



Ref. No. NITJ/PUR/234/18/e-Tender no. 106/2019

Sub: E-Tender for Hiring of Manpower Supply Agency

Dr.B.R.Ambedkar National Institute of Technology, Jalandhar invites e-Tender for **empanelment of Manpower supply agency** as per detailed schedule given below:

I	Downloading of e-tender document	Start Date : 27.12.2019 at 06.30 PM End Date : 17.01.2020 upto 06.30 PM
II	Bid submission start Date & Time	27.12.2019 at 06.30 PM
III	Bid submission end Date & Time	17.01.2020 upto 06.30 PM
IV	Physical submission of Tender Fee and EMD	20.01.2020 upto 11.00 AM
V	Opening of Technical Bid (online)	20.01.2020 at 11.00AM
VI	Bidding procedure	Two Bid systems
VII	Bid Validity	120 days from the date of opening of Technical Bid
VIII	Place of Opening of e-Tender	Purchase Section, administrative Block of the Institute
IX	Address for further communication	Registrar, NIT Jalandhar Tel.0181-2690324, 0181-690301, Extn:1201 Email: registrar@nitj.ac.in

Complete tender document is available for reference purposes on Institute website www.nitj.ac.in and <https://eprocure.gov.in/eprocure/app>.

Mode of Submission of Bids is through Central public procurement portal(<https://eprocure.gov.in/eprocure/app>) only. Manual bids shall not be accepted.

Tenderers/bidders are requested to visit the website: (<https://eprocure.gov.in/eprocure/app>) & www.nitj.ac.in regularly. Any changes/modifications in the tender inquiry will be intimated by corrigendum through these website only.

Registrar



Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY
G T Road By Pass, Jalandhar-144011, Punjab (India)
EPABX-0181-2690301 & 453 Fax: 2690320 & 932 website: www.niti.ac.in email: registrar@niti.ac.in

**Sub: e-Tender Notice- NITJ/PUR/234/18/e-Tender no. 106 /2019 - regarding EMD,
Tender fee.**

EMD and Tender fee details are as under:

Sr. No.	Work	Tender Fee	EMD
1.	Empanelment of Manpower supply agency	Rs.500/-	Rs.10 Lac



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IMPORTANT NOTE

1. All corrigenda, addenda, amendments and clarifications for the tender will be uploaded on the website www.nitj.ac.in, and not in the newspaper, Bidders shall keep themselves updated with all such developments.
2. In case the last date of receipt/ opening of bids fall on holiday, the bids shall be receipt/opened on the next working day at same time.
3. Tenderer who has downloaded the tender document form from the institute website shall submit a declaration alongwith tender document that I/we have downloaded the tender form from the Institute website www.nitj.ac.in and I/we have not tempered/modified the tender form in any manner. In case, if the same is found to be tempered/modified in any manner, I/we understand that my/our tender will be summarily rejected and I/we are liable to be banned from doing business with institute.
4. Tender fee of Rs.500/- (Non refundable) in the shape of Demand Draft in favour of Director, Dr. B.R.Ambedkar NIT Jalandhar and EMD of Rs.10 Lac in the shape of Demand Draft favoring Security Account, Dr.B.R.Ambedkar NIT, Jalandhar be submitted as per date mentioned in schedule.



“Document for Empanelment of Manpower Agency”

1. INTRODUCTION

Dr B R Ambedkar National Institute of Technology was established in the year 1987 as Regional Engineering College and was given the status of National Institute of Technology (Deemed University) by the Government of India on October 17, 2002 under the aegis of Ministry of Human Resource Development, New Delhi. Thereafter, the Ministry of Human Resource Development, Government of India has declared the Institute as **“Institute of National Importance”** under the act of Parliament-2007. A large number of reputed Industrial houses in the country visit the Institution and select the final year students as Engineers/ Management Trainees. As one of the National Institutes of Technology (NIT), the Institute has the responsibility of providing high quality education in Engineering, Technology and Sciences to produce competent technical and scientific manpower for the country. The Institute offers B.Tech., M.Tech., M.Sc., MBA and Ph.D. programmes in the several disciplines of engineering, technology and Sciences.

