9. Working hours would be normally 8 hours per day from 9:45 AM to 6:15 PM from Monday to Friday every week or as notified from time to time.
10. No wage/remuneration will be paid to deployed manpower/ resource by selected agency for the days of absence from duty.
11. There will be penalty upon personnel of the Selected Agency for availing any unauthorized leave (i.e. leave without proper advance information) which will be equivalent to 1 (one) day salary of the concerned personnel of the selected agency.
12. Insurance cover protecting the deployed human resource against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the selected agency. MJP shall not entertain any claim arising out of mishap, if any that may take place. In the event of any liability/claim falling on MJP, same shall be indemnified by the selected agency.
13. The selected agency should be comply with all applicable laws and rules of Government of India /Government of Maharashtra /Urban Local Body.
14. The selected agency should at all times indemnify MJP against all claims,

damages or compensation under the provisions of Payment of Wages Act; Minimum Wages Act; Employer's Liability Act; The Workmen Compensation Act; Industrial Disputes Act; Maternity Benefit Act; Or any modification thereof or any other law relating thereto and rules made hereunder from time to time. MJP will not own any responsibility in this regard. Any failure to comply with any of the above regulation or any deficiency in service will render this contract liable for immediate termination without any prior notice. The selected Agency should provide substitute resource/s in case of absence of resource/s.

15. Manpower deployed by the selected agency shall not have right to demand for any type of permanent employment with MJP or its allied Offices. Selected agency personnel shall not claim any benefit/compensation/absorption/regularization of services with MJP.
16. Selected agency shall provide photo identity card, Govt. ID with address, Degree certificate, full address and telephone number of all deployed manpower to MJP for record purpose.
17. Selected agency must ensure that the wages of their deployed manpower are released latest by 5th day of every month, irrespective of receipt of payment from MJP.
18. Upon the expiry of the agreement, unless extended formally, the selected agency will withdraw all its personnel and clear their accounts by paying them all their legal dues.


Ajay Singh
Superintending Engineer (HQ)

Enclosures:

- I. Annexure-I: Detailed Scope of Work
- II. Annexure-II: Commercial Bid
- III. Annexure-III: Undertaking and declaration on blacklisting Format
- IV. Annexure-IV: Aggrement

Copy to

1. Director (Finance) MJP CIDCO Bhawan CBD Belapur
2. DE (IT Cell) MJP CIDCO Bhawan CBD Belapur for publishing on MJP's website
3. Office Notice Board.

Annexure-I: Detailed Scope of Work

Maharashtra Jeevan Pradhikaran (MJP) has initiated digitization across its departments at State, Region, Circle, Division and sub-divisions level offices. These application will generate a huge data, to handle and manage this database, specifically for management of the data in the CPDM, MJP has decided to deploy two MIS Experts at MS Office, CPDM office and Central Office.

Sr. No.	Manpower Category	No. of Positions	Min. Experience	Minimum Educational Qualification	Contract Period
१.	MIS- Expert	२ (Two)	२ to ५ Years in Excel/Advance excel/ IT hardware trouble shooting/ web application support	Graduate in any stream proficient enough to handle computer operations	१२ Months

Broad level Job Chart but not limited to:

- Provide support to Hon. Member Secretary, MJP
- Preparation of Power Point Presentations
- Proficient in to handle MS Excel and MS Word
- Creating, updating, and circulating reports to all stakeholders on a timely basis
- Ensure data maintained is accurate at all times
- Prepare and circulate trends and stack rankings
- Automate using basic excel tools to reduce time taken to circulate reports
- Ensure data advisors wise, team wise, process wise, queue wise and location wise data is prepared to allow deep down for analysis
- Provide support and maintenance to existing management information systems (MIS).
- Generate and distribute management reports in accurate and timely manner.
- Develops MIS documentation to allow for smooth operations and easy system maintenance.
- Provide recommendations to update current MIS to improve reporting efficiency and consistency.
- Perform data analysis for generating reports on periodic basis.
- Develop MIS system for customer management and internal communication.

- Provide strong reporting and analytical information support to management team.
- Generate both periodic and ad hoc reports as needed.
- Understand customer problems and provide appropriate technical solutions.
- Analyze business information to identify process improvements for increasing business efficiency and effectiveness.
- Participate in cross-functional meetings to resolve recurring customer issues.
- Provide customer support and assistance in issue troubleshooting and resolution.

