



# NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Ravangla Campus  
Barfung Block, Ravangla Sub Division, South Sikkim-737139

Tender No: NITS/S&P/Outsource Manpower/18-19/85

Date: 21/06/2018

## **NOTICE INVITING TENDER FOR MANPOWER SERVICE**

Sealed tenders are invited from Manpower Service Provider Firm/Agency capable of providing required manpower services (Highly Skilled, Skilled, Semi-Skilled and Un-skilled category) for Housekeeping, Cleaning, gardening, plumbing, carpentry and multi skill services, office work or any other specific jobs that may be assigned by the Institute. Tender document can be downloaded from the Institute website [www.nitsikkim.ac.in](http://www.nitsikkim.ac.in). Sealed Tender must reach the office on or before the closing date and time of submission. The tender shall be published on Institute website and Government e-procurement site:

<b>Closing Date &amp; Time for submission of bid</b>	05:00 PM, 21 <sup>st</sup> July 2018
<b>Pre Bid Meeting Date and Time</b>	11:00 AM, 10 <sup>th</sup> July 2018
<b>Opening Date &amp; Time (Technical Bid)</b>	11:30 AM, 23 <sup>rd</sup> July 2018
<b>Opening Date &amp; Time (Financial Bid)</b>	Through Institute website and by e-mail to technically qualified bidders.
<b>Earnest Money Deposit (EMD)*</b>	Rs.5,00,000/- (Rupees Five Lakhs Only) in the form of a Demand Draft drawn in favour of "DIRECTOR, NIT Sikkim" payable at Ravangla, South Sikkim, and valid for a period of minimum 60 days from the date of opening bid. <i>*If EMD exemption is claimed, submit proper valid document in Technical bid.</i>
<b>Tender Fee</b>	NIL
<b>Bid to be submitted to</b>	Registrar National Institute of Technology Sikkim Ravangla Campus, South Sikkim 737139.
<b>Place of pre-bid and opening of bid</b>	Registrar's Office National Institute of Technology Sikkim Ravangla Campus, South Sikkim, 737139
<b>For any clarification</b>	registrar@nitsikkim.ac.in

\*NOTE: Service Provider means Service Provider/Supplier/Agency/Firms/Company.

**Registrar**

## **Scope of Work**

The Manpower Service means providing the required manpower to the NIT Sikkim as per the terms & conditions mentioned in this tender documents. The approximate number at present may be Seventy Five (75) persons. The number of manpower may be increased/decreased based on requirement of the Institute at any time.

## **Part-A: Tendering process**

1. Sealed tenders are invited under **Two Bid System** (mentioned below) from the eligible manpower service providers
  - (i) Part-I: **Technical Bid** and
  - (ii) Part-II: **Financial Bid**
2. The Technical Bids and financial bids have to be furnished as detailed below.
3. The Bid shall remain valid for a period of not less than 180 days after the tender closing date.
4. The evaluation of bid will be done for all the items put together and the contract will be awarded to the lowest responsive bidder.
5. The Tender is not transferrable under any circumstances.
6. Telegraphic/Electronic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the bidder.
7. The Tender should invariably be submitted in the prescribed form falling which it will not be entertained and will summarily be rejected.
8. **Language of the bid:** The tender should be filled up and signed in English language only.
9. **Technical Bid (mark Envelop-A):** The technical bid should contain EMD, compliance table, all the relevant documents, experience certificates, company details, Bank details, Contact person details, one signed copy of tender document. All the copies of documents enclosed with the tender document should be signed and stamped. ***This envelop should not contain financial bid.***
10. **Financial Bid (mark Envelop-B):** The financial bid be kept in a separate sealed envelope and should be super-scribed as **“Financial Bid” For Providing Manpower Supply At NIT Sikkim**, and should contain only price bid. Conditional financial bid shall be rejected.

**11. Put Envelop-A (Technical Bid) and Envelop-B (Financial Bid) in a third Envelop, clearly write tender no. and super-scribed Bid For Providing Manpower Supply At NIT Sikkim.** The bid has to be submitted to the office of the Registrar as mentioned in this tender and must provide your contact details on the envelop.