2. OBJECTIVES

The main objective for empanelment of Manpower Outsourcing Agency (herein referred as “Agency”) is to fulfill human resource requirements. Hence, expression of interest sought from interested parties in the area of supplying manpower on outsourcing basis will be utilized for routing work in different Departments/Sections of NIT, Jalandhar. The supply of human resources shall be in the various Departments/Sections as Clerical Assistant, Skilled Worker, Office Helper, Electrician, Electrician Helper, Electrician Helper (AC), Masson, Masson Helper, Carpenter, Carpenter Helper, Welder, Welder Helper, Tractor Driver, Mali, Sweeper, Pump Operator, Plumber, Sewarman, Sewarman Helper, Driver, Bus Conductor, Cook, Lab Helper, Nurse, Ground Man, Coach, Lift Operator, SAS Assistant, Placement Officer, Training Officer and Painter at NIT, Jalandhar.

The deployment of manpower shall be at the request and requirement of Institute as and when basis and the manpower shall be deployed anywhere in the Departments/Sections of NIT, Jalandhar.



3. BIDDING PROCEDURES & INSTRUCTIONS TO Tenderer

- a. No tender will be accepted in physical form. The bidders shall have to submit their Bids online in Electronic Format under Digital Signatures. For participation in the e-tendering process, the bidders need to register themselves on [CPPP](#).
- b. Bids are to be submitted online and opened online as per time given failing which no tender will be considered.
- c. The tenderers are required to upload the scanned copy (duly signed and stamped copies of the relevant documents required as per Terms & Conditions, technical bid and pre qualification criteria and other required tender documents, failing which their bids may be rejected and will not be considered. The bid will be treated non- responsive.
- d. NIT Jalandhar, will not be responsible for any delay in online submission of bids due to any reason whatsoever.
- e. Bidders should also send the scanned copies of Tender fees and EMD as specified in the tender documents with online technical documents.
- f. Tender Fee of Rs. 500 in the form of a Demand Draft in favor of the Director, Dr B R Ambedkar NIT, Jalandhar and EMD in the form of Demand Draft in favour of Security Account, Dr B R Ambedkar NIT, Jalandhar should be submitted to the following address before opening of the Technical Bid as per given time schedule for physical submission of EMD and Tender fee. Envelope should have full address and phone number of the tenderer. The Envelope should be superscribed as EMD and Tender Fee for Tender for hiring of Manpower supply Agency and sent to following address.

Kind Attention- Assistant Registrar (Purchase Section)

Director,

Dr B R Ambedkar National Institute of Technology,

G T Road Amritsar By Pass, Jalandhar-144001, Punjab (India).

- g. The details of EMD specified in the tender document should be same as submitted online (scanned copies). Otherwise tender will be rejected summarily.
- h. The conditional bids shall not be considered and will be out rightly rejected.
- i. The Financial Bid of only those bidders shall be opened who will qualify the pre qualification criteria /Technical criteria as mentioned in the technical bid and as approved by the Committee/Technical Experts. The date, time & place of opening of the financial bid(s) will be intimated in due course of time.
- j. Telex, Fax, e-mail and other incomplete offers are liable to be summarily ignored.



