

**REQUEST FOR INFORMATION FOR OUTSOURCING OF SERVICES OF CIVIL  
LABOUR FOR TRANS MAT SUB DEPOT OF COD KANPUR**

1. The Government of India, Ministry of Defence intends to outsource services of essential civil labour for Central Ordnance Depot Kanpur, on daily basis, through e-proc portal /GeM. The details of the category and their approximate yearly requirement is as follows: -

(a) **Warehousing and Store House Management.**

<b>Outsourcing of Services Required for Warehouse Management</b>	<b>Cost Wages &amp; Emoluments</b>	<b>Location</b>	<b>Period of Contract</b>
<p>(i) <b><u>Storage Accommodation:-</u></b></p> <p>(aa) 02 x Warehouse (5932.8 MT capacity each)</p> <p>(ab) 03 x Hangars (2772 MT capacity each)</p> <p>(ac) 32 x Storage Shed (200 MT capacity each)</p>	<p>Wages, EPF on Wages, ESIC on Wages, Bonus on Wages, GST, DA on Transportation allowance and other applicable emoluments be quoted by prospective bidders for proposed strength of men being employed.</p>	<p>Central Ordnance Depot Kanpur PIN-900273 C/o 56 APO</p>	<p>Twice in a year (179 days each)</p>

(ii) **Tasks Involved Under Supervision:-**

(aa) Unloading and loading of stores from Civil Hired Transport at the designated warehouses, Hangars and Storage sheds as per para 1(a) (i) (aa) to para 1(a) (i) (ac) above.

(ab) Shifting of bulk stores and stacking within stipulated areas.

(ac) Counting, unpacking and assisting in the inspection of stores under the direct supervision of Store Incharges.

(ad) Applying preservative material on approx 20 MTs of stores daily.

(ae) Lifting and stacking of stores on dunnages & storage racks.

(af) Cleaning & dusting of stores.

(ag) General marking and numbering of stores.

(ah) General maintenance of store houses and surrounding areas.

(aj) Cleaning, dusting and general maintenance of area where stores are stacked.

(ak) Cleaning, upkeep & maintenance of drains and surrounding areas.

(al) Creation of adequate volume and space.

(am) Safeguarding of stores from natural hazards and damages.

(an) Following of safety instructions and basic ware house mgt instructions.

**(b) Loading/ Unloading, Internal Shifting, Rationalisation of Stores of General Nature.**

<b>Loading/ Unloading Job Requirement</b>	<b>Cost Wages &amp; Emoluments</b>	<b>Location</b>	<b>Period of Contract</b>
(i) Approx 5245 MTs of stores unloaded from vehicles annually and at an average 3850 MTs of stores loaded on to vehicles.	Wages, EPF on Wages, ESIC on Wages, Bonus on Wages, GST, DA on Transportation allowance and other applicable emoluments be quoted by prospective bidders for proposed strength of men being employed.	Central Ordnance Depot Kanpur PIN-900273 C/o 56 APO	Twice in a year (179 days each)
(ii) Approx 70-80 MT of stores are handled on daily basis including handling from store house to vehicles, railway wagon, internal rationalization and shifting between store houses.			

(c) **Area Maintenance.**

<b>Requirement for Area Maintenance</b>	<b>Cost Wages &amp; Emoluments</b>	<b>Location</b>	<b>Period of Contract</b>
(i) General Maintenance and allied casual jobs inclusive of cleaning, dusting of general area, drains, culverts and surrounding area of store houses including grass and bush cutting.	Wages, EPF on Wages, ESIC on Wages, Bonus on Wages, GST, DA on Transportation allowance and other applicable emoluments be quoted by prospective bidders for proposed strength of men being employed.	Central Ordnance Depot Kanpur PIN-900273 C/o 56 APO	Twice in a year (179 days each)
(ii) The Trans Mat Sub Depot of this Depot is spread over an <b>area of 149 acres</b> and has a perimeter of 3.2 Kilometer.			

**Note :** Kindly give separate job wise distribution and requirement of civil labour alongwith separate cost and wages for each of the above job.

2. With the view to identify probable vendors who can provide above mentioned service of unskilled labours, OEM/ authorised vendors are requested to forward information for providing requisite number of unskilled labours for above mentioned job/ task with wages as per the Government of India, Ministry of Labour & Employment notification No F No 1/26(3)/2021-LS-II dated 28 Oct 2021 and related policies published from time to time.

