



**National Institute of Electronics and Information Technology  
(NIELIT) Guwahati**

(An Autonomous Scientific Society of Department of Electronics and Information Technology,  
Ministry of Communications and Information Technology, Govt. of India)

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**TENDER NO:** NIELIT/GHY/MANPOWER (Outsourcing)/128/2013-14/01 **Dated:** 23<sup>rd</sup> October'2013

**&**

**National Institute of Electronics and Information Technology  
(NIELIT) Shillong**

(An Autonomous Scientific Society of Department Electronics and Information Technology,  
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**TENDER No:** NIELIT/SHL/MANPOWER (Outsourcing)/149/2013-14/01 **Dated:** 23<sup>rd</sup> October'2013

**INVITATION OF TENDERS FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS**

**AT**

**NIELIT GUWAHATI & NIELIT SHILLONG**

**Tender Closing Date: 13<sup>th</sup> November'2013 at 1:00 P.M (Wednesday)**  
**Tenders Opening Date: 13<sup>th</sup> November'2013 at 2:00 P.M (Wednesday)**  
**Venue for Submission of Tenders: NIELIT Guwahati**  
**Venue for Bid Opening: NIELIT Guwahati**

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**1. INVITATION OF TENDER**

Sealed Tenders are invited from well-established reputed firms having requisite experience in the relevant field for providing manpower services on outsourcing basis for the following centers initially for a period of **02 (two) years**:-

- (A) National Institute of Electronics and Information Technology (NIELIT) Guwahati.
- (B) National Institute of Electronics and Information Technology (NIELIT) Shillong.

The contract is extendable at the discretion of the Director, NIELIT Guwahati/ Chief Investigator, NIELIT Shillong, subject to requirement and performance of the selected firm

**2. FEE FOR TENDER DOCUMENTS**

The fee for tender documents will be as follows:-

- (A) **For NIELIT Guwahati - ₹1,000/- (Rupees One Thousand Only)**. This fee shall be paid in the form of Demand Draft issued by a nationalized/scheduled commercial bank, drawn in favour of “NIELIT Guwahati” payable at **Guwahati, Assam**.
- (B) **For NIELIT Shillong - ₹1,000/- (Rupees One Thousand Only)**. This fee shall be paid 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**.

This fee is non-refundable and shall be submitted along with the technical bid of the tender document.

**3. ESTIMATED COST:**

The estimated cost of NIELIT Guwahati is **Rs 30.00 Lakh** per annum and estimated cost of NIELIT Shillong is **Rs 15.00 Lakh** per annum respectively.

**4. EARNEST MONEY DEPOSIT**

An Earnest Money Deposit (EMD) should be submitted in the Technical bid of the tender, without which the tender shall be invalid. The amount of EMD will be as follows:-

- (A) **For NIELIT Guwahati: - ₹1,00,000/- (Rupees One Lakh Only)** in the form of Demand Draft issued by a nationalized/scheduled commercial bank, drawn in favour of “NIELIT Guwahati” Payable at Guwahati, Assam.
- (B) **For NIELIT Shillong: - ₹50,000/- (Rupees Fifty Thousand Only)** 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.

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

### **For the successful bidder of**

- (a) NIELIT Guwahati:-** After acceptance of the work order, the EMD shall be refunded on receipt of the Performance Bank Guarantee (PBG) of amount equivalent to EMD from any nationalized/scheduled commercial bank, drawn in favour of **“The Director, NIELIT Guwahati”** enforceable at Guwahati for safeguarding the interest in all respects.
- (b) NIELIT Shillong:-** After acceptance of the work order, the EMD shall be refunded on receipt of the Performance Bank Guarantee (PBG) of amount equivalent to EMD from any nationalized/scheduled commercial bank, drawn in favour of **“The Chief Investigator, NIELIT Shillong”** enforceable at Shillong for safeguarding the interest in all respects.

The PBG shall remain valid for the period of the Contract (2 years) with additional 30 days for claim lodgment. 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 due to the agency or any personnel supplied by the agency.

### **5. DETAILS OF MANPOWER REQUIREMENT**

The details of manpower requirement to be provided by the manpower outsourcing agency for NIELIT Guwahati & NIELIT Shillong are enclosed at **ANNEXURE - I (A) & I (B)** respectively.

### **6. GENERAL ELIGIBILITY CRITERIA**

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

- (a)** The manpower agency should have been in existence for not less than 3 (three) years in the field.
- (b)** The manpower agency should have average annual financial turnover during the last 3 (three) years ending 31<sup>st</sup> March of the previous financial year should be 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).**
- (c)** The manpower agency should be registered with relevant Government agency and should have obtained necessary permission to carry on manpower outsourcing services. **A copy of relevant certificate should be enclosed.**
- (d)** The manpower 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.**
- (e)** The manpower agency **should enclose a list of all the existing clients.**

- (f) The manpower agency should enclose **documentary evidence** in support of providing satisfactory service from all existing clients of current period.
- (g) The manpower agency should not have any relation with the Employees and near relation of the employees of NIELIT Guwahati & NIELIT Shillong respectively. **A non-relation certificate in support to be enclosed.**
- (h) The bidder should number each page and sign in each page of the tender documents along with the Official Seal/Stamp.