- k. At any time prior to the deadline for submission of bid, the institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer(s), modify the tender document by amendment.
- l. The amendment will be uploaded on Institute website only. In order to afford prospective tenderer(s) reasonable time in which to take the amendment into account in preparing their bid, the institute may, at its discretion extend the deadline for the submission of tender.
- m. The successful Bidder will have to submit a Performance Bank Guarantee for amount of **Rs. 25 Lacs** which shall be issued by any scheduled Bank valid for 2 months more than the contract period within 15 days of issuance of award letter.
- n. The offer should remain valid for minimum 120 days from the date of opening of tender.
- o. All the terms and conditions contained in this tender Document shall be acceptable to Bidder. No change in terms or conditions shall be accepted.
- p. NIT, Jalandhar reserves the right:-**
 - I. To terminate the offer or Letter of Intent (LOI) or agreement and to forfeit the EMD/ Security Deposit of the successful bidder on submission of false information/ mis-guidance/ non-acceptance or Non-compliance of offer in full or part at any stage.
 - II. To seek any clarification or verify the credentials or documents submitted by the Bidder, which are deemed to be necessary to decide this tender.
 - III. To accept or reject any or all offer(s) in part or full without assigning any reason thereof, before the award of the contract.
 - IV. To reject the proposal if the bidder is directly or indirectly engaged in corrupt, fraudulent, collusive or coercive practices while competing the tender and to blacklist the bidder for future transactions.

4. COST OF TENDER DOCUMENT

An amount of Rs. **500/-** (Rupees Five Hundred only) may be deposited in the form of Demand Draft in favour of Director, NIT Jalandhar towards the cost of Tender Document, failing which bid will not be considered. This amount is non – refundable.



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5. EARNEST MONEY DEPOSIT (EMD)

An amount of **Rs. 10 Lac (Ten Lac Only)** is required to be deposited by all the bidders in the form of Demand Draft in favour of Security Account, Dr. B. R. Ambedkar NIT Jalandhar towards the earnest money failing which bid will not be considered. The EMD will not carry any interest. The Earnest Money Deposit (EMD) of the all the bidders, who have not been awarded the contract will be returned. EMD of the successful bidder, who has been awarded the contract, will be returned on the submission of PBG of Rs. 25 Lacs.

6. PERFORMANCE BANK GUARANTEE (PBG)

Successful bidder is required to submit Performance Bank Guarantee (PBG) of **Rs.25 Lac**. PBG is required to be deposited before the date of engagement. Failure to do so shall entail cancellation of the letter of acceptance and forfeiture of earnest money deposit. The refund of PBG shall be subject to Director, NIT, Jalandhar which has right to deduct/appropriate its dues against the Agency/Company under the contract or under any other earlier contract.

7. ELIGIBILITY CONDITIONS

(A) TECHNICAL BID (PART -I)

The bidder must fulfill the following criteria failing which their offer will be liable to be summarily rejected.

- (a) The bidder must have at least three years experience (ending financial year March, 2019) of providing manpower outsourcing services to Central/State Government/PSUs/Nationalized Banks/Educational Organisations/ Reputed Organizations (documentary evidence to be uploaded) The agency should be registered with the government authorities for undertaking Manpower services. Documents in support of this to be provided.
 - (b) The bidders should have annual turnover of **Rs. 2 Crore** from outsourcing manpower services during the last 3 each financial years. Documents in support of this to be provided.
 - (c) The bidders must have executed/ completed similar services over the last three financial years (i.e. current financial year and the last three financial years) with the Govt. Organisations/ PSUs/Govt. Funded Educational Institutes:-
 - i. Three similar completed services/contracts consisting of supply of outsourcing of manpower costing not less than 2 Crore each;
- OR**
- ii. Two similar completed services/contracts consisting of supply of outsourcing of manpower costing not less than 2.5 Crore each.



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OR

- iii. One similar completed services/contract consisting of supply of outsourcing of manpower costing not less than 4 Crore.
- (d) The bidders must be registered under the Provident Fund Act, ESI Act, Labour Act and Shop and Establishment Act etc. (copies to be enclosed)

Note: No document/information will be sought/ considered after last date of submission of bids. In case, the bid has been found deficient in any way, the same will be straight away rejected.

B. FINANCIAL BID (Part – II)

The bidders should quote the service charges on minimum basic wages in percentage excluding ESIC, EPFO and Bonus etc.

- I. Taxes like GST etc. as applicable will be paid as per the rules.

Note: Taxes will be paid on documents/ evidence provided by the contractor & shall match with invoice raised in respective month. Further TDS & other statutory liabilities as per applicable laws from time to time will be deducted as per rules.

