

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं) शिलांग
National Institute of Electronics and Information Technology (NIELIT) Shillong

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मन्त्रालय, भारत सरकार

Ministry of Electronics and Information Technology (MeitY), Government of India

Tender No: NIELIT/SHL/Manpower (Outsourcing)/199(Pt-II)/1762

Dated: 19.09.2018

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited from Government registered firms fulfilling all terms and conditions for **providing Manpower Services** on outsourcing basis at **NIELIT Shillong Centre** including its Extension Centre at **Tura** in the State of Meghalaya as per requirement for a period of 1 (one) year. The estimated cost of the tender is **Rs. 36.00 Lakhs** (Rupees Thirty-Six Lakhs only) (approx.). Firms willing to participate in the tender may download the tender documents from websites: <http://nielit.gov.in/shillong>. Closing date for submission of tender will be **12th October, 2018** at 2:30 P.M. at NIELIT Shillong. Tender will be opened on the same day at 3:00 P.M.

For further details please contact NIELIT Shillong Centre located at 2nd Floor, Meghalaya State Housing Financing Cooperative Society Limited Building, Behind Bethany Hospital, Nongrim Hills, Shillong-793003 (Meghalaya) Phone: 0364-2520166, 2520177, 2520163. E-mail: shillong@nielit.gov.in

Sd/-
Director-in-Charge
NIELIT Shillong



A. INVITATION OF TENDER

National Institute of Electronics and Information Technology (NIELIT) Shillong Centre invites bids for providing manpower services on outsourcing basis for a period of **1 (one) year**. Interested agencies fulfilling all terms and conditions may participate and submit their bids.

B. NO FEE FOR TENDER DOCUMENTS

There will be no fee for tender documents.

C. ESTIMATED COST

The total estimated cost of the tender is **Rs 36.00 Lakhs (Rupees Thirty-Six lakhs only) (approx.)**

D. EARNEST MONEY DEPOSIT (EMD)

An Earnest Money Deposit (EMD) should be submitted with the Technical bid, without which the bid shall be invalid. The amount of EMD will be **Rs. 1.00 Lakh (Rupees One Lakh only)** payable in the form of Demand Draft issued by a Nationalized/Scheduled Commercial Bank, drawn in favour of '**NIELIT Shillong-Main A/c**' payable at Shillong, Meghalaya.

In case of unsuccessful bidder(s), the EMD will be refunded to them without any interest accrued thereon at the earliest and after the acceptance of the contract by the successful bidder.

In case of successful bidder, after acceptance of the work order, the EMD shall be refunded on receipt of the Performance Security.

PERFORMANCE SECURITY

To ensure due performance of the contract the supplier shall be required to submit 5% of the value of contract as Performance Security in the form of Bank Guarantee from a Commercial Bank. It is mandatory that for Bank Guarantee to be acted upon must be routed through Structured Financial Messaging System (SFMS) from issuing bank to our bank by sending IFN 760 COV Bank Guarantee Advice Message. Thereafter, only physical Bank Guarantee will be taken as submitted and become operational. The Performance Security shall remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations (i.e., 12 months + 60 days) of the agency. The bank account detail of NIELIT Shillong is as under:

Account Holder Name:	NIELIT SHILLONG-Main A/c
Bank Name:	State Bank of India
Saving Bank A/C No:	34739683406
Branch Name:	Laitumkhrah (Shillong)
IFS Code:	SBIN0002081

The PBG will be forfeited in case of non-fulfillment of any of the terms & conditions of the contract and for compensating any loss suffered.

E. DETAILS OF MANPOWER REQUIREMENT

The details of manpower requirements are given at **ANNEXURE-I**.



F. INSTRUCTIONS FOR SUBMISSION OF BID

- The bidder should submit their bids (**typed bids only will be accepted**) in two sealed envelopes. One technical bid and the other financial bid. Then both the envelopes should be put into a bigger envelop as explained in point No. J (**TYPE OF BIDS TO BE SUBMITTED**).
- The bidder should put serial number on each page and duly sign the bid / tender documents with their Official Seal / Stamp.
- Prices/charges are to be quoted in Indian Rupees only and it should be valid throughout the period of contract.
- Bid with overwriting, alterations will not be considered.
- No bid will be accepted by fax, e-mail, telex, or any other such mode.