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

## **7. OTHER TERMS & CONDITIONS**

- 1) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category.
- 2) The persons supplied by the agency/service provider should not have any police records/criminal cases pending against them. The agency/service provider should make adequate inquires 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 when called for.
- 3) The agency/service provider shall withdraw/replace such employees who are not found suitable by the office for any reasons immediately, if such request is made.
- 4) The agency/service provider shall engage such number of required employees as required 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 agency/service provider's duty 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 Guwahati/NIELIT Shillong.
- 5) The employees to be provided by the agency/service provider for NIELIT Guwahati will have to work at any place in Assam (specially in Guwahati, Tezpur, Jorhat, Dibrugarh, Silchar & Kokrajhar) as per requirement. Similarly, for NIELIT Shillong, the required manpower may have to work anywhere within Meghalaya (specially in Shillong & Tura).
- 6) The agency/service provider's personnel 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.
- 7) The agency/service provider's personnel shall not divulge or disclose to any person, any details of office, operational processes, technical know-how, security arrangements and administrative/organizational matters as most are of confidential/ secret nature.
- 8) The agency/service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of office.

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- 9) The agency/service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
- 10) The agency/service provider shall be responsible for any act of indiscipline on the part of persons deployed by it.
- 11) That the persons deputed shall not be below the age of 18 (eighteen) years.
- 12) The agency/service provider has to provide photo identity cards to the persons employed by it for carrying out the works under Rule 76 of the Contract Labour (Regulation & Abolition) Act 1970.
- 13) 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.
- 14) 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.
- 15) Working hours would be normally 8.5 hours per day from **9.00 A.M to 5.30 P.M** from Monday to Friday every week or as notified from time to time with a half hour lunch break in between. However, in exigencies of work, they may be required to sit late and the personal may be called on Saturdays, Sundays and other gazetted holidays, if required. The personnel will be required to follow holidays of NIELIT Guwahati/NIELIT Shillong.
- 16) That the agency/service provider will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of the statutory obligation under all related legislations as applicable to it from time to time including Minimum Wages Act, Employment Provident Fund, ESI Act etc. and we 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.
- 17) That the agency/service provider must ensure that the wages of their deployed staff are released within 7 (seven) days of the following month, irrespective of receipt of payment from NIELIT Guwahati / NIELIT Shillong.
- 18) The agency/service provider shall pay wages as decided by NIELIT Guwahati/ 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.
- 19) No wage/remuneration will be paid to any staff for the days of absence from duty. This applies when there is no leave balance in account of the employee.
- 20) The agency/service provider shall provide replacement of any person leaving the job within 7 (seven) days at no extra cost. In case of delay, a **penalty** amount equals to 1 (one) month salary of the concerned employee will be deducted from the payment of bills.



- 21) In case of leave of the employees of agency/service provider, their applications should firstly be forwarded by the agency/service provider (either by written letter or by e-mail or by FAX) and then it will be considered suitably by the Director, NIELIT Guwahati/ Chief Investigator, NIELIT Shillong. However, a long leave in excess of 7 (seven) days, suitable replacement should be provided by the service provider.
- 22) There will be a **penalty of ₹100/- (One Hundred Only)** per day per person upon the personnel of the service provider for availing any unauthorized leave not considered by the competent authority. This penalty will also be applicable in case replacement manpower is not provided against persons availing 7 (seven) or more days of leave.
- 23) NIELIT Guwahati/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.
- 24) 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 and its employees etc. If NIELIT Guwahati/NIELIT Shillong 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.
- 25) NIELIT Guwahati/NIELIT Shillong will maintain an attendance register in respect of the staff deployed by the agency/service provider on the basis of which wages/remuneration will be decided in respect of the outsourced staff at the approved rates.
- 26) The agency/service provider shall conduct minimum two times per month, a physical inspection of their staff and countersign the attendance register at NIELIT Guwahati/NIELIT Shillong or any branch where manpower is provided.
- 27) 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.
- 28) Either party can terminate the agreement by giving 2 (two) months notice in advance. If the agency fails to give 2 (two) months notice in writing for termination of the agreement, then Performance Bank Guarantee (PBG) will be forfeited.
- 29) That on the expiry of the agreement, unless extended formally, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues.
- 30) In the event of any dispute arising touching any of the clauses of the agreement, the matter will be referred to the Director, NIELIT Guwahati/ Chief Investigator, NIELIT Shillong, whose decision shall be binding on both the parties.
- 31) The personnel 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 personnel 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 personnel must not in any way act against interest of NIELIT Guwahati/NIELIT Shillong.