8. SCOPE OF WORK

The manpower Agency shall

- a. Provide details of the persons deployed by the Agency with Bio-data, registration form, attested proof of identity, photocopy of driving license (in case of driver) and the latest photographs of all persons to NIT, Jalandhar office for records. The agency shall provide identity card to the personnel deployed in the Institute carrying the photograph of the personnel and personal information as to name, date of birth, designation and identification mark etc. The agency shall also provide medical fitness report along with all other documents of the employee to the Institute.

The Agency should also provide sticker for the vehicles of outsourced staff from the first day of appointment of the outsourced employees.

- b. Appoint and deploy the selected candidates duly interviewed jointly by the officials of NIT, Jalandhar and Manpower agency which shall generally be in the office of NIT, Jalandhar and will post the "Selected Candidates" to the desired office- location immediately. Further the manpower to be deployed must have experience of working in the Centrally Funded Technical Institutes (CFTIs) like IITs, NITs and CUs etc. with good track record.
- c. Replace such deployed employee immediately if any complaint or request is lodged in writing or through e-mail or is brought to the knowledge to the

- Agency, which may be like (i) any complain with regard to working performance; integrity etc., (ii) any unauthorized absenteeism reported for more than seven days or (iii) any disobedience of order issued verbally or in written by this office or (iv) Any refusal of work or (v) a request regarding working of change of person without any reason
- d. Obtain license, permit, consent, sanction etc., as may be required from local or any other authority for doing such work. The Agency shall comply at its own cost with all applicable laws, rules and regulations in force from time to time whether of Central or State Govt. as applicable to their firm or this contract without any liability and responsibility to NIT, Jalandhar, whatsoever it may be.
 - e. Be solely accountable before the authority under the Statutory/Acts/Laws. Hence agency shall abide by all these Statutory/Acts/Laws of both Central Government and State Government.
 - f. Pay and comply the statutory liabilities for the persons engaged or deployed with NIT, Jalandhar which shall be the cost to Institute agreed or the minimum wages of the Central / State Govt. as approved under Minimum Wages Act, whichever is applicable on case to case bases.
 - g. Ensure that in case any personnel of the Agency is implicated in any law suit or is injured by any person or group of persons agitating mob etc. during the course of performing his duty/ their duties for NIT, Jalandhar, it shall be sole responsibility of the agency to defend its personnel in the court of law or to extend all medical and financial help etc. without charging any cost to NIT, Jalandhar. In case NIT, Jalandhar is implicated in any law/suit on account of not fulfilling of any or all obligations under any law or due to performing the duties of any personnel of the Agency, all cost of defending such suit settlement of claims/ penalty etc. shall be borne by the Agency or recovered from the due amounts payable to the Agency and/or from the security deposit held by NIT, Jalandhar.
 - h. be responsible to pay compensation in the event of any accident and/or injury, in respect of which compensation may become payable under the Workman's Compensation Act – VIII of 1923 including all amendments thereof failing which NIT, Jalandhar shall have powers to retain out of any sums payable/ becoming payable to the Agency, any sum as may be deemed sufficient to meet such liability on receipt of award of compensation from the competent authority under the said act, the same shall be adjusted from this amount. Any shortfall shall be recovered and any excesses shall be refunded. The opinion of the Director of NIT, Jalandhar shall be final in regard to the all matters arising under the clause.
 - i. At the end of the Contract Period/ Termination of the Contract, handover the charge to the new service provider (appointed by NIT, Jalandhar) without any hindrance. In case of non-compliance, the Security Deposit shall be forfeited and due legal action will be taken.
 - j. Ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not to be divulged or disclosed to any person by its personnel deployed in this office.