3. In addition, vendors are required to furnish details as per performa at Appendix 'F' and answers to the questionnaire attached as Appendix 'G'.

4. Apart from the above, interested vendors may also forward technical details/ brochures/ literature etc pertaining to the services provided by their firm i.e outsourcing of casual labours to any organisation and upload details of already existing and completed contracts for the above tasks in any Central Government/ State Government/ Private Organization. Due to COVID restrictions, there may not be any physical vendor interaction, however, queries can be raised through email on mail ID [knd-oscc@nic.in](mailto:knd-oscc@nic.in)

5. It is requested to forward the name and particulars of the representative of the Firms/ Vendors who are willing to participate in the said RFI for vendor interaction, if held, on email ID [knd-oscc@nic.in](mailto:knd-oscc@nic.in) as well as on the under mentioned address latest by **06 May 2022**.

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6. The last date for confirmation for participation in the vendor interaction is by **10 May 2022**. Interaction through email is requested to be sent on [knd-oscc@nic.in](mailto:knd-oscc@nic.in).
7. The forum of vendor interaction will be utilized to highlight issues, if any, for clarification including on aspects incorporated in the broad qualitative and job wise requirements.
8. The vendor interaction will be **tentatively held in the third week** from the date of publishing of RFI, under the chairmanship of Col (Exec Ops) in Conference Hall of COD Kanpur, depending on the conditions mentioned at Para 4 above regarding COVID. Exact date and time for vendor interaction will be intimated separately through mail.
9. **Last Date of Submission.** The last date of submission of response by prospective bidders will be by **seven working days from the date of vendor interaction.**
10. Any additional documents showing completed/ executed service of similar nature with other organizations may kindly be uploaded. (Central Government/ State Government/ Private Organization).
11. **Vendor Details.** Name and full address of the prospective bidders on company letter head with stamp and signature of proprietor authorised be forwarded/ uploaded.
12. **Warehousing.** Casual Labours are required for the following job under the supervision of Trans Mat Sub Depot Cdr:-

**Reason for Requirements.**

(a) Assist under the supervision of store Incharges receipt of stores from PSUs/Trade as per Supply Order and assist in activities of inspection of stores for quantity and quality by handling, unloading, unpacking, segregating and counting of stores.	Approx 5,245 MTs annually
(b) Assist in handling of stores and thereafter under supervision of store incharges carryout binning and stacking of stores received in the store houses.	
(c) Assist in issue of stores against existing demands, entailing segregation of earmarked packages, selection of required quantities in numbers by serialling them and loading on to Civil Hired Transport and Railway Wagons, as the case may be, for dispatch to consignee.	Approx 3,850 Tons annually
(d) Assist under direct supervision of store incharges, application of preservative material on stores, approx 20 MTs daily.	Approx 7,000 Tons annually
(e) Assist in stock taking of stores in regular, predefined intervals by helping in segregation, movement and counting of packages/ items.	
(f) Assist in maintenance of Warehouses, Hangars and Storage Sheds, alongwith capability to handle and use minor fire fighting equipments for use in and around the storage facilities in case of need and maintenance like dusting, cleaning and upkeep of basic material handling equipments held in the store houses like dunnages, storage racks, pellets and manual material handling equipment.	02 Warehouses with Automated Storage and Retrieval System (ASRS), 03 Hangars and 32 Storage Sheds.

13. **Area Maintenance.** - Casual Labours are required for the following job under the supervision of Trans Mat Sub Depot Cdr:-

<p>General/ area maintenance of approx 149 acres of Trans Mat Sub Depot entailing:-</p> <p>(a) Clearance of undergrowth and foliage near store houses.</p> <p>(b) Pruning of trees to prevent damage to stores or storage facility.</p> <p>(c) General maintenance of area on an around by clearing of any debris or blockages.</p> <p>(d) Perform routine cleaning of the internal and external areas.</p> <p>(e) Regular cleaning of storm water drain, for removal of any blockages and general upkeep.</p> <p>(f) Entrances, service areas, parking areas, pavements, paths etc., around the warehouses must be maintained and free from any undergrowth.</p> <p>(g) Dusting/ cleaning of stores bins, counter, screens, blinds and curtains, light fittings and doors/ door frames, glass panes etc., and to remove debris, stains and cobwebs from the warehouse buildings.</p> <p>(h) General cleaning of floors of the warehouses and area around it.</p>	<p>The Trans Mat Sub Depot of this Depot is spread over an <b>area of 149 acres</b> and has a perimeter of 3.2 Kilometers. The internal road network is approx 6 Kilometers.</p>
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14. **Shifting of Stores Under the Supervision of Trans Mat Sub Depot Cdr.** Casual Labours are required for loading/ unloading and shifting of stores from various locations of Transmat Sub Depot i.e. 02 x Ware House, 03 x Hangars and 32 x Storage Sheds and also loading/ unloading from Civil Hired Transport/ Railway Wagons for receipts and despatch of Ordnance stores.