**12. Instructions to Bidders:**

- (i) **Only One Bid per Bidder:** Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.
- (ii) **Cost of bidding process:** The bidder shall bear all costs associated with the preparation and submission of the bid and the Institute in no case shall be responsible or liable for any costs, regardless of the conduct or outcome of the tender process.
- (iii) **Pre Bid Meeting/Visit to the Institute/Understand Local Condition:** *Before submitting bids, all the prospective bidders are strongly advised to meet the Registrar/Committee for getting all the clarifications.* The bidder is required to provide manpower supply & services to this Institute and is responsible to get acquaint himself with the operational system of the Institute. Any costs incurred in visiting the Institute or its premises shall be borne by the bidders. It shall be deemed that the agency/Contractor has undertaken a visit to the Institute and is aware of the requirement and operational conditions prior to the submission of the tender documents.

**13. Clarification of Tender Document:** It shall be the sole responsibility of the bidder to download and check the correctness of the tender documents against the pages and contents. Under no circumstances the Institute shall be held responsible. In case of any query/doubt the bidder may contact the Registrar Office for clarification etc.

**14. Late and delayed Tenders:** Bids must be submitted in the Institute at the address specified above not later than the date and time stipulated in the tender. Bids received after due date & time will not be accepted. The Institute shall not be responsible for any delay for any reason in submission of the bid within due date & time. The Institute may, at its discretion, extend the deadline for submission of the bids.

**15. Bid opening and evaluation:**

- (i) The Institute Committee constituted for the purpose will open the Technical Bids in the presence of the Bidders or of their representatives who choose to

attend at the appointed place and time. They must bring proper authorization letter at the time of opening of the bids, failing which they will not be allowed to participate in the opening process.

- (ii) All supporting documents in respect of the Bid must be submitted duly self-attested by the person signing the Bid and all original documents have to be produced on the date and time indicated for opening of the Tender for verification, without which the Bid is liable to be rejected. The Institute reserves the right to verify those original documents from the Authorities independently who have issued such documents for the purpose of this tender. The bidder and/or his representative may be present at the time of opening the Bid.
  - (iii) The bid of any bidder who has not complied with one or more of the terms & conditions prescribed in tender document will be summarily rejected.
  - (iv) Financial bids of only technically qualified bidders will be opened for evaluation in the presence of qualified bidders and the date shall be communicated through Institute website and email only. It shall be the responsibility of the bidder to provide the correct email id and other contact details. The Institute shall not be responsible for non-delivery of email, whatsoever reasons may be.
- 16.** For any change, edition, modification, clarification etc. bidder must see NIT Sikkim's website regularly. NIT Sikkim will update all above if required on Institute's website only. If any bidder failed to visit Institute's website then NIT Sikkim will not be responsible for any reason.
- 17. Right to accept or reject any or all Bids:** The Institute reserves its rights to cancel the tender as whole or may reject one or all bids as per the recommendation of the committee constituted for the purpose. No query/complaint in this regard shall be entertained by the Institute.

**PART B: General Terms and Conditions**

18. The bidder must either be a Proprietary/Partnership or Pvt. Ltd or Limited Company/Private or Government Agency/Society/limited liability partnership/legally constituted entities eligible to provide manpower service.
19. The bidder must have been providing at least **Fifty (50)** manpower *per year* at one contract preferably in NITs/IITs/Government/Semi Government Organization/ Public Sector undertaking/University/Academic Institute/Reputed private company for at least last Three (03) years.
20. The bidders are required to submit Customer Satisfactory Performance Report (CSPR) for last Three (3) years from the organizations in which they have provided the manpower services. Such CSPR will be signed by the authorized signatory of the organization concerned. The CSPR for the last year is mandatory.
21. The bidder shall submit full details of his ownership and control or if the bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.
22. **Earnest Money Deposit (EMD):** Rs.5,00,000/- (Rupees Five Lakhs Only) in the form of a Demand Draft drawn in favour of “DIRECTOR, NIT Sikkim” payable at Ravangla, South Sikkim, and valid for a period of minimum 60 days from the date of opening bid. If EMD exemption is claimed, submit proper valid document with Technical bid. If the agency after receiving offer letter does not start his work within the stipulated time, his entire Earnest Money deposit (EMD) submitted with the tender will be forfeited and the Institute will have the right to choose any other bidder and extra cost incurred in this process may be claimed.
23. **Performance Security (PS) (Non-Interest Bearing):** The successful bidder shall be required to furnish a Performance Security (PS) within 15 days of receipt of ‘Letter of Offer’ for an amount of Rs.18.00 Lakh only (**Rupees Eighteen lakh**) in the form of an Account Payee Demand Draft/Performance Bank Guarantee or FDR endorsed in favour of the Director, NIT Sikkim and payable at Ravangla duly issued by a Nationalized/Commercial Bank. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended accordingly.