- k. Ensure the proper conduct of his personnel in office premises, and enforce prohibition on consumption of alcoholic drinks, pan, smoking, loitering without work.
- l. Be responsible for any commitment to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this office and this office will have no liabilities in this regard at any stage.
- m. Be solely responsible for the redressal of grievances, resolution of disputes relating to persons deployed. This office shall, in no way, be responsible for Settlement of such issues whatsoever. This office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by services providing agency in the course of their performing the functions / duties, or for payment towards any compensation.
- n. Submit an affidavit of the person in which the said person gives an undertaking that he will not claim any employment in NIT, Jalandhar by virtue of his engagement through the outsourcing Agency/ Company.
- o. Not be debarred or blacklisted by any Central Government/any State Government Department (s). A declaration regarding this must be attached with the tender as per Annexure-II of this document.
- p. Not make any advertisement using the name, address of this office for seeking the applications for appointment purposes. Further, Agency shall ensure that no security deposit or no undue charges should be collected from any person in the name of giving employment to this office. If such things are brought to notice to this office, the empanelment shall be cancelled if proved so.
- q. Make a suitable provision in agreement to be entered with the outsourced engaged employee making amply clear that selected candidate shall not make any claim of employment, pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of this office during the contract or after expiry of the contract.
- r. Depute a coordinator for the deployed personnel during office hours of all working days, who would be responsible for immediate interaction with this office, so that optimal services of the persons deployed by the agency could be availed without any disruption. The coordinator need to resume his duties on the very first day of the contract. The cost of keeping coordinator, if any, will be borne by the agency. The Institute will provide the sitting space to the coordinator. Penalty @ Rs.5000/- per day for absence of co-ordinator will be levied from the monthly bill payable to the agency. The Coordinator should be atleast graduate and maximum age of the coordinator must not be more than 58 years. He will be assigned the duties by the agency in consultation with the Institute Authorities as per requirement of the Institute.

9. Other terms & Conditions:-

- a. The contract shall be for a maximum period of 3 years. However the contract shall automatically expire after one year from commencement of the contract unless extended further by this office. The contract may be extended, on the same terms and conditions, for a further period not exceeding one year. In case of termination of this contract on its expiry or otherwise, the persons deployed by the bidder shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular temporary capacity in this office. In case of pre-mature termination of the contract security amount shall

- be forfeited by NIT-Jalandhar.
- b. The agency must be able to pay all dues including statutory obligations for atleast three months without looking for any financial assistance from the Institute. Further, the monthly bill will be processed on reimbursement basis by the Institute only after adhering all statutory liabilities by the agency concerned.
 - c. Entering into contract with the agency does not bind Director NIT Jalandhar to award contract of all the manpower requirements as mentioned in the Tender to that agency.
 - d. The Director may accept a tender in part or whole of the manpower offered, reject any tender without assigning any reasons, and may not accept the lowest tender. In case of any doubt dispute, whatever may be the decision of the Director shall be final in this regard.
 - e. The Director, NIT, Jalandhar shall be the sole authority to decide and judge the quality of service rendered by the Agency and all other matters related to contract and his/ her decision shall be final and binding.
 - f. The wages/salary of engaged staff will be as per the notified rates by the office of Chief Labour Commissioner, Ministry of Labour & Employment, Govt. of India as notified from time to time. Statutory liabilities & provisions of various Acts notified from time to time such as Minimum wage act 1948, EPF act 1952, ESIC 1948, Gratuity Act 1972, Workmen Compensation Act 1923, Payment of Bonus Act 1965 etc shall be an integral part of the contract.
 - g. The decision of hiring of manpower will be the sole discretion of NIT, Jalandhar, which may be through the agency or through other mode of hiring of manpower depending on the policy and requirement of NIT, Jalandhar.
 - h. The empanelment of Agency will not attract any financial commitment from NIT, Jalandhar until the Manpower is actually deployed and used by the NIT, Jalandhar.
 - i. The type of Manpower requirement has been shown in separate sheet which are indicative and may vary as per need and requirement.