32) 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 the **Gauhati High Court** in case of NIELIT Guwahati and **High Court of Meghalaya** in case of NIELIT Shillong.

### **8. MANDATORY DOCUMENTS TO BE SUBMITTED**

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

- a) Certificate of Registration of firms or Partnership.
- b) Proof of office address (telephone bill, electricity bill etc.)
- c) Trade license.
- d) Labour license.
- e) Details of Bank Account of the firm (Name of Bank, Name of branch, Account No., Type of a/c). The bank accounts should be at least 2 (two) years old. **A cancelled cheque of the account of the firm to be enclosed.**
- f) PAN Card.
- g) Service Tax Registration Number.
- h) Provident Fund Registration Number.
- i) ESI Registration Number.
- j) Professional Tax Registration Number.
- k) Annual Turnover Certificate of last 3 (three) duly certified by the Chartered Accountants.
- l) IT Return and Audited Balance Sheet of the last 3 years.
- m) Non-relation certificate with the employees of NIELIT Guwahati & NIELIT Shillong respectively.
- n) Not blacklisted certificate as mentioned earlier in the form of affidavit.
- o) An Undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender above which should be clearly mentioned that the Agency/Services Provider will be fully liable for all Statutory Obligation to the Principal Employer for all obligation during and after the period of Contract.
- p) Present database to meet the requirement of manpower.
- q) Photocopy of salary slips of existing employees of the firm posted with other clients showing full details of earnings and deductions.
- r) List of all existing clients.
- s) Satisfactory performance certificate of the current period from all existing clients as per list in sl. No. r) above.



## **9. TYPE OF BIDS TO BE SUBMITTED**

The bidders are required to submit two types of sealed bids along with necessary and supportive documents **separately** for both NIELIT Guwahati & NIELIT Shillong. They are,

**(A)** The first sealed bid should be superscripted with **“TECHNICAL BID”** and should contain the following along with their list:-

- a) Tender documents fee as mentioned at point no. **2**
- b) Earnest Money Deposit (EMD) as mentioned at point no. **3**
- c) Mandatory Documents as mentioned at point no. **5**
- d) Mandatory Documents as mentioned at point no. **7**

The format of ‘Technical Bid’ to be submitted on the letterhead of the bidder is given as at **ANNEXURES - II (A) & II (B)**.

**(B)** The second sealed bid should be superscripted with **“FINANCIAL BID”** and should contain an only the signed **“commission percentage sheet”**. The format of Financial Bid to be submitted on the letterhead of the bidder is given as at **ANNEXURES - III (A) & III (B)**.

The **Technical** and **Financial bids** of NIELIT Guwahati should be placed in a large sealed envelope which should be superscripted with **“Tender For Providing Manpower Services On Outsourcing Basis at NIELIT Guwahati”** and should be addressed to **“The Director, National Institute of Electronics and Information Technology (NIELIT) Guwahti, STPI Complex, Near LGBI Airport, Borjhar, Guwahati-781015”**. The tender closes at **1:00 P.M on 13<sup>th</sup> November’2013 (Wednesday)** and to be submitted at NIELIT Guwahati.

The **Technical** and **Financial bids** of NIELIT Shillong should be placed in a large sealed envelope which should be superscripted with **“Tender For Providing Manpower Services On Outsourcing Basis at NIELIT Shillong”** and should be addressed to **“The Chief Investigator, C/o - The Director, National Institute of Electronics and Information Technology (NIELIT) Guwahti, STPI Complex, Near LGBI Airport, Borjhar, Guwahati-781015”**. The tender closes at **1:00 P.M on 13<sup>th</sup> November’2013 (Wednesday)** and to be submitted at NIELIT Guwahati.

Tenders will be opened on **13<sup>th</sup> November’2013 (Wednesday) at 2:00 P.M** at NIELIT Guwahati.

## **10. 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 Director, NIELIT Guwahati/ Chief Investigator, 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.

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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 evaluation committee will first open and evaluate the 'Technical Bids' of the bidders. 'Financial Bids' of only those bidders who qualify in the 'Technical Bids' shall be opened.

In case of a tie in the Financial Bid the lowest bidder will be selected on the basis of the following conditions in sequence (e.g. if a decision is reached on considering (a) below, (b) & (c) will not be considered and so on) :-

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

The Director, NIELIT Guwahati/ The Chief Investigator, NIELIT Shillong reserves the right to disqualify any or all the bids without assigning any reasons thereof.

### **11. SIGNING OF CONTRACT**

The selected bidder(s) shall be required to enter into a contract with 'NIELIT Guwahati' & 'NIELIT Shillong' separately 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 2 (two) years which will be in force w.e.f. the date of award of contract. The contract may be extended for further periods depending upon the requirement and performance of the agency/service provider and same will be purely on discretion of the Director, NIELIT Guwahati/ Chief Investigator, NIELIT Shillong.

The agency/service provider shall start providing their services within 7 (seven) days of the signing of the contract.

### **12. 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 Director, NIELIT Guwahati/ Chief Investigator, NIELIT Shillong which will be binding upon the bidder.

### **13. PAYMENT TERMS**

The agency/service provider will raise invoice in triplicate in respect of a particular month in the subsequent month to the attention of the following:-

**For NIELIT Guwahati** - The Director, NIELIT Guwahati, STPI Complex, Near LGBI Airport, Borjhar, Guwahati-781015.

**For NIELIT Shillong** - The Chief Investigator, NIELIT Shillong, 2<sup>nd</sup> Floor, Meghalaya State Housing Financing Co-operative Society (MSHFCS) Limited Building, Behind Bethany Hospital, Upper Nongrim Hills, Shillong, Meghalaya-793003.

The payment will normally be released within 7 (seven) days from the date of receipt of invoice after statutory deductions at source.

On the basis of duly certified attendance sheets by NIELIT Guwahati/NIELIT Shillong the agency/service provider will first release salary of their deployed staff and then raise the invoice for payment. While raising their invoice for payment the agency/service provider must attach a copy of the following documents along with invoice:-

- a) Proof of salary payment details of deployed staff.
- b) Duly certified attendance sheets collected from NIELIT Guwahati/NIELIT Shillong for that particular month.
- c) Documentary evidence from PF, ESI, P.Tax authorities regarding deposit of PF, ESI and P.Tax of the previous month against the name of deployed staff.

**If the agency/service provider has not submitted the above mentioned documents or has submitted any false documents/ wrong information with the invoice the payment may get delayed/withheld.**

### **14. AMENDMENTS & WITHDRAWAL OF TENDER DOCUMENTS**

The Director, NIELIT Guwahati/ Chief Investigator, 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. Any corrigendum issued in this regard will be intimated through proper notice.

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**TENDERS FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS**

**ANNEXURE - I (A)**  
**Details of Manpower requirement for NIELIT Guwahati**

Sl. No.	Designation & Minimum wages to be paid	Minimum number of Manpower required initially	Qualification	Experience	Duties & Responsibilities
1.	Faculty (Bio-Informatics)  (Minimum Wages Rs 10,000/- per month consolidated)	<b>Total - 01</b> (Guwahati)	M. Sc. (Bioinformatics, Biotechnology, Molecular Biology, Zoology, Botany, Life Sciences, Pharmaceutical Sciences, or allied branches) preferably with DOEACC BI-A level or Post graduate diploma in Bioinformatics from govt. recognized institution or BINC (DBT) Certified./ DOEACC BI-B level/ M.Sc.(Tech) in Bioinformatics/ B.Tech./M.Tech. In Bioinformatics/ Biotechnology.	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.	Taking theory and practical classes of NIELIT Bioinformatics courses and any other short term courses conducted in Bioinformatics (Such as CCBioInfo program of NIELIT Guwahati conducted in colleges) and any other duty as & when assigned.
2.	Faculty (Information Technology)  (Minimum Wages Rs 10,000/- per month consolidated)	--	B.E./ B.Tech (IT/ Comp.Sc./ Electronics) or MCA or M.Sc. (IT/Comp.Sc.) or DOEACC 'B' level.	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.	Taking theory and practical classes of NIELIT long term and short-term courses, preparation of course material for students, maintaining computer lab/office LAN etc. Guiding students in different projects and any other duty as & when assigned.

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3.	Faculty (English/Soft Skills /Tally)  (Minimum Wages Rs 10,000/- per month Consolidated)	<b>Total-04</b> (Guwahati-01, Silchar-01, Jorhat-02)	Graduate in any discipline with relevant experience/ M.Com/ MBA (Finance) as applicable.	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/ Computer knowledge.  (Knowledge of Financial Accounting Software Tally. ERP9 is essential for Tally Faculty)	Taking classes of Soft & English Skills/ personality development / Entrepreneurship development module etc. and any other duty as & when assigned.
4.	Office Assistant  (Minimum Wages Rs 8,500/- P.M. per month Consolidated)	<b>Total-03</b> (Silchar-01, Jorhat-01, Guwahati City Centre-01)	Graduates with any discipline with knowledge of computer operation.	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/Computer knowledge.	To handle all the works related to typing, data entry, data base management & data centre management, file maintenance, to assist in various projects (ongoing & upcoming) and any other duty as and when assigned.
5.	Office Assistant (Hindi Translator)  (Minimum Wages Rs 8,500/- P.M. per month Consolidated)	<b>Total-01</b> (Guwahati)	Graduates with any discipline with Hindi as a subject from a recognized university with knowledge of computer operation.	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/Computer knowledge and typing in Hindi.	To handle all the works related to Hindi language and any other duty as and when assigned.
6.	Office Assistant (Accounts)  (Minimum Wages Rs 8,500/- P.M. per month Consolidated)	<b>Total-02</b> (Guwahati)	Graduate in Commerce from recognized university.	1-2 years in relevant field.  Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes  Knowledge of Financial Accounting Software Tally. ERP9 is essential.	Preparation of voucher, maintenance of Cash book, Journal book, BRS Preparation etc. and make necessary entry in financial accounting software (Tally.ERP9) and any other duty as and when assigned.

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7.	Library Assistant  (Minimum Wages Rs 8,500/- P.M. per month Consolidated)	<b>Total-02</b> (Guwahati-01, Tezpur-01)	B. Lib/ Diploma in Library Sc.	1-2 years in relevant field.  Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes.  Knowledge of computer operation.	To keep & maintain the proper records of library books, magazine, journals, newspaper, issue and receive register and any other duty as and when assigned.
8.	Laboratory Assistant  (Minimum Wages Rs 8,500/- P.M. per month Consolidated)	<b>Total-01</b> (Guwahati)	Graduate with DOEACC 'A' Level or govt. recognized Diploma or equivalent.	1-2 years in relevant field.  Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes Knowledge of computer operation.	Maintain computer, office equipments. To assist faculty in the laboratory in day to day works & to take proper care & maintenance of laboratory and any other duty as and when assigned.
9.	Receptionist/ Front Desk Management Staff.  (Minimum Wages Rs 8,500/- P.M. per month Consolidated)	<b>Toatal-04</b> (Tezpur-01, Silchar-01, Jorhat-01, Guwahati-01)	Graduate with knowledge of computer operation.	1-2 years in relevant field.  Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes.  Knowledge of computer operation.	Attend phone calls and provide necessary information online to the student's community and other interested organization, to look after the counseling of course related matters, any other task assigned to them from time to time, basic computer handling and any other duty as and when assigned.
10.	Junior Office Assistant  (Minimum Wages Rs 7,500/- P.M. per month Consolidated)	<b>Total-03</b> (Guwahati-01, Guwahati City Centre-02)	10+2 with Computer Knowledge.	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/Computer knowledge.	To handle all the works related to typing, data entry, data base management & data centre management, file maintenance, to assist in various projects (ongoing & upcoming) and any other duty as and when assigned.



**TENDERS FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS**

<b>11.</b>	Office Attendant  (Wages as per minimum wages act of Ministry of Labour & Employment as applicable)	<b>Total-06</b> (Guwahati-02, Guwahati City Centre-01, Tezpur-01, Jorhat-01, Silchar-01)	Minimum Class-VIII Passed, Matriculation Preferred.	Experience in relevant field is desirable.  Should be able to understand Local Language, knowledge of Hindi & English preferred. Should have pleasant personality and good behavior/etiquettes.	Attend to officer/staff whenever they are called for. Maintain the office/guard file under the guidance of the dealing employees. Up keep the furniture and fixtures of this office, provide drinking water & beverages to the staff/students/guests. Any other task assigned to them by the officers/staffs from time to time. To maintain normal duty hours and any other duty as and when assigned.
<b>12.</b>	Cleaner/Sweeper  (Wages as per minimum wages act of Ministry of Labour & Employment as applicable)	<b>Total-06</b> (Guwahati-02, Guwahati City Centre-01, Tezpur-01, Jorhat-01, Silchar-01)	Should be able to read and write.	Experience in relevant field is desirable.  Should be able to understand Local Language, knowledge of Hindi & English preferred. Should have pleasant personality and good behavior/etiquettes.	Up keep the office premises neat and clean including lavatory and any other duty as and when assigned.

**N.B:** Number of outsourcing staff may increase or decrease, based on the requirements.

**TENDERS FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS**

**ANNEXURE - I (B)**  
**Details of Manpower requirement for NIELIT Shillong**

<b>Sl. No.</b>	<b>Designation &amp; Minimum wages to be paid</b>	<b>Minimum number of Manpower required initially</b>	<b>Qualification</b>	<b>Experience</b>	<b>Duties &amp; Responsibilities</b>
1.	Faculty (Bio-Informatics)  (Minimum Wages Rs 10,000/- per month consolidated)	--	M. Sc. (Bioinformatics, Biotechnology, Molecular Biology, Zoology, Botany, Life Sciences, Pharmaceutical Sciences, or allied branches) preferably with DOEACC BI-A level or Post graduate diploma in Bioinformatics from govt. recognized institution or BINC (DBT) Certified./ DOEACC BI-B level/ M.Sc.(Tech) in Bioinformatics/ B.Tech./M.Tech. In Bioinformatics/ Biotechnology.	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.	Taking theory and practical classes of NIELIT Bioinformatics courses and any other short term courses conducted in Bioinformatics (Such as CCBioInfo program of NIELIT Guwahati conducted in colleges) and any other duty as & when assigned.
2.	Faculty (Information Technology)  (Minimum Wages Rs 10,000/- per month consolidated)	<b>Total-05</b> (Shillong)	B.E./ B.Tech (IT/ Comp.Sc./ Electronics) or MCA or M.Sc. (IT/Comp.Sc.) or DOEACC 'B' level.	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.	Taking theory and practical classes of NIELIT long term and short-term courses, preparation of course material for students, maintaining computer lab/office LAN etc. Guiding students in different projects and any other duty as & when assigned.

## TENDERS FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS

3.	Faculty (English/Soft Skills /Tally)  (Minimum Wages Rs 10,000/- per month Consolidated)	<b>Total-02</b> (Shillong)	Graduate in any discipline with relevant experience/ M.Com/ MBA (Finance) as applicable.	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/ Computer knowledge.  (Knowledge of Financial Accounting Software Tally. ERP9 is essential for Tally Faculty)	Taking classes of Soft & English Skills/ personality development / Entrepreneurship development module etc. and any other duty as & when assigned.
4.	Office Assistant  (Minimum Wages Rs 8,500/- P.M. per month Consolidated)	--	Graduates with any discipline with knowledge of computer operation.	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/Computer knowledge.	To handle all the works related to typing, data entry, data base management & data centre management, file maintenance, to assist in various projects (ongoing & upcoming) and any other duty as and when assigned.
5.	Office Assistant (Hindi Translator)  (Minimum Wages Rs 8,500/- P.M. per month Consolidated)	<b>Total-01</b> (Shillong)	Graduates with any discipline with Hindi as a subject from a recognized university with knowledge of computer operation.	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/Computer knowledge and typing in Hindi.	To handle all the works related to Hindi language and any other duty as and when assigned.
6.	Office Assistant (Accounts)  (Minimum Wages Rs 8,500/- P.M. per month Consolidated)	<b>Total-01</b> (Shillong)	Graduate in Commerce from recognized university.	1-2 years in relevant field.  Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes  Knowledge of Financial Accounting Software Tally. ERP9 is essential.	Preparation of voucher, maintenance of Cash book, Journal book, BRS Preparation etc. and make necessary entry in financial accounting software (Tally.ERP9) and any other duty as and when assigned.

## TENDERS FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS

7.	Library Assistant  (Minimum Wages Rs 8,500/- P.M. per month Consolidated)	<b>Total-01</b> (Shillong)	B. Lib/ Diploma in Library Sc.	1-2 years in relevant field.  Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes.  Knowledge of computer operation.	To keep & maintain the proper records of library books, magazine, journals, newspaper, issue and receive register and any other duty as and when assigned.
8.	Laboratory Assistant  (Minimum Wages Rs 8,500/- P.M. per month Consolidated)	<b>Total-02</b> (Shillong)	Graduate with DOEACC 'A' Level or govt. recognized Diploma or equivalent.	1-2 years in relevant field.  Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes Knowledge of computer operation.	Maintain computer, office equipments. To assist faculty in the laboratory in day to day works & to take proper care & maintenance of laboratory and any other duty as and when assigned.
9.	Receptionist/ Front Desk Management Staff.  (Minimum Wages Rs 8,500/- P.M. per month Consolidated)	<b>Total-01</b> (Shillong)	Graduate with knowledge of computer operation.	1-2 years in relevant field.  Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes.  Knowledge of computer operation.	Attend phone calls and provide necessary information online to the student's community and other interested organization, to look after the counseling of course related matters, any other task assigned to them from time to time, basic computer handling and any other duty as and when assigned.
10.	Junior Office Assistant  (Minimum Wages Rs 7,500/- P.M. per month Consolidated)	--	10+2 with Computer Knowledge.	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/Computer knowledge.	To handle all the works related to typing, data entry, data base management & data centre management, file maintenance, to assist in various projects (ongoing & upcoming) and any other duty as and when assigned.

## TENDERS FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS

<b>11.</b>	Office Attendant  (Wages as per minimum wages act of Ministry of Labour & Employment as applicable)	<b>Total-02</b> (Shillong)	Minimum Class-VIII Passed, Matriculation Preferred.	Experience in relevant field is desirable.  Should be able to understand Local Language, knowledge of Hindi & English preferred. Should have pleasant personality and good behavior/etiquettes.	Attend to officer/staff whenever they are called for. Maintain the office/guard file under the guidance of the dealing employees. Up keep the furniture and fixtures of this office, provide drinking water & beverages to the staff/students/guests. Any other task assigned to them by the officers/staffs from time to time. To maintain normal duty hours and any other duty as and when assigned.
<b>12.</b>	Cleaner/Sweeper  (Wages as per minimum wages act of Ministry of Labour & Employment as applicable)	<b>Total-02</b> (Shillong)	Should be able to read and write.	Experience in relevant field is desirable.  Should be able to understand Local Language, knowledge of Hindi & English preferred. Should have pleasant personality and good behavior/etiquettes.	Up keep the office premises neat and clean including lavatory and any other duty as and when assigned.

**N.B:** Number of outsourcing staff may increase or decrease, based on the requirements.

**TENDERS FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS**

**FORMAT OF TECHNICAL BID  
ANNEXURE-II (A) - FOR NIELIT GUWAHATI  
(To be submitted on letterhead of the firm)**

**To: The Director,**  
NIELIT Guwahati,  
STPI Complex, Near LGBI Airport,  
Borjhar, Guwahati-781015

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

**Ref:** Your tender no. NIELIT/GHY/128/2013-14/01 dated: 23<sup>rd</sup> October'2013.

**Sir,**

With response to your tender mentioned above, the technical bid of our firm to provide the manpower service on outsourcing basis at **NIELIT Guwahati** 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
		YES	NO			
01	Tender Document fee	YES	NO		DD No: Date: Bank Name: Amount: ₹1,000/- In Favour of: NIELIT Guwahati Payable at: Guwahati, Assam	
02	Earnest Money Deposit (EMD)	YES	NO		DD No: Date: Bank Name: Amount: ₹1,00,000/- In Favour of: NIELIT Guwahati Payable at: Guwahati, Assam	
03	Existence of Manpower agency for not less than 3 (three) years in the field.	YES	NO			
04	The List of all the existing clients.	YES	NO			
05	<b>Documentary evidence</b> in support of providing satisfactory service from all existing clients of current period.	YES	NO			
06	Certificate of Registration of firms or Partnership.	YES	NO			
07	Proof of office address (telephone bill, electricity bill etc.)	YES	NO			
08	Trade license.	YES	NO			
09	Labour license.	YES	NO			



**TENDERS FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS**

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<b>10</b>	Details of Bank Account of the firm (Name of Bank, Name of branch, Account No., Type of a/c). The bank accounts should be at least 2 (two) years old. <b>A cancelled cheque of the account of the firm to be enclosed.</b>	YES	NO			
<b>11</b>	PAN Card	YES	NO			
<b>12</b>	Service Tax Registration Number.	YES	NO			
<b>13</b>	Provident Fund Registration Number.	YES	NO			
<b>14</b>	ESI Registration Number.	YES	NO			
<b>15</b>	Professional Tax Registration Number.	YES	NO			
<b>16</b>	Average annual financial turnover during the last 3 (three) years ending 31 <sup>st</sup> March of the previous financial year should be at least 30% of the estimated cost (Copies of Annual Turnover Certificate duly certified by a Chartered Accountant to be enclosed).	YES	NO			
<b>17</b>	Income Tax Return and Audited Balance Sheet of the last 3 years.	YES	NO			
<b>18</b>	Non-relation certificate with the employees of NIELIT Guwahati.	YES	NO			
<b>19</b>	Not blacklisted certificate as mentioned earlier in the form of affidavit.	YES	NO			
<b>20</b>	An Undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender above which should be clearly mentioned that the agency/services provider will be fully liable for all statutory obligations to the principal employer and for all obligations during and after the period of Contract.	YES	NO			
<b>21</b>	Present database to meet the requirement of manpower.	YES	NO			
<b>22</b>	Photocopy of salary slips of existing employees of the firm posted with other clients showing full details of earnings and deductions.	YES	NO			

Thanking you,  
Yours faithfully,

Signature of authorized signatory

Date:-

(Seal of the firm)

**TENDERS FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS**

**FORMAT OF TECHNICAL BID  
ANNEXURE-II (B) - FOR NIELIT SHILLONG  
(To be submitted on letterhead of the firm)**

**To: The Chief Investigator,**  
NIELIT Shillong  
C/o- The Director, NIELIT Guwahati,  
STPI Complex, Near LGBI Airport,  
Borjhar, Guwahati-781015

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

**Ref: Your tender no. NIELIT/SHL/149/2013-14/01 dated: 23<sup>rd</sup> October'2013.**

**Sir,**

With response to your tender mentioned above, the technical bid of our firm to provide the manpower service on outsourcing basis at **NIELIT Shillong** 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
		YES	NO			
01	Tender Document fee	YES	NO		DD No: Date: Bank Name: Amount: ₹1,000/- In Favour of: NIELIT Shillong- Main A/C Payable at: Shillong, Meghalaya	
02	Earnest Money Deposit (EMD)	YES	NO		DD No: Date: Bank Name: Amount: ₹50,000/- In Favour of: NIELIT Shillong- Main A/C Payable at: Shillong, Meghalaya	
03	Existence of Manpower agency for not less than 3 (three) years in the field.	YES	NO			
04	The List of all the existing clients.	YES	NO			
05	<b>Documentary evidence</b> in support of providing satisfactory service from all existing clients of current period.	YES	NO			
06	Certificate of Registration of firms or Partnership.	YES	NO			
07	Proof of office address (telephone bill, electricity bill etc.)	YES	NO			
08	Trade license.	YES	NO			
09	Labour license.	YES	NO			

**TENDERS FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS**

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<b>10</b>	Details of Bank Account of the firm (Name of Bank, Name of branch, Account No., Type of a/c). The bank accounts should be at least 2 (two) years old. <b>A cancelled cheque of the account of the firm to be enclosed.</b>	YES	NO			
<b>11</b>	PAN Card	YES	NO			
<b>12</b>	Service Tax Registration Number.	YES	NO			
<b>13</b>	Provident Fund Registration Number.	YES	NO			
<b>14</b>	ESI Registration Number.	YES	NO			
<b>15</b>	Professional Tax Registration Number.	YES	NO			
<b>16</b>	Average annual financial turnover during the last 3 (three) years ending 31 <sup>st</sup> March of the previous financial year should be at least 30% of the estimated cost (Copies of Annual Turnover Certificate duly certified by a Chartered Accountant to be enclosed).	YES	NO			
<b>17</b>	Income Tax Return and Audited Balance Sheet of the last 3 years.	YES	NO			
<b>18</b>	Non-relation certificate with the employees of NIELIT Shillong.	YES	NO			
<b>19</b>	Not blacklisted certificate as mentioned earlier in the form of affidavit.	YES	NO			
<b>20</b>	An Undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender above which should be clearly mentioned that the agency/services provider will be fully liable for all statutory obligations to the principal employer and for all obligations during and after the period of Contract.	YES	NO			
<b>21</b>	Present database to meet the requirement of manpower.	YES	NO			
<b>22</b>	Photocopy of salary slips of existing employees of the firm posted with other clients showing full details of earnings and deductions.	YES	NO			

Thanking you,  
Yours faithfully,

Signature of authorized signatory

Date:-

(Seal of the firm)

# TENDERS FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS

## **FORMAT OF FINANCIAL BID ANNEXURE-III (A) - FOR NIELIT GUWAHATI (To be submitted on letterhead of the firm)**

**To:** **The Director,**  
NIELIT Guwahati,  
STPI Complex, Near LGBI Airport,  
Borjhar, Guwahati-781015

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

**Ref:** Your tender no. NIELIT/GHY/128/2013-14/01 dated: 23<sup>rd</sup> October'2013.

**Sir,**

With response to your tender mentioned above, our firm will be pleased to provide the manpower service on outsourcing basis at **NIELIT Guwahati**. Our quote for **% of Commission** is as under.

Sl. No.	Categories of Manpower	Agency's/ Service Provider's % of Commission on Total wages inclusive of all Statutory dues/ obligations, Employer's contribution towards PF & ESI etc. (% of Commission in both figure and words)	Remarks
1	2	3	4
01	Faculty (Bio-Informatics)		
02	Faculty (Information Technology)		
03	Faculty (English/ Soft Skills/ Tally)		
04	Office Assistant		
05	Office Assistant (Hindi Translator)		
06	Office Assistant (Accounts)		
07	Library Assistant		
08	Laboratory Assistant		
09	Receptionist/ Front Desk Management Staff		
10	Junior Office Assistant		
11	Office Attendant		
12	Cleaner/Sweeper		

Thanking you,  
Yours faithfully,

Signature of authorized signatory  
Date:-

(Seal of the firm)

# TENDERS FOR PROVIDING MANPOWER SERVICES ON OUTSOURCING BASIS

## **FORMAT OF FINANCIAL BID** **ANNEXURE-III (B) - FOR NIELIT SHILLONG** **(To be submitted on letterhead of the firm)**

**To:** **The Chief Investigator,**  
NIELIT Shillong  
C/o- The Director, NIELIT Guwahati,  
STPI Complex, Near LGBI Airport,  
Borjhar, Guwahati-781015

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

**Ref:** Your tender no. NIELIT/SHL/149/2013-14/01 dated: 23<sup>rd</sup> October'2013

**Sir,**

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

Sl. No.	Categories of Manpower	Agency's/ Service Provider's % of Commission on Total wages inclusive of all Statutory dues/ obligations, Employer's contribution towards PF & ESI etc. (% of Commission in both figure and words)	Remarks
1	2	3	4
01	Faculty (Bio-Informatics)		
02	Faculty (Information Technology)		
03	Faculty (English/ Soft Skills/ Tally)		
04	Office Assistant		
05	Office Assistant (Hindi Translator)		
06	Office Assistant (Accounts)		
07	Library Assistant		
08	Laboratory Assistant		
09	Receptionist/ Front Desk Management Staff		
10	Junior Office Assistant		
11	Office Attendant		
12	Cleaner/Sweeper		

Thanking you,  
Yours faithfully,

Signature of authorized signatory  
Date:-

(Seal of the firm)