GOVERNMENT OF MAHARASHTRA
FOOD AND DRUG ADMINISTRATION, MAHARASHTRA STATE

REQUEST FOR PROPOSAL (RFP) / TENDER DOCUMENT
OUTSOURCING OF TECHNICAL MANPOWER FOR FDA / PUBLIC HEALTH LABORATORIES

Through Maharashtra Government e-Tendering Portal: https://mahatenders.gov.in

Tender Particular	Details
Tender Reference No.	FDA/Food/HQ/1779/2026 Date: 05/11/2026
Tender publication	06/11/2026 at 09:00 AM
Pre-bid meeting	13/11/2026 at 03:00 PM
Bid submission start	06/11/2026 at 09:00 AM
Last date and time for submission	20/11/2026 at 03:00 PM
Technical bid opening	23/11/2026 at 12:00 PM
Financial bid opening	Bidders will be informed after technical evaluation of bids
Total posts	55
Contract duration	Up to 31st March 2027.The contract may be further extended to a certain period as decided by the Authority based on performance
Bid system	Two-cover system: Technical Bid and Financial Bid/BOQ, as enabled in the e-Tender portal
Tener Fee *(non-refundable)*	Rs. 10,000 /-
Earnest Money Deposit *(refundable)*	Rs. 2,00,000 /-
Performance Security Deposit (DD / BG)	Three percentage (03%) of the Tender Value
Bid Validity	90 days from technical bid opening

1. NOTICE INVITING TENDER

The Food and Drug Administration, Maharashtra State (FDA), invites online bids through the Maharashtra Government e-Tendering Portal (mahatenders.gov.in) from eligible and experienced manpower outsourcing agencies for providing technical and support manpower at FDA Laboratories, State Public Health Laboratories (SPHL), Regional Public Health Laboratories (RPHL) and District Public Health Laboratories (DPHL) listed in this RFP. The successful agency shall deploy suitable personnel, administer payroll and statutory compliance, maintain attendance and records, and ensure continuity of laboratory operations.

2. PURPOSE AND SCOPE

The purpose of this procurement is to provide laboratory technical and data-entry support manpower at the locations and in the numbers specified. The schedule identifies Laboratory Analyst/Chemist, Microbiologist, Data Entry Operator and Lab Assistant posts. Personnel / Helpdesk for Licensing / Driver shall work under supervision and directions of concerned laboratory / FDA authority.

3. LOCATION-WISE MANPOWER AND REMUNERATION SCHEDULE

Lab / Location	Laboratory Analyst / Chemist	Microbiologist	Data Entry Operator	Lab Assistant	Driver	Helpdesk for Licensing
A. FDA Laboratory – Mumbai	10	—	1	2	—	—
B. FDA Laboratory – Ch. Sambhaji Nagar	8	—	1	2	—	—
C. FDA Laboratory – Nagpur	5	—	1	1	—	—
D. SPHL, Pune	2	1	1	—	—	—
E. RPHL, Chh. Sambhaji Nagar	1	—	—	—	—	—
F. RPHL, Nagpur	1	1	—	—	—	—
G. DPHL, Konkan Bhavan	1	—	—	—	—	—
H. DPHL, Jalgaon	1	1	—	—	—	—
I. DPHL, Ahilyanagar	1	—	—	—	—	—
J. DPHL, Amravati	1	—	—	—	—	—
K. DPHL, Kolhapur	1	—	—	—	—	—
L. DPHL, Sangli	1	—	—	—	—	—
M. FSW Mumbai	2	----	1	---	1	—
N. FDW Sambhaji Nagar	2	----	1	---	1	—
O. HQ Mumbai	---	----	----	---	---	2
GRAND TOTAL	**37 posts**	**3 posts**	**6 posts**	**5 posts**	**2 posts**	**2 posts**

Note: The attached schedule states that manpower funds for SPHL laboratories have been considered for above said positions. The estimated remuneration shown above is the approved amount per month multiplied by the number of posts and 12 months along with the agency service charges, GST and any statutory employer contributions.

4. SUMMARY OF MANPOWER

Designation	Total Posts
Laboratory Analyst / Chemist	37
Microbiologist	3
Data Entry Operator	6
Lab Assistant	5
Driver	2
Helpdesk for Licensing	2
TOTAL	55

5. DUTIES AND RESPONSIBILITIES

5.1 Laboratory Analyst / Chemist

- Qualification should be B. Sc Chemistry / M. Sc Chemistry / Food Technology
- Assist in laboratory testing, chemical analysis, sample preparation and related laboratory processes within the employee's approved qualification and competence.
- Handle samples, reagents, instruments, glassware and laboratory records in accordance with approved SOPs and directions of the laboratory in-charge.
- Record observations and results accurately in prescribed registers, worksheets or laboratory information systems.
- Follow quality assurance, quality control, safety, hygiene, sample traceability and waste-handling procedures applicable to the laboratory.
- Report equipment issues, deviations, incidents and shortages to the laboratory in-charge.