G. ELIGIBILITY CRITERIA

Only those bidders who fulfill the following eligibility criteria may submit their bids:-

- The Manpower Outsourcing Agency should have **minimum 3 (three) years of experience** in the field.
- The Manpower Outsourcing Agency should have average annual financial turnover during the last 3 (three) years ending 31st March of the previous financial year of at least 30% of the estimated cost (Copies of IT Returns, Audited Balance Sheet and Annual Turnover Certificate duly certified by a Chartered Accountant to be enclosed).
- The Manpower Outsourcing Agency should be registered with relevant Government agency and should have obtained necessary permission to carry out manpower outsourcing services in the State of Meghalaya. Copies of all such relevant certificates should be enclosed.
- The Manpower Outsourcing Agency should not have been blacklisted by any government organization or agency thereof or has not indulged in any malpractice. Documentary evidence in the form of an affidavit to be submitted.
- The Manpower Outsourcing Agency should enclose a list of all the clients in last 03 (three) years which should include some State/ Central Govt. offices or PSU's etc.
- The Manpower Outsourcing Agency should enclose documentary evidence in support of providing satisfactory service from all existing clients of current period.
- The Manpower Outsourcing Agency should not be related with any of the Employees or near relation of the employees of NIELIT Shillong. A no-relation certificate in support is required to be enclosed in the technical bid.
- The Manpower Outsourcing Agency should have their office located in **Meghalaya** and shall enclose a copy of the list of their existing employee (at all its offices) details (i.e. Name, Qualification, No. of years of service etc.) in the technical bid.
- The Manpower Outsourcing Agency should take care to write the rates in figures as well as in words. The total amount should be written both in figures and words. In case of discrepancy between figures and words, the amount mentioned in words shall prevail. In case of discrepancy in totalling of unit rates, the unit rates shall prevail.
- If a firm quotes 'NIL' Charges/Consideration (after taking into account the applicable TDS amount), the bid shall be treated as unresponsive and will not be considered.

N.B: All the above mentioned documents are to be enclosed in the technical bid.

H. TERMS & CONDITIONS

- All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria specified for each category.



(Seal and Signature of the bidder)

Tender For Providing Manpower Services On Outsourcing Basis

2. The manpower deployed by the agency/service provider should not have any police records/criminal cases pending against them. The agency/service provider should make adequate inquiries about the character and antecedents of the person whom they are recommending. The agency/service provider should also ensure that the personnel deployed are medically fit & Certificate of their medical fitness is to be provided at the time of joining and positively within one month.
3. The agency/service provider shall deploy manpower as required by NIELIT Shillong from time to time. The said employees engaged by the agency/service provider shall be the employees of the agency/service provider and it shall be responsibility of the agency/service provider to pay salary every month. There is no master & servant relationship and further that the said person of the service provider shall not have any claim for absorption in NIELIT Shillong.
4. The employees to be provided by the agency/service provider may have to work anywhere within the state of Meghalaya.
5. The manpower deployed by the agency shall not claim any benefit/ compensation/ absorption/ regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
6. The manpower deployed by the agency / service provider shall not divulge or disclose to any person, any details of office, operational processes, technical know-how, security arrangements and administrative/organizational matters.
7. The manpower deployed by the agency/service provider should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of NIELIT.
8. The manpower deployed by the agency/service provider shall maintain proper decorum in the office premises, and abstain from consumption of alcohol, paan / gutkha, smoking and loitering without work.
9. The agency/service provider shall be responsible for any act of indiscipline on the part of manpower deployed by it.
10. Manpower deployed shall not be below the age of 18 (eighteen) years.
11. The agency/service provider has to provide photo identity cards to the manpower employed by it for carrying out the work under Rule 76 of the Contract Labour (Regulation & Abolition) Act 1970.
12. The agency/service provider shall provide suitable uniforms consisting of Shoes, Dress, and Sweater to all Grade IV employees. Such Employees without complete uniform will be treated as absent.
13. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the sole responsibility of the agency/service provider.
14. Working hours would be normally 8.5 hours per day from 9:00 AM to 5:30 PM from Monday to Friday every week or as notified from time to time with an half hour lunch break in between. The manpower will be required to follow holidays of NIELIT Shillong.
15. That the agency/service provider will be solely and exclusively responsible for payment of salary to the persons engaged by it as applicable from time to time including Employment Provident Fund, ESI Act etc. and NIELIT will not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of the obligation. The agency will be required to provide particulars of EPF, ESI of its employees engaged under it positively within one month.
16. That the agency/service provider must ensure that the salary of their deployed staff are released within 7 (seven) days of the following month, irrespective of receipt of payment from NIELIT Shillong.
17. The agency/service provider shall pay salary as decided by NIELIT Shillong from time to time to all deployed staff depending on their performance and experience. The agency/service provider shall issue salary slip to all deployed staff on monthly basis accordingly.
18. Leave without pay will be applicable for those days of absence from duty if there is no leave balance in account of the employee.
19. The agency/service provider shall provide replacement within 15 (fifteen) days at no extra cost in case of a person quitting the job. In case of delay, a penalty amount equals to 15 (fifteen) days salary of the concerned employee will be deducted from the payment of bills. The