Primary Responsibilities of the selected Agency:

1. MJP has initial requirement of above-mentioned categories purely on a contractual basis for one year.
2. Selected agency has to submit two numbers of the CVs of the candidate in line with the eligibility qualification/criteria mentioned in this document.
3. The selected agency is liable to make payments to the deployed manpower as per the statutory liabilities.
4. The deployed manpower will be the employees of the selected agency only.
5. It shall be selected agency's duty to pay salary and other dues as applicable every month directly into their bank account.
6. The deployed manpower shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees of the MJP during the contract or after expiry of the contract.
7. The manpower deployed by the selected agency should not have any police records/criminal cases pending against them.
8. The selected agency should make adequate enquires about the character and antecedents of the person whom they are deploying at MJP.
9. The selected agency should also ensure that the personnel deployed are medically fit & Certificate of their medical fitness is to be provided when called for.
10. Working hours would be normally 8 hours per day from 8:30 AM to 5:00 PM from Monday to Friday every week or as notified from time to time.
11. In case of the deployed manpower wants to avail the leave, the leave applications should firstly be forwarded by the selected agency (either by written letter or by e-mail or by FAX) and then it will be considered suitably by the concern authority of MJP.

१०. There will be penalty upon personnel of the selected agency for availing any unauthorized leave (i.e. leave without proper advance information) which will be equivalent to १ (one) day salary of the concerned personnel of the selected agency.
११. The selected agency shall withdraw/replace such employees who are not found suitable by the office for any reasons immediately, if such request is made.
१२. The selected agency shall deploy manpower within ७ days from the date of signing of the agreement.
१३. The selected agency should ensure replacement of a deployed resource qualification and eligibility criteria should be as per mentioned criteria in this document.
१४. Insurance cover protecting the selected agency against all claims applicable under the Workmen's Compensation Act, १९४८ shall be taken by the selected agency. MJP shall not entertain any claim arising out of mishap, if any that may take place. In the event of any liability/claim falling on MJP, same shall be indemnified by the selected agency.
१५. The selected agency should be comply with all applicable laws and rules of Government of India /Government of Maharashtra /Urban Local Body. The selected agency should at all times indemnify MJP against all claims, damages or compensation under the provisions of Payment of Wages Act|| Minimum Wages Act|| Employer's Liability Act|| The Workmen Compensation Act|| Industrial Disputes Act|| Maternity Benefit Act|| Or any modification thereof or any other law relating thereto and rules made hereunder from time to time. MJP will not own any responsibility in this regard. Any failure to comply with any of the above regulation or any deficiency in service will render this contract liable for immediate termination without any prior notice.
१६. Manpower deployed by the selected agency shall not have right to demand for any type of permanent employment with MJP or its allied Offices. The selected agency's personnel shall not claim any benefit/ compensation/absorption/regularization of services with MJP.

१७. The selected agency has to provide photo identity cards to the persons employed by it for carrying out the works. Deployed manpower should wear this identity card and should be displayed prominently while on duty at MJP
१८. The selected agency shall provide photo identity card, full address and telephone number of all deployed manpower to MJP for record purpose.
१९. The selected agency personnel shall not divulge or disclose to any person, any details of office, operational processes, technical know-how, security arrangements and administrative/organizational matters as most are of confidential/ secret nature.
२०. The selected agency's personnel working should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of office.
२१. The selected agency shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering at MJP premises.
२२. The selected agency shall be responsible for any act of indiscipline on the part of persons deployed by them.
२३. MJP will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the selected agency.
२४. If MJP suffer any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the selected agency shall be liable to compensate MJP for the same.
२५. The selected agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of the statutory obligation under all related legislations as applicable to it from time to time including Minimum Wages Act, Employment Provident Fund, ESI Act etc. and we will not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of the obligation. The selected agency will be required to provide particulars of EPF, ESI of its employees engaged under it.
२६. The selected agency must ensure that the wages of their deployed manpower are released latest by ५th day of every month, irrespective of receipt of payment from

MJP. The selected agency should make the payment to the deployed manpower through NEFT/Bank Transfer only.

29. Upon the expiry of the agreement, unless extended formally, the selected agency will withdraw all its personnel and clear their accounts by paying them all their legal dues.

30. In the event of any dispute arising touching any of the clauses of the agreement, the matter will be referred to the Member Secretary (MS), MJP whose decision shall be binding on both the parties.

31. The deployed manpower of the selected agency shall not join any labour union or resort to strikes or demonstrations or any other agitation of this nature. The personnel shall neither directly or indirectly join nor assist any commotion of civil nature and they will render their sincere services during any kind of natural calamities to their best extent. The personnel must not in any way act against interest of MJP.

