



## Tender For Providing Manpower & Security Service On Outsourcing Basis

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

[An Autonomous Scientific Society under Ministry of Electronics and Information Technology (MeitY), Govt. of India]

Tender No: NIELIT/SHL/MANPOWER(