<b>Total Inventory Handling</b>	<b>Total Tonnage Received and Issued/ despatch in a year</b>
1376	Approx 5245 MTs of general stores received and Approx 3850 MTs of stores dispatched.

**PERFORMA FOR REPLY TO RFI**1. **Name of the Vendor/ Company/ Firm.**

(Company profile, in brief, to be attached)

2. **Type (tick the relevant category).**

(a) Authorised vendor for foreign firm Yes/ No  
(Attach details, if any)

(b) Other (give specific) i.e MSME/ NSIC Regd.

3. **Vendor Details.**

Postal Address

City \_\_\_\_\_ State \_\_\_\_\_

Pin Code \_\_\_\_\_ Tele \_\_\_\_\_

Fax \_\_\_\_\_ URL/ Website \_\_\_\_\_

e- Mail ID \_\_\_\_\_

4. **Local Branch/ Liaison Officer in Kanpur (if any).**

Name and address \_\_\_\_\_

Pin Code \_\_\_\_\_ Tele \_\_\_\_\_ Mobile No \_\_\_\_\_

5. **Financial Details.**

(a) Category of industry (Large/ Medium/ Small scale ) \_\_\_\_\_

(b) Annual turnover \_\_\_\_\_ (in INR)

(c) Number of employees in firm \_\_\_\_\_

(d) Details of offices and branches inventory location and branches \_\_\_\_\_

(e) Earlier contracts with Indian Ministry of Defence/ Government agencies

Contract Number	Services / Provided	Quantity	Cost

6. **Certification by Quality Assurance Organisation /ISO certification standards (if any)**

Name of Agency	Certification	Applicable from Date & Year	Valid till (Date and Year)

7. **Details of Registration.**

Agency	Registration No	Valid (Date)	Un skilled labour
Central Government/ State Government/ Private Organization			

8. **Membership of FICCI/ ASSOCHAM/CII or any other associations.**

Name of Organisation	Membership No

9. Any other relevant information pertaining to the nature of outsource services

10. **Declaration.**

(a) It is clarified that above information is true and any changes will be intimated within five (05) working days of occurrence.

(b) This information is being issued with no financial commitment and the Ministry of Defence, Government of India reserves the right to change over any part thereof, at any stage. The Government of India also reserves the right to withdraw it, should it be necessary at any stage. The procurement process would be carried out under the provisions of Defence Procurement Manual 2009 (as amended) and DFPDS 2022).

(Authorised Signatory)

**QUESTIONNAIRE**

1. Questionnaire covering various aspects of outsourcing of essential services as civil labour on local nerrick rates for Central Ord Depot Kanpur. The RFI are as under:-

- (a) Has your firm got any past experience in the outsourcing services for which RFI has been floated?
- (b) If yes, upload documents showing contract order details, organization to whom such services provided, contract completion certificate with period and value?
- (c) What are your firm's expertises in outsourcing services and what all services are you providing?
- (d) In light of the scope of the work, what ranges of Material Handling Equipment/ labour saving devices you would recommended utilization and cost/ rates thereof.
- (e) Any certification on accreditation with inspecting /certification agencies for benchmark created in work process on outsourcing services provided?
- (f) What is your all India reach in providing services and details of your branches and offices in India?
- (g) Do you have any branch /office in Kanpur or in UP state?
- (h) Are you aware of the functioning of a Sub Depot in a Central Ordnance depot?
- (j) Do you have any past experience of working with Indian Army and in light security/ restricted area?
- (k) What is the insurance cover given to your outsourced labour?
- (l) Do you have a system of verification of the credentials and background of your labour through police?
- (m) Are you registered with GeM?