32. Selected agency should disburse remuneration /Salary of the deployed staff using following payment modes only

- a. NEFT
- b. RTGS
- c. Cheque

33. The manpower deployed shall not be changed without prior one month notice to MJP.

34. MJP will assess the candidates before deployment.

35. In future if MJP decides to curtail/add the Resources then, prior one month notice will be given to the Agency.

36. The manpower deployed should understand and handle softwares used in MJP.

Annexure – II

Commercial Bid (on bidders Letter head)

To,

Superintending Engineer (HQ)
Maharashtra Jeevan Pradhikaran, 4th Floor,
Express Towers, Ramnath Goenka Marg,
Nariman Point, Mumbai, Maharashtra 400021

Subject: Quotation Notice for Selection of an Agency for Providing MIS – Expert at MS Office, CPDM & Central Office at Maharashtra Jeevan Pradhikaran (MJP) for duration of one (1) year.

Dear Sir/Madam,

We, the undersigned, offer to provide manpower as required to Maharashtra Jeevan Pradhikaran for one (1) year in accordance with your Notice Inviting Quotation (NIQ) dated Our attached Commercial Proposal is for the sum of <<Insert amount(s) in words and figures>>.

Item No	Item Name	No.of Resource	Rate per resource per month	Total monthly amount excluding GST	Total yearly amount excluding GST
1.	MIS Expert	2 nos.			

This amount is inclusive of taxes excluding GST

We are aware that MJP reserves the right to accept or reject any conditional financial offer or proposals without assigning any reasons thereof.

Yours sincerely,

Authorized Signature:

Name and Title of Firm:

Name of Signatory:

Date and Stamp of the signatory

Annexure- III

TECHNICAL PROPOSAL: - DECLARATION AND UNDERTAKING

Declaration and Undertaking on Blacklisting
(Affidavit on Rs.500/- non judicial stamp paper)

Date:

We certify that in regard to matter other than security and integrity of the country, we have not been convicted by a Court of Law or indicated or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertaken or which relates to a grave offence that outranges the moral sense of the community.

We hereby declare and confirm that our firm is as on date NOT terminated/blacklisted/debarred in/by any Central Govt./ State Govt. / Board/ Public sector undertaking/Any state/central Govt. Organization, Urban Local body and/or its undertaking companies in last five years.

We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any Director / Manager / Employees.

We hereby irrevocable any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the MS in connection with the Selection Process itself in respect of the above mentioned project.

We do solemnly state that our firm is not black listed by any Central Govt. / State Govt. and its organization / public under takings etc.

This is also to certify that our firm , is not involved in any form of Corrupt and Fraudulent practices in past and will never be involved in future.

I ----- Solemnly state on oath that the contents in this Affidavit are true and correct to the best of my knowledge and belief.

Authorized Signature

[In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address

Annexure- IV - Agreement

<< Affidavit on Rs.500/- non judicial stamp paper duly notarized>>

AGREEMENT BETWEEN
Maharashtra Jeevan Pradhikaran
AND

.....
(Name of Agency)

AGREEMENT

This Agreement (hereinafter called the "Contract") is made at Mumbai on this Day of , 2024 between the Maharashtra Jeevan Pradhikaran (MJP) having its registered office at (herein after called "the MJP" which expression shall means and includes its successor or succession and permitted assigns) of the one part.

AND

..... (Name of Agency) having their office at "....." (hereinafter called "the Agency") a registered company as per provisions of Indian Company Act / Partnership Firm as per provisions of I.P.A / etc. of the other part; whereas the MJP desires that certain Services should be performed by the Agency, namely **"Quotation Notice for Selection of an Agency for Providing MIS – Expert at MS Office, CPDM at Head Offices of Maharashtra Jeevan Pradhikaran (MJP) for duration of one (1) year. "**

WITH FOLLOWING INCLUDED

The approved note dated & Authority Resolution No.DatedThis agreement is made at Mumbai between Member Secretary, MJP (hereinafter called the "M.S." in which expressions are included unless such inclusion in consistent with context, the successor or successors for the time being holding the office of the Maharashtra Jeevan Pradhikaran (MJP) and in view of the powers delegated to the Member Secretary, MJP vide its* Lol no. dated of the one part and (Hereafter called "The Agency") shall of the other part; whereas the MJP desired that certain service should be performed by the Agency namely:

<< MJP will provide the content at the time of agreement >>

Work Completion Timelines and Payment Terms

Selected agency will be paid as per its quoted price and commercial terms and conditions mentioned in contract agreement.

The Work Completion timelines are provided Subsystem wise:

'T' = Date of issue of "Work order"

The below represents timelines and payment terms:

Sr. No	Deliverables	Timeline	Payment Terms
01	Deployment of Resource	T + 1 Weeks	Nil
02	Submission of resource deployment report and sign off from department official	T + 1 Weeks	Nil
03	Disbursement of the deployed manpower/resources remuneration	Monthly	Within 30 days of the invoices /attendance report submission by the selected agency