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- agency/service provider shall withdraw/replace such employees who are not found suitable by NIELIT Shillong for any reasons immediately, if such request is made by NIELIT Shillong.
20. The personnel of the agency/service provider will be allowed to avail 12 (twelve) days of Leave per calendar year only.
 21. NIELIT Shillong will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the agency/service provider.
 22. That the agency/service provider on its part and through its own resources shall ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff. If NIELIT office in Meghalaya suffer any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency/service provider shall be liable to compensate for the same. The agency/service provider shall keep fully indemnified against any such loss or damage.
 23. NIELIT Shillong will maintain an attendance register (Bio-metric Attendance System & Aadhaar Enabled Bio-metric Attendance System) in respect of the manpower deployed by the agency/service provider on the basis of which salary/remuneration will be decided in respect of the outsourced staff at the approved rates.
 24. No part of the contract nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the agency/service provider directly or indirectly to any person, firm or whosoever.
 25. Either party can terminate the agreement by giving 1 (one) month notice in advance. If the agency fails to give 1 (one) month notice in writing for termination of the agreement, then Performance Bank Guarantee (PBG) will be forfeited.
 26. That on the expiry of the agreement, unless extended formally, the agency will withdraw all its manpower and clear their accounts by paying them all their legal dues.
 27. In the event of any dispute arising out of any clauses of the agreement, the matter will be referred to the Competent Authority of NIELIT Shillong, whose decision shall be binding on both the parties.
 28. The manpower of the agency/service provider shall not join any labour union or resort to strikes or demonstrations or any other agitation of this nature. The manpower deployed shall neither directly or indirectly join nor assist any commotion of civil nature and they will render their sincere services during any kind of natural calamities to their best extent. The manpower deployed must not in any way act against interest of NIELIT.
 29. The Contract shall be interpreted and have effect in accordance with the law of India and any suit or other proceeding relating to this contract lies within the jurisdiction of High Court of Meghalaya.
 30. The Agency may evaluate the performance of the incumbent annually based upon positive feedback of client for continuance of the incumbent's service at client's place.
 31. Client reserves the right to withdraw requirement of service of the incumbent at any point of time which would intimated to the agency with a notice period of 15 (fifteen) days and likewise the deployed manpower may be withdrawn from the services of NIELIT office with a notice period of 15(fifteen) days. Contravening the 15 (fifteen) days notice period, the defaulter will have to compensate with penalty which is equivalent to 15 (fifteen) days salary of the deployed manpower.
 32. Trading license as per KHADC norms to be submitted upon award of work.

I. MANDATORY DOCUMENTS TO BE SUBMITTED

The bidders are required to submit the following self-certified copies of documents along with the Technical bid. The documents are:-

1. Certificate of Registration of firm. Copy of registration certificate under the Company Act or Indian Partnership Act, 1932.
2. Proof of office address (telephone bill, electricity bill etc.).
3. Labour license.

(Seal and Signature of the bidder)



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4. Details of Bank Account of the firm. A cancelled cheque of the account of the firm to be enclosed.
5. PAN Card.
6. GST Registration Certificate.
7. Provident Fund Registration Certificate.
8. ESI registration Certificate.
9. Professional Tax Registration Certificate.
10. Annual Turnover Certificate of last 3 (three) financial years duly certified by the Chartered Accountants.
11. Income Tax Return and Audited Balance Sheet of the last 3 (three) financial year.
12. No-relation certificate with the employees of NIELIT Shillong on the letterhead of the firm.
13. Not blacklisted certificate in the form of affidavit.
14. Satisfactory completion certificate of manpower services provided to three organizations.
15. An undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender in the Firm's Letter Head.
16. List of existing clients in last 03 (three) years mentioning the number of manpower deployed at each client.
17. Earnest Money Deposit of Rs. 1, 00,000/-.
18. Trading license as per KHADC norms to be submitted upon award of work.
19. Salary Breakup illustrating all heads like basic and other allowances, etc including deductions for one position at Sl No 1 (i.e. Senior IT Faculty).