10. EVALUATION PROCESS

The evaluation of Technical Bid will be done as follows:-

- (a) In the first instance, Technical Bids will be evaluated. The Bids who have been declared technically qualified, will only be considered for financial opening and evaluation.
- (b) The bidders who quote unrealistic service charges e.g. 0%, 0.01% etc. shall be debarred for further consideration. Further in case, two or more bidders offering same percentage of service charges, the performance certificate of one contract (during preceding three years) where the agency has provided outsourced services of handling manpower in number equal to or more than 223 Nos. (as per requirement of NIT Jalandhar) shall be the deciding factor for awarding the contract. Bidders who will submit the performance

certificate of having deployed higher number of manpower will be considered L1.

One week's time will be given to submit such performance certificates. On eighth day decision will be taken by the committee constituted for the purpose. No photocopy of the certificate will be accepted in any case. The decision of the committee in this regard will be full & final and will be binding on the all the bidders.

- (c) All the conditions/criteria mentioned under technical bid are mandatory conditions.

11. AWARD OF THE CONTRACT

The empanelment may be made with one, two or three Manpower agencies who qualified the pre qualification bids and on the basis of minimum service charges as per required Tender documents submitted and acceptable to the Institute.

12. PENALTY

1. In the event of failure/inability to provide Manpower as per requirement and time frame, NIT, Jalandhar will deduct an amount @ **5%** of the monthly payable bill as a penalty.
2. Penalty shall be imposed @Rs.5000 per day for delay in disbursement of monthly salary to the outsourced staff from the monthly payable bill, if it is not done by the 7th day of every month. In case, the 7th Day is a holiday, the last day for disbursement of salary will be considered next working day and penalty shall be calculated accordingly.
3. Further, security deposit or undue charges must not be collected from any person in cash or deduction from monthly salary in the name of giving employment. The application fee charged, if any from the employees must not be more than Rs.100/-. The agency will not take any bond, signed advance cash voucher or signed blank paper etc. from any employee. If such things are brought to notice to this office, the empanelment shall be cancelled and full PBG amount will be forfeited. Further, the same shall be intimated to the concerned Labour authorities for strict legal action.

13. Statutory obligations:

It must be ensured by the agency that all statutory obligations/liabilities (like EPF,ESI, GST etc.) shall be met by the agency well in time in relation to its all outsourced staff and must be deposited within the time frame prescribed/fixed by the statutory authorities concerned, after which a penalty @ Rs.5000/- per day will be charged from the monthly bill of the agency. The relevant documents/Proofs shall be submitted to the institute by the agency alongwith monthly bills and shall match with running invoice raised by the concerned. In case any adverse/lapse is found on the part of the agency in connection with statutory provisions of different acts, the firm shall be solely responsible for the same and such shortcomings shall be brought into the notice of concerned statutory authorities.

14. AGREEMENT

The agency has to make an agreement with the NIT Jalandhar on the stamp paper, which should contain all the terms & conditions relevant to the operations. The incidental expenses of execution of Agreement/Contract, if any, shall be borne by the bidders. Cost related to the preparation of agreement/Stamp Paper will also be beared by the agency.

The conditions stipulated in the contract shall be strictly adhered to and violation of any of these conditions by the Bidder will entail termination at the contract without prejudice to the right of the NIT Jalandhar. In addition, NIT Jalandhar shall be free to forfeit the EMD/Performance Guarantee and getting the assigned work done from alternate sources.

15. ARBITRATION

If any dispute arises between parties, the Director, NIT, Jalandhar shall be the sole arbitrator and his decision shall be final and binding upon the parties.

16. RIGHT TO CANCEL THE CONTRACT

Director, NIT- Jalandhar may cancel the order at any time by giving 30 days written notice.

17. METHOD OF SELECTION OF STAFF

- a. The Agency will send minimum three candidates for one position. No registration/appointment charges should be charged from the employees.
- b. All the details like essential qualification, work experience, job description, age limit, emolument, etc will be intimated to the Agency by NIT, Jalandhar as and when required. Police verification of all the engaged employees may also be done as the Government of Indian norms.
- c. The Agency need to submit the candidate's bio-data containing full details i.e. date of birth, marital status, confirmed address – present & permanent, experience etc. within 15 days of the receipt of requirement.
- d. Information regarding qualification, background, etc. will be validated by NIT, Jalandhar, if necessary.
- e. The candidates will be interviewed in the NIT, Jalandhar campus with panel members of respective relevant discipline.
- f. Final selection will be made by NIT, Jalandhar.



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TECHNICAL BID (Part -I) **(For Manpower Outsourcing Services)**

Sr. No.	Mandatory Information	Fill in the details
01	Name of the Agency/ Bidder with address, telephone, email id	
02	Name of the representative/ owner of the company who is applying the bid	
03	Mention the following:- 1. EPF registration No. 2. ESIC Registration No. 3. Labour Registration No. 4. Shop & Establishment registration No. (The registration certificates must also be uploaded)	
04	Mention the following:- 1. Income tax Permanent Account Number 2. GST No. 3. Bank Account Holder Name 4. Bank Account No. 5. IFC Code (copies of the above documents must also to be uploaded)	
05	Scan copy of Tender fee of Rs. 500/- and EMD of Rs. 10,00,000 to be uploaded.	
06	Please upload the proofs of having at least three years experience (ending financial year March, 2019) of providing manpower outsourcing services to Central/State Government/PSUs/Nationalized Banks/Educational Organisations/ Reputed Organizations (documentary evidence to be uploaded)	
07	Please upload proofs regarding annual turnover of Rs. 2 Crores from outsourcing manpower services during last 3 financial years (the copies of Balance Sheet, Profit & Loss A/C duly certified by CA must be uploaded)	
08	Please upload proofs related to execution/ completion of similar services over the last three financial years (i.e. current financial year and the last three financial years) with the Govt. Organisations/ PSUs/Govt. Funded Educational Institutes:- i. Three similar completed services/contracts consisting of supply of outsourcing of manpower costing not less than 2 Crore each; OR ii. Two similar completed services/contracts consisting of supply of outsourcing of manpower costing not less than 2.5 Crore each. OR iii. One similar completed services/contract consisting of supply of outsourcing of manpower costing not less than 4 Crore. (proofs to be uploaded)	
09	Scan copy of declaration regarding acceptance of all the acceptance of terms and Conditions must be uploaded as per Annexure-I	
10	Scan copy of declaration regarding blacklisting must be uploaded as per Annexure-II.	



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FINANCIAL BID (Part – II)

(For manpower outsourcing services)

Sl.	Particulars	Remarks
01	Name of the Bidder/ Agency with address	
02	Percentage of charges, the bidder will claim as Service chargesservice charges on minimum basic wages in percentage excluding ESIC, EPFO and Bonus etc.

Taxes like GST etc. as applicable will be paid as per the rules.



Annexure-I

DECLARATION

I _____ Son/Daughter/Wife of Sh.
_____ Proprietor/ Director, authorized signatory of the
Agency/Firm, mentioned above, is competent to sign this declaration and execute this
tender document;

1. I have carefully read and understood all the terms and conditions and other instruction of the tender and undertake to abide by them;
2. The Information/documents furnished along with the above tender are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Dated:

Name:

Place:

Signature and stamp of the Agency/Firm



DECLARATION REGARDING BLACKLISTING/DEBARRING FOR TAKING PART IN TENDER.

Self Attested

I / We _____(Tenderer) hereby declare that the firm / agency namely M/s. _____has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

Or

I / We _____(Tenderer) hereby declare that the Firm / agency namely M/s. _____was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of _____years w.e.f. _____to _____. The period is over on _____and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by Director, NIT Jalandhar, and EMD / SD shall be forfeited.

DEPONENT

Self Attested:

Name _____

Address _____



Indicative Manpower Requirements

Sr. No.	Category	No. of
1.	Highly Skilled	17
2.	Skilled	79
3.	Skilled (Mali)	24
4.	Semi Skilled	01
5.	Un-Skilled	102
Total		223

The above manpower requirement is indicative. The number of manpower and type of manpower required may vary as per the requirement of the institute.