5.2 Microbiologist

- Qualification should be B. Sc Microbiology / M. Sc Microbiology
- Assist with microbiological examination and related laboratory procedures within approved competence and under the laboratory in-charge's supervision.
- Follow aseptic practices, biosafety requirements, sample handling and contamination-prevention procedures.
- Maintain records, worksheets, media/reagent records and equipment-related logs as directed.
- Ensure appropriate handling and disposal of microbiological materials in accordance with approved procedures.

5.3 Data Entry Operator

- Qualification should be 12th Pass Computer MSCIT
- Enter, verify, compile and update laboratory data, sample particulars, test status and reports in approved systems.
- Maintain digital and physical registers, scan and file documents, and prepare routine statements as directed.
- Protect data confidentiality and promptly report data discrepancies or system issues.

5.4 Lab Assistant

- Qualification should be 8th / 10th Pass Science
- Assist laboratory personnel with preparation and arrangement of glassware, equipment, consumables and work areas.
- Support receipt, labelling, movement and storage of samples as instructed.
- Maintain cleanliness and orderly arrangement of laboratory areas and assist with stock/consumable records.
- Follow laboratory safety, PPE, hygiene and waste segregation instructions.

5.5 Driver

- Driver for Food Safety on Wheels Minimum Matric & Maximum 10+2 from any recognized board having Driving License having valid HGV/PSV Driving License. Essential Condition: Accident-free driving record During preceding 03 years.

5.5 Helpdesk for Licensing

- Helpdesk Assistant - The Helpdesk Executive shall possess a minimum Graduate Degree in any discipline from a recognised University, with adequate computer proficiency and good communication skills in English, Hindi and Marathi.
- Preference shall be given to candidates having at least one year of relevant experience in helpdesk operations, customer support, reception or administrative activities. Functional Help Desk with Toll Free No 1800222365 at HQ with 2 Data entry operators working for 24*7 days. Response returns time - 7 days

6. REQUIREMENTS AND RESPONSIBILITIES OF THE AGENCY

- Deploy the required number of personnel at each specified location within the timeline stated in the Work Order.
- Ensure that every deployed candidate meets the qualifications, experience, training, age and other criteria expressly stated in the final NIT/post-wise specifications.
- Submit candidate CVs, educational certificates, experience documents, identity and age proof, and any required professional/technical documents for approval before deployment.
- Complete identity and background verification as required by FDA.
- Pay wages/salary on time and comply with applicable labour laws, minimum wage requirements, EPF, ESIC, professional tax, GST, TDS and other statutory obligations, wherever applicable.
- Maintain attendance, leave, payroll and statutory registers and provide supporting documents with each monthly invoice.
- Arrange timely replacement of personnel who resign, are absent, fail to perform or are found unsuitable, with candidates meeting the same requirements.
- Ensure personnel follow laboratory SOP, safety instructions, confidentiality rules, discipline and directions of aboratory in-charge.
- Provide PPE, uniforms or other items only where specified in the NIT/BOQ or approved contract.
- Maintain continuity of service and nominate an agency coordinator for communication with FDA.

7. CONTRACT PERIOD

The estimate in the supplied schedule is calculated upto Up to 31st March 2027. The contract may be further extended to a certain period as decided by the Authority based on performance.

8. FINANCIAL BID / BOQ

Bidders shall submit their financial bids only in the BOQ format uploaded on https://mahatenders.gov.in .
The bidder shall quote agency service charges per employee per month, in the exact fields provided.

9. BIDDER ELIGIBILITY AND PRE-QUALIFICATION

- Bidder shall be a legally registered entity eligible to provide manpower outsourcing services.
- Valid PAN and GST registration, wherever applicable.
- EPF, ESIC, labour licence/registration and other statutory registrations, wherever applicable.
- Relevant experience in providing manpower, preferably technical/laboratory manpower or manpower to Government/PSU/public institutions, as specified in the NIT.
- Financial turnover.
- Declaration that the bidder is not blacklisted/debarred by a Government Department, PSU or competent public authority, as of the bid submission date.
- Acceptance of the RFP, scope, BOQ and e-Tender portal terms.

10. DOCUMENTS FOR TECHNICAL BID / ELIGIBILITY CRITERIA

1) Tender Fee and EMD payment receipt / acknowledgement or EMD Exemption document.
2) Company Registration/Incorporation certificate (within Maharashtra State) and constitution documents.
3) PAN and GST certificate.
4) EPF and ESIC and applicable labour registrations/licence wherever applicable.
5) ITR for last three financial years.
6) CA certified turnover certificate for last three financial years.
7) List of Clients / similar work experience certificates / Work orders for similar assignments.
8) Acceptance of Tender terms and conditions.
9) Declaration of non-blacklisting/debarment in any Govt. of Maharashtra / PSU.