N.B.: Tender without EMD will be summarily rejected.

J. TYPE OF BIDS TO BE SUBMITTED

The bidders are required to submit the bid in two sealed covers (envelops) along with necessary supporting documents as listed below:-

1. The first sealed bid should be superscripted as "TECHNICAL BID FOR SUPPLY OF MANPOWER" and should include the following:-

- i. Earnest Money Deposit (EMD) as mentioned above.
- ii. Mandatory Documents as mentioned at **Point No. I (sub point 1 through 17).**

The format of 'Technical Bid' to be submitted on the letterhead of the bidder is given as at **ANNEXURES-II.**

2. The second sealed bid should be superscripted with "FINANCIAL BID FOR SUPPLY OF MANPOWER" and should contain only the signed "service charges percentage sheet". The format of Financial Bid to be submitted on the letterhead of the bidder is given as at **ANNEXURES-III.**

The Technical and Financial bids should be placed in a large sealed envelope which should be superscripted with "**Tender For Providing Manpower Services On Outsourcing Basis**" and should be addressed to The Director-in-Charge, National Institute of Electronics and Information Technology (NIELIT), 2nd Floor, Meghalaya State Housing Financing Cooperative Society Limited Building, Behind Bethany Hospital, Nongrim Hills, Shillong-793003.

3. A **PRE-BID MEETING** will be organized at NIELIT Shillong on **05-10-2018**, 03:00 PM for clarifying issues and clearing doubts if any regarding terms and conditions, documents that needs to be submitted etc. Interest bidder may attend the same.

(Seal and Signature of the bidder)



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K. BID OPENING AND EVALUATION

All the bids will be opened and evaluated as per standard procedure & time, date and place as mentioned above by a committee constituted by the Competent Authority of NIELIT Shillong in the presence of the participating bidders, if any. Only one authorized representative from each bidder will be allowed to attend the bid opening and evaluation process on submission of the authorization letter.

In case the date fixed for opening of bids is subsequently declared as holiday by the government or the office remains closed on that day for any other reason, the bids will be opened on next working day, the time and venue remaining unaltered. The committee will open and evaluate the 'Technical Bids' of the bidders.

The 'Financial Bids' of only those bidders who qualify in the 'Technical Bids' shall be opened.

L. AWARD OF CONTRACT/SELECTION OF VENDOR

By merely being the lowest (L1) Bidder will not qualify for award/selection of contract. Competent Authority reserves the right to disqualify any abnormal bids (very low or very high). In case of a tie in the Financial Bid the lowest bidder will be selected on the basis of the following conditions.

- a. Numbers of years of experience.
- b. Annual turnover during the last financial year.
- c. Number of manpower outsourced at present to other organization.

However, selection of bidder will be considered in accordance with prevailing Rules/Provisions as applicable in the matter, etc.

Notwithstanding any, the Competent Authority of NIELIT Shillong reserves the right to disqualify any or all the bids without assigning any reasons thereof.

M. SIGNING OF CONTRACT

The selected bidder(s) shall be required to enter into a contract with NIELIT Shillong within 7 (seven) days of the award of the contract or within such extended time period as may be specified. The contract will be for a period of 12 (twelve) months. The contract may be extended for further period depending upon the requirement and performance of the agency/service provider and same will be purely on discretion of the Competent Authority of NIELIT Shillong.

N. PENALTY FOR NON-PERFORMANCE OF THE CONTRACT

There will be a levy of an appropriate penalty upon the agency/service provider for non-performance of the contract and violation of any terms & conditions of the contract. The extent and amount of penalty will be decided by the Competent Authority of NIELIT Shillong which will be binding upon the bidder.



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O. PAYMENT TERMS

The agency/service provider will raise invoice in triplicate in respect of a particular month in the subsequent month and it should be addressed to "The Director-in-Charge, National Institute of Electronics and Information Technology (NIELIT), Shillong, 2nd Floor, Meghalaya State Housing - Financing Cooperative Society Limited Building, Behind Bethany Hospital, Nongrim Hills, Shillong-793003.