- 24. Minimum Experience:** The company/Agency should possess adequate experience of at least Three (03) years of providing Manpower services as mentioned in this tender and proof of document must be submit along with tender.
- 25. Experience in Govt. Organizations:** The bidder must have experience in supplying minimum fifty (50) manpower in one contract to any Central Govt. organizations/IITs/NITs/Central Universities/Autonomous Bodies/PSUs in last three (03) years.
- 26. Minimum Annual Turnover for last three FY:** Bidder must have average annual turnover of Rupees One Crore (Rs.1.00 crore) for the last three years (viz. 2017-18, 2016-17, 2015-16).
- 27. Bidder/Agency must provide following documents with Technical Bid:**
- (i) GSTIN    (ii) ESIC    (iii) EPFO    (iv) PAN
  - (v) Trade License valid in the state of Sikkim
  - (vi) Firm Registration, Article of Association, MoA, MoU (if any), Partnership deed/Incorporation certificate
  - (vii) Income Tax Return (ITR) and Audited Financial Reports for last three (3) financial years
  - (viii) Labour Department Registrations certificate/license valid work permit for Sikkim.
  - (ix) Signed copy of latest Minimum Wages Notification along with undertaking to abide by the labour act.
  - (x) Affidavit/undertaking declaring not being blacklisted by any organization.
  - (xi) Experience Certificates, CSPR for last three years, proof of supplying manpower to Govt. Organization
  - (xii) One signed and sealed copy of the tender document (each page).
  - (xiii) Declaration on the firm's letter head that the bidder has understood all the points and agrees to comply.
  - (xiv) Any other relevant documents that the bidder would like to submit

**All the above documents must be of the bidding firm and valid for last Three (3) years. No documents of any other sister concern or principal company is acceptable. Authorization obtained from other firms will NOT be acceptable and such bid(s) shall be rejected.**

**28. Statutory Legal Compliances Required:** The bidders must comply with the Contract Labour (Regulation and Abolition) Act 1970 & Central Rules 1971 (<http://clc.gov.in/clc/clcold/Acts/shtm/cla.php>), and Sikkim Labour Protection Act 2005 (further amended in 2008), Central Government latest Minimum Wages Act (2018) and such acts amended from time to time by the Central Govt. and Govt. of Sikkim. The bidder must comply with the Child Labour (Prohibition and Regulation) Act, 1986. The bidder must be registered with the Central and Sikkim Labour departments. ***The winning bidder must obtain site licenses (at Ravangla, South Sikkim) for providing contract labour from the Government agencies and submit the same to the Institute within 30 days.***

**29. Strict Compliance of Minimum Wages Act:** The minimum wages prescribed by the Central Govt. and applicable for the State of Sikkim must be strictly complied by the contractor. Accordingly, the rates quoted should ensure that the personnel deployed against this service contract are paid as per the statutory norms including the Minimum wages, as prescribed by the Central Government from time to time, and the statutory benefits like PF, ESI, and Bonus etc. as applicable. Any discounts offered or other charges that are levied should be clearly and explicitly mentioned in the bid. The bidder has to follow the Central Government minimum wages not the State Government. Any deduction from the minimum wages to be paid to the contract labour engaged by the service provider (contractor) shall lead to penalty or legal action.

**30. Blacklist Affidavit:** The bidder has not been debarred and/or blacklisted by any Central Government / or any State Government Department (s) and the bidder should not have any litigation in any of the labour court (s). An affidavit on Non-Judicial Stamp paper ₹10/- duly notarized or on firms letter head duly signed and sealed shall be enclosed with the technical bid to that effect.

**31. Award of Contract:**

- (i) **Contract Period:** The service contract will be awarded initially for **ONE (01) YEAR OR suitably decided by the competent authority of NIT Sikkim**, from the date of signing of the contract with the awarded bidder and NIT Sikkim. If the performance is found not satisfactory at any time, the contract may be terminated before the normal tenure owing to cessation of requirement or deficiency in service or substandard quality of manpower deployed by the service provider. The NIT Sikkim reserves the right to extend the service period beyond one year based on the performance on the recommendation of the committee constitute for the purpose.

- (ii) The Institute will award the contract to the bidder whose bid has been determined to be substantially responsive.
- (iii) The Institute reserves the right to increase or decrease the requirement of manpower during the contract period at any time. It shall be the responsibility of the service provider to comply with the requirement of the Institute failing which lead to penalty as decided by the committee. The responsibility to withdraw the manpower on the direction of the Institute is the sole responsibility of the service provider.

**32. Payment Procedure:**

- (i) No advance payment shall be made under any circumstances. The timely payment of wages & statutory dues shall be the responsibility of the service provider. The service provider has to submit the proof of payment along with the bill to be reimbursed by the Institute against the deployed manpower.
- (ii) Pre-receipted previous month bills (in triplicate) shall be submitted by the Agency in each month. The bills shall be processed and paid within a reasonable time. The bills should be submitted along with monthly payment challans of ESIC and EPFO documents by the agency of the personnel deployed.
- (iii) TDS at the present prescribed rate will be deducted from the bills in accordance with the provision of Income Tax Act, 1961 and GST Act 2017.
- (iv) Any other deductions mandated by the prevailing laws applicable to such contracts would also be made.
- (v) No enhancement in the service charges on any account/reason, whatsoever may be considered during the currency of contract.

**33. Force-closure of the service contract in full or part:**

- (i) The NIT Sikkim reserves the right to reduce number of manpower in part or full during the period of contract. The revised payment shall be accepted by the Agency.
- (ii) NIT Sikkim reserves the right to terminate the contract forthwith if it is found that continuation of the contract is not in Institute interest i.e.
  - (a) If the Contractor fails or shows negligence or deficiency in providing the services as envisaged herein within the period (s) specified in the contract or any extension thereof as may be granted by Institute.



- (b) If at any later date, it is found that the documents and certificate submitted by the Contractor are forged or have been manipulated, the work order issued to the contractor shall be cancelled and Performance Security deposited in the Institute shall be forfeited without any claim whatsoever on Institute and the contractor is liable for legal action as appropriate under the extant laws.
- (c) The Institute may terminate the contract if it is found that the service provider is black listed on previous occasions by the any of the Institutes/ Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.
- (d) The Institute may also terminate the contract in the event of non-satisfactory service.
- (e) The contractor is not eligible for any compensation or claim in the event of cancellation/termination of contract.

### **PART C: Responsibilities of the Manpower Service Provider**

- 34.** Service provider shall be responsible for providing and verification of all documents related to proofs of photo identity, age, address, educational qualification, experience certificates, etc. for each manpower supplied to NIT Sikkim. Authorized committee/person(s) of NIT Sikkim may verify all documents for each person and based on recommendation received from authorized committee/person(s) of NIT Sikkim, service provider can deploy those recommended manpower to start work under this contract. If any proposed person, fail to qualify in document verification, then agency must proposed again new list with all documents.
- 35. Medically fit manpower:** All the supplied manpower must be physically, mentally and medically fit to work at Ravangla. All the supplied manpower must be free from communicable/infectious disease. Any expenditure against medical treatment of the manpower if required shall be borne by the service provider and NIT Sikkim shall not be held responsible for any expenditure/claim on account of any medical need or exigency.
- 36. Accommodation and Food:** The Institute will not provide any accommodation or food for outsourced manpower nor any payment towards it. The service provider shall be responsible for accommodation/food of their manpower if required.
- 37. Transport:** The service provider will be responsible for pick and drop of the manpower if required. No separate payments will be made.

- 38. Uniforms & Cost:** Contractor shall provide two sets of uniform to his worker (s) for all the male and female conservancy worker(s) (Housekeeping, Gardening, Estate Maintenance) while on duty. The uniform must have printed/embroidered the name of the service providing agency. NO SEPARATE PAYMENTS SHALL BE MADE FOR SUCH THINGS. THE BIDDER MUST CALCULATE AND INCLUDE SUCH EXPENSES INTO THEIR OFFERED SERVICE CHARGES. Manpower engaged in offices, workshops, laboratories must wear formal dresses and shoes during working hours.
- 39. Salary Payments:** The agency must pay salary/monthly wages to its employees **within fifth (05<sup>th</sup>) day of succeeding month** as per the Minimum Wages Act. The payment to the service provider/agency will be made on the production of payment proof of wages to manpower, challans of ESIC and EPFO to NIT Sikkim and on producing the duly verified bill in triplicate.
- 40. Penalty for defaulting in payment to employees:** Ordinarily the Service Provider/Agency has to pay monthly wages/salary within 5<sup>th</sup> day each and every month according to minimum wages act. **If agency fails to pay on or before 07<sup>th</sup> of every month** or pay less than the minimum wages or deduct any money from the wages, NIT Sikkim may impose penalty of **₹10,000/- per day** or more as the case may be and same shall be deducted from the monthly bill.
- 41. Penalty for non-performance/under-performance:** If the Service Provider/Agency fails to provide competent and adequate number of personnel or delay in deployment of personnel, or the service is not satisfactory, a penalty will be imposed as recommended by the committee constituted by the competent authority of the Institute for determining the amount of such penalty.
- 42. Local Conditions:** It shall be the responsibility of the bidder to fully inform/acquaint/familiarized itself with local conditions and factors, which may have effect on the execution of services to be rendered under the contract. All bidder (s) intending to bid shall visit and make themselves thoroughly acquainted with the local site conditions. The Institute shall presume that the bidder has understood and agreed that all the relevant factors have been kept in view while submitting the bid. No financial adjustment arising thereof shall be permitted by Institute, on the basis of any non-clarity of information about local conditions being pleaded by the bidder. Further, no claim for financial adjustment being made by the contract awarded on these bidders will be entertained by the Institute.

43. The personnel to be deployed must be a citizen of India.
44. The personnel deployed by the service provider shall be on the pay roll of the service provider. In no case they shall be treated as regular/temporary employee of the Institute and also have no right to claim for the same in present and future. The Service provider/agency shall be responsible for the labour engaged under this contract and deployed in the Institute for all purposes. The manpower deployed at the Institute shall strictly comply with the instructions issued by the authorities and have no choice of place of duty and time.
45. In case of need the Institute reserves the right to ask the deployed manpower to work in beyond duty hours and/or at night.
46. Personnel to be deployed shall be well behaved, and in case it is felt by the NIT Sikkim that any personnel deployed is not suitable for carrying out his/her duties, then the personnel is to be replaced immediately by the service provider.
47. The Service Provider/Agency has to ensure that the personnel deployed for the job are reliable, well trained and sufficient experiences for the works mentioned in the “Scope of Work” (clause no. 54). The right to accept and reject any manpower are reserved with the Institute and service provide/agency cannot enforce the Institute for the acceptance of any manpower proposed. The category of the worker shall also be decided by the Institute and service provider/agency will have no right to decide the category of the manpower deployed.
48. In case of driver for various category of vehicles in the Institute, the service provider/agency must ensure that the recommended/deployed driver has proper/valid driving license all over India for the vehicle for which he/she is engaged. The driver also have the basic knowledge of repair/maintenance of the vehicle along with First-Aid Knowledge and must be well behaved. He/she must have proper knowledge of traffic rules and should not have been prosecuted under the motor vehicle act.
49. **Indemnity of NIT Sikkim:** The agency service provider be responsible for all involved risks, liabilities and obligations arising out of this contract under any provisions of law in force from time to time. Under no circumstances the NIT Sikkim shall be held liable for any mishap, injury, accident, death (s) of supplied manpower during duty and even off-duty time. The manpower supply agency shall have all the responsibility in all cases. The Service Provider/Agency shall be liable to pay the compensation in accordance with the provisions of Act, Laws or Rule (as applicable) of land. In case of loss to the

Institute due to negligence of the manpower deployed the same may be recovered from the Service Provider/Agency.

- 50. Prohibition of engaging Child labour:** This is totally prohibited as per instruction of Government of India. The bidder must comply with the Child Labour (Prohibition and Regulation) Act, 1986. Agency/supplier shall also ensure that the norms prescribed by the State and Central Human Rights Commission, Minimum Wages Act, Provision of Industrial Dispute Act or any such legislation (both State and Central Govt.) to the extent applicable are fully observed. Any violation or non-compliance shall be viewed very seriously resulting in penal action as well as termination of the contract depending on the seriousness of the violation.
- 51. Smoking Free Campus:** NIT Sikkim is a Smoking Free Campus. Deployed workers MUST NOT SMOKE while working. If found smoking or consuming alcohol/intoxicated during duty hours then necessary suitable action will be taken by the Institute authority, which includes penalty on the manpower agency or immediate removal of the person or both.
- 52. Settlement of Disputes & Arbitration:** In the event of any dispute or difference whatsoever arising out of this service contract, the same shall be settled amicably. If not resolved, the decision of the Director, NIT Sikkim or any person appointed by the Director, NIT Sikkim will be final and binding on both the parties.
- 53. Jurisdiction:** The court at Sikkim alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender/contract. It is specifically agreed that no court outside and other than Sikkim court shall have jurisdiction in matter.
- 54.** The agency or deployed manpower by agency cannot make any barrier to run institute's smooth functionality. If anything done by agency or deployed manpower by agency, then NIT Sikkim's authority may take necessary action based on intensity of incidence and it may be in the form of a penalty or even termination of contract.
- 55.** Long leave are not allowed to any manpower deployed by agency, if any manpower takes long leave then NIT Sikkim may ask to agency to replace the manpower.
- 56. Scope of work:**  
The agency or deployed manpower by agency cannot choose any work or place/office of works. NIT Sikkim authority may ask any manpower to do work at any places/offices or any time can shift from one office to another based on requirements.

- (i) **All kind of Housekeeping Works:** Cleaning, sweeping moping and wiping of floors, staircase of different types on daily basis or as required by the Institute. Clearing of any choked drains/drainages, manholes etc. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster. This is not an exhaustive list, this category may consist of other works also as directed by the Institute.
- (ii) **All kind of Gardening and Green House Works.**
- (iii) **Driving:** Driving all kinds of vehicle in the Institute or as directed by the Institute.
- (iv) **Library Works:** All kinds of library works as per the direction of the librarian or as directed by the Institute.
- (v) **Laboratory Works:** All kinds of laboratory work, technical/non-technical and may include cleaning of the equipment/items as per the direction of the laboratory in-charge.
- (vi) **Cooking:** All kind of cooking and serving as required by the Institute.
- (vii) **Medical Unit Works:** Cleaning, helping with nursing staff.
- (viii) **Civil Works:** (a) Welding; (b) Carpentry; (c) Masonry; (d) Plumbing; (e) Tile works, or as per the requirement of the Institute under the supervision of concerned official.
- (ix) **Electrical Works:** As per requirement of the Institute under the supervision of concerned official.
- (x) **Multitasking:** Multitasking jobs in office i.e., file movement, entry in stock registrar, issue of office stationary after approval, stock maintenance, taking photocopy and printing, Preparation & serving of tea/coffee/water/snacks/ foods to faculty/officers/staff/guest/to any other if required by NIT Sikkim's authorized persons. This is not an exhaustive list, this category may consist of other works also as directed by the Institute.
- (xi) Any other miscellaneous work of multi-tasking nature assigned by NIT Sikkim from time to time.

**Registrar  
NIT Sikkim**

**PART D: FORMS/DECLARATIONS/ANNEXURES**Annexure-I**UNDERTAKING**

(ON THE LETTER HEAD OF THE BIDDER)

**To****Registrar****National Institute of Technology Sikkim****Ravangla Campus, South Sikkim 737139.**

Subject: "Tender for Providing Manpower Service" at NIT Sikkim, Ravangla Campus, Sikkim.

Tender No:

Dear Sir,

We, the undersigned service providing Agency having read and examined in detail the terms and condition as specified in this tender document in respect of providing Manpower service at NIT Sikkim, Ravangla Campus Sikkim do hereby agree to supply manpower as per the terms & conditions mentioned in this tender document.

1. We undertake that we shall strictly abide by the terms & conditions mentioned herein in letter and in spirit.
2. Bid pricing: We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the bidding document. We further understand that the numbers as specified in this Tender may increase or decrease at the time of Award or any time during contract period as per the requirements of NIT Sikkim.
  - (i) Neither I/We, nor anybody on my /our behalf will indulge in any corrupt activities /practices in my /our dealing with the Institute.
  - (ii) I/We, further certify that I/We, possess all the statutory/non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services,
  - (iii) I/We certify that the submitted quotation is duly paginated and contains from page no. 1 to .....

**Date:****Signature and Seal of the Bidder**

(ON THE LETTER HEAD OF THE BIDDER)

Annexure-II**TECHNICAL BID**

(To be put in a separate sealed envelope, marked Technical Bid: Manpower service)

**Table -1 : Agency/Supplier Details**

1	Name of the Agency/Firm: (Full address with Tel. No.) Email: Web (URL):	
	Telephone/Mobile No.	
	Email	
	Website	
2	Registration No. of the Company/Agency under: (a) State of Sikkim (b) Central Govt..	
3	Details of joint venture/collaboration (please attach details)	
4	ESIC No. EPFO No. GSTIN No. PAN (Please attach attested copies of Registration Nos.)	

**UNDERTAKING**

If any information given by me/us in the above technical bid is found incorrect or false at any stage, the entire EMD/security deposit will be forfeited by the Institute.

**Date:****Place:****Signatory with seal of the agency/firm**

**Table -2: Present Assignments**

S. No.	Name of the Organization with address	Contract start date	Contract expiry date	No of manpower supplied				Contact person name and contact details
				Highly Skilled	Skilled	Semi-skilled	Un Skilled	

**Table -3: Work experience in last Three (3) years**

S. No.	Name of the Organization with address	Contract start date	Contract expiry date	No of manpower supplied				Contact person name and contact details
				Highly Skilled	Skilled	Semi-skilled	Un Skilled	



(ON THE LETTER HEAD OF THE BIDDER)

Annexure-III**Checklist for Technical Bid**

S.No.	Documents asked for	Yes/No	If Yes, Page No.
1	Bank Draft for EMD		
2	Authorization letter from the Owner/Proprietor		
3	Undertaking to the effect that the firm has not been Blacklisted and no such cases are pending - duly notarized		
4	Copy of the PAN issued by the Income Tax Department with copy of Income-Tax Returns of the last three financial years		
5	Copy of GST Registration Certificate		
6	Copy of valid Registration Certificate of the firm/agency.		
7	Copy of the License under Contract Labour (R&A) Act 1970, of the employer for whom the Agency is currently undertaking the work		
8	Copy of valid Provident Fund Registration number		
9	Copy of valid ESIC Registration Certificates		
10	Proof of experiences as per the eligibility criteria		
11	Customer satisfactory performance certificates/Work		
12	Copy of Memorandum of Understanding (MoU) in case The bidder comprises of joint venture/Consortium Partnership or relevant document about sole proprietorship		
13	Proof of ownership and control		
14	Bidders Profile as per Table-1,		
15	Present Assignments as per Table-2,		
16	Work experience in last three (3) years as per Table-3,		
17	A signed & stamped copy of Tender document to be submitted in token of acceptance of our terms & conditions		

18	Income Tax Return and Audited Annual Account for last Three (3) years		
19	Labour Department Registrations certificate (Clearly stating that bidder have work permit for Ravangla, Sikkim).		
20	Signed copy of latest Minimum Wages Notification		
21	Affidavit declaring not being blacklisted by any organization		
22	Trade License		
23	Any other documents		

**Note: Photocopies of all above documents must be duly self-attested. Non submission of any of the above documents may lead to rejection of the bid.**

(Signature of the Bidder)

Name and Address (with seal)

### **Banking information**

Annexure-V

<b>S.No.</b>	<b>Particulars</b>	<b>Information</b>
1	Firm (Beneficiary) Name	
2	Please enclose a cancelled cheque	
3	Bank Name	
4	Bank Address	
5	IFSC Code no.	
6	Mobile no.	

We undertake that all information provided above is correct and NIT Sikkim will not be responsible in case of any error.

**[Seal and Signature of the firm]**

(ON THE LETTER HEAD OF THE BIDDER)

Annexure-VI**Financial Bid**

(To be placed in a separate sealed envelope, marked Financial Bid: Manpower Service)

<b>Service Charges on total wage bill excluding ESIC, EPFO and Bonus (in percentage)</b>	<b>In figures: ..... percent In Words: ..... percent</b>
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**NOTE: GST will be applicable as per Govt. of India Rule.**

We agree to provide the above service of manpower and will abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement. We understand all information, local condition and accordingly submitted the bid and will not request to NIT Sikkim to adjust/increase any cost. We will not deduct any extra money from our employee who will work at NIT Sikkim. The rates quoted are inclusive of all taxes applicable by the Central Government, State Government and other Statutory Organizations established under Acts enacted by Central/State Government.

Dated:

Place:

Signature of authorized signatory  
with Seal of the Agency/Firm