11. BID SUBMISSION AND OPENING

Bids shall be submitted online through mahatenders.gov.in by the closing date and time specified in the NIT. A two-cover system shall be followed: Cover I – Technical Bid and Cover II – Financial Bid/BOQ. Tender fee, EMD, exemption documents, if any, and performance security shall be dealt with as stated in RFP and applicable rules. Financial details shall not be placed in technical bid.

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12. EVALUATION OF BIDS

Technical bids shall be examined for eligibility, completeness, statutory compliance, experience, capacity to deploy personnel at all locations and acceptance of the scope. Financial bids of only technically qualified bidders shall be considered. The evaluation method, treatment of taxes/service charges and award basis shall be expressly stated in the NIT and BOQ. FDA reserves the right to seek clarifications in accordance with procurement rules without permitting material alteration of a bid.

13. PERFORMANCE SECURITY

The successful bidder shall submit performance security/security deposit of 3% of Tender Value in form of DD / BG within the 15 days of acceptance of Tender.

14. ATTENDANCE, INVOICING AND PAYMENT

- Payment shall ordinarily be processed monthly for personnel actually deployed and attendance verified by the concerned laboratory/in-charge.
- Each invoice shall be accompanied by attendance, salary/wage disbursement proof, statutory compliance proof and tax invoice/documents required by FDA.
- The agency shall ensure timely payment of personnel irrespective of internal invoice-processing timelines, subject to the contract.
- Unauthorised absence, vacant posts, non-deployment or incomplete service may result in proportionate deductions as provided in the contract.
- Taxes, statutory deductions and recoveries shall be made in accordance with law and the BOQ.

15. REPLACEMENT, PERFORMANCE AND PENALTIES

The agency shall promptly replace any person who resigns, remains absent, does not meet the approved eligibility criteria, breaches safety/confidentiality rules or is considered unsuitable by FDA. Delay in deployment, failure to maintain staffing, statutory non-compliance, submission of false documents or repeated unsatisfactory performance may lead to deductions, penalties, withholding of payments, termination or other action as specified in the agreement.

16. LABORATORY SAFETY, CONFIDENTIALITY AND DATA

All deployed personnel shall comply with applicable laboratory safety, biosafety, PPE, sample handling, waste disposal and quality procedures. Official records, samples, test data, reports and other information shall be used only for authorised duties and shall not be disclosed to unauthorised persons. Personnel shall not remove samples, records or equipment from the premises without written authorisation.

17. TERMINATION AND DISPUTE HANDLING

FDA may terminate the contract in accordance with the final agreement for material breach, poor performance, non-deployment, statutory default, fraud/misrepresentation, confidentiality breach or other stated grounds. Disputes shall be handled under the provisions of the executed agreement and applicable law.

18. GENERAL CONDITIONS

- FDA reserves the right to accept or reject any or all bids in accordance with applicable procurement rules.
- Canvassing, collusion, false statements or forged documents may lead to disqualification and further action.
- Conditional bids may be rejected.
- Any corrigendum or amendment published on mahatenders.gov.in shall form part of the tender.
- The successful bidder shall execute the agreement and furnish documents/security specified in the NIT.
- The NIT, corrigenda, BOQ and executed agreement shall govern in the event of any inconsistency, in the order stated by the competent authority.

19. BIDDER DECLARATION

We certify that the information and documents submitted with our bid are true and complete. We have reviewed the RFP, NIT, location-wise manpower schedule and BOQ, and undertake to deploy the required personnel and comply with all applicable contractual and statutory obligations.

Bidder name: _____
Authorised signatory: _____
Designation: _____
Signature and seal: _____
Date: _____

20. Guidelines to Bidders for Online Bid Submission:

For any technical assistance on use of Electronic Tendering System, Bidders may call on :
24x7 Help Desk Toll Free Nos.:- 120-4001 002 / 0120-4001 005 / 0120-6277 787
and Email: support-eproc(at)nic(dot)in

Refer below on home page link of https://mahatenders.gov.in
. Guidelines for hassle free Bid Submission
. Bidders Manual Kit
. FAQ
. Information about DSC
. Help for Contractor

21. TENDER INVITING AUTHORITY

Jt. Commissioner Food HQ, Mumbai
Food and Drug Administration, Maharashtra State
Government of Maharashtra
Tender to be published through: https://mahatenders.gov.in

**********END OF RFP TENDER DOCUMENT**********