The payment will normally be released within 10 (ten) days from the date of receipt of invoice after necessary deductions at source. On the basis of duly certified attendance sheets by NIELIT Shillong the agency/service provider will first release salary of their deployed manpower and then raise the invoice for payment.

P. AMENDMENTS & WITHDRAWAL OF TENDER DOCUMENTS

The Competent Authority of NIELIT Shillong reserves all the rights for the amendment & withdrawal of the tender documents. The amendment & withdrawal of the tender documents may be done by issuing corrigendum/addendum. Any corrigendum/addendum issued in this regard will be intimated through proper notice.



Tender For Providing Manpower Services On Outsourcing Basis

ANNEXURE-I

Details of Manpower requirement at NIELIT Shillong

Sl. No.	Position	Minimum Qualification (from recognized institute/university)	Experience
1	Senior IT Faculty (CTC –Rs. 25,000/- per month)	B.E./ B.Tech (IT/ CSE/ Electronics) or MCA or M.Sc. (IT/Comp. Sc.) or DOEACC 'B' level	Should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise along with 01 (one) year relevant experience.
2	IT Faculty (CTC – Rs. 23,000/- per month)	B.E. / B.Tech (IT/ CSE/ Electronics) or MCA or M.Sc. (IT/Comp. Sc.) or DOEACC 'B' level.	Should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise.
3	Technical Assistant/Lab Assistant (CTC – Rs. 20,000/- per month)	BCA/BSc. IT or Graduate with DOEACC 'A' level or Govt. recognized Diploma in Electronics/Computers or Higher qualification in the above fields.	Should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise. Desirable: 1 (one) year in relevant field.
4	Project Associate (Medical Electronics Lab)(CTC –Rs 22,000/- per month)	B.E./B.Tech in Biomedical Engineering/Electronics/ECE/ Electrical/EEE/Instrumentation OR 3(three) years Diploma in Medical Electronics /Electronics/ECE/Electrical/Instrumentation with 2(two) years experience in the field.	Should have pleasant personality and good behavior/ etiquettes & good communication skill with good command in the field of expertise.
5	Soft-Skills Faculty (CTC-Rs.22,000/- per month)	Master Degree in English	Should have pleasant personality and good behavior/ etiquettes & good communication skill with good command in the field of expertise. Desirable: 1-2 years relevant experience.
6	Tally Faculty (CTC-Rs.20,000/- per month)	Graduate in Commerce	Should have pleasant personality and good behavior/ etiquettes & good communication skill with good command in the field of expertise. Knowledge of Financial Accounting Software Tally ERP is essential Desirable: At least 1-2 years relevant experience.
7	Accounts Assistant (CTC-Rs.20,000/- per month)	Graduate in Commerce.	Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes Knowledge of Financial Accounting Software Tally. ERP is essential. 1-2 years in relevant field.
8	Receptionist/ Counselor (CTC-Rs.18,000/- per month)	Graduate with knowledge of computer operation.	Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes Knowledge of computer operation and internet. Should be well versed in word and excel. Desirable: 1-2 years in relevant field.

(Seal and Signature of the bidder)

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9	Office Assistant (CTC-Rs.18,000/- per month)	Graduate with knowledge of computer operation.	Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise with Computer knowledge. Desirable: 1-2 years in relevant field.
10	Junior Office Assistant (CTC-Rs.16,000/- per month)	10+2 with knowledge of computer operation.	Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise with Computer knowledge. Desirable: 1-2 years in relevant field.
11	Office Attendant (CTC-Rs.15,000/- per month)	Minimum Class-VIII Passed, Matriculation Preferred.	Experience in relevant field is desirable. Should be able to understand Local Language, knowledge of Hindi & English.. Should have pleasant personality and good behavior/etiquettes. Should be able to do multi task as per requirement.
12	Cleaner / Sweeper (CTC-Rs.15,000/- per month)	Should be able to read and write.	At least 05 (five) years experience in relevant field. Should be able to understand Local Language & English. Should have pleasant personality and good behavior/etiquettes.
13	Driver (CTC-Rs.15,000/- per month)	Minimum Class-VIII Passed, Matriculation Preferred.	Minimum 05 (five) years experience of driving light motor vehicle. Should be able to understand Local Language, Hindi & English. Should have pleasant personality and good behavior/etiquettes.
14	Stenographer (CTC-Rs.18,000/- per month)	Graduate in any discipline with knowledge of typing and stenography with a speed of 30/80 word per minute.	Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise with Computer knowledge. Desirable: 1-2 years in relevant field.
15	Hindi Assistant (CTC-Rs.18,000/- per month)	Graduate in any discipline with knowledge of Hindi and Hindi typing with a minimum speed of 25 words per minute.	Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise with Computer knowledge. Desirable: 1-2 years in relevant field.
16	Library Assistant (CTC-Rs.18,000/- per month)	B. Lib/Diploma in Library Science	1-2 years in relevant field. Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise with Computer knowledge.



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ANNEXURE-II (FORMAT OF TECHNICAL BID)
(To be submitted on letterhead of the firm)

To: The Director-in-Charge
National Institute of Electronics and Information Technology (NIELIT) Shillong
2nd Floor, Meghalaya State Housing Financing Cooperative Society Limited Building, Behind
Bethany Hospital, Nongrim Hills, Shillong-793003.

Sub: Submission of technical bid for providing manpower services on outsourcing basis.

Ref: Your tender no. NIELIT/SHL/Manpower (Outsourcing)/199(Pt-II)/1762 dated: 19.09.18.

Sir,

With response to your tender mentioned above, the technical bid of our firm to provide manpower service on outsourcing basis at NIELIT Shillong and its Extension Centre is submitted herewith along with the following mandatory documents as mentioned in the tender documents.

SL NO.	DOCUMENTS NEED TO BE SUBMITTED	WHETHER SUBMITTED (Tick YES/NO)		Ref. Page No.	RELEVANT DETAILS	REMARKS
1	Earnest Money Deposit (EMD)	Yes	No		Amount: Rs. 1/- Lakh DD No: Date:	
2	Documentary evidence in support of providing satisfactory service from all existing clients of 03 (three) years.	Yes	No			
3	Certificate of Registration of firm	Yes	No			
4	Proof of office address (telephone bill, electricity bill etc.)	Yes	No			
5	Labour license.	Yes	No			
6	Details of Bank Account of the firm. A cancelled cheque of the account of the firm to be enclosed.	Yes	No			
7	PAN Card	Yes	No			
8	GST Registration Certificate	Yes	No			
9	Provident Fund Registration Number.	Yes	No			
10	ESI Registration Number.	Yes	No			
11	Professional Tax Registration Number.	Yes	No			
12	Annual turnover certificate of last 3 (three) financial year duly certified by the Chartered Accountants	Yes	No			

(Seal and Signature of the bidder)



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13	Income Tax Return and Audited Balance Sheet of the last 3 (three) financial year.	Yes	No			
14	Non-relation certificate with the employees of NIELIT Shillong on the letterhead of the firm	Yes	No			
15	Not blacklisted certificate in the form of affidavit.	Yes	No			
16	An undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender.	Yes	No			
17	List of clients in last 03 (three) years mentioning the number of manpower deployed at each client	Yes	No			

Thanking you,
Yours faithfully,

Name and Signature of authorized signatory

Date:-

(Seal of the firm)



(Seal and Signature of the bidder)

ANNEXURE-III (FORMAT OF FINANCIAL BID)
(To be submitted on letterhead of the firm)

To

The Director-in-Charge
National Institute of Electronics and Information Technology (NIELIT) Shillong
2nd Floor, Meghalaya State Housing Financing Cooperative Society Limited Building,
Behind Bethany Hospital, Nongrim Hills, Shillong-793003.

Sub: Submission of financial bid for providing manpower services on outsourcing basis.

Ref: Your tender no. NIELIT/SHL/Manpower (Outsourcing)/199(Pt-II)/1762 dated: 19.09.18

Sir,

With response to your tender mentioned above, our firm will be pleased to provide the manpower service on outsourcing basis at NIELIT Shillong and its Extension Centre. Our quote for % of Service charges is as under.

% of Service charges on CTC (in both figure and words)	Remarks
	% of service charges should be same for all categories of manpower

To illustrate Salary Structure payable to our employees being assigned at client's place, please find enclosed a format of Salary Breakup illustrating all heads like basic and other allowances, etc including deductions for one position at SI No 1 (i.e. Senior IT Faculty).

Thanking you,

Yours faithfully,

Name and Signature of authorized signatory

Date:-

(Seal of the firm)



(Seal and Signature of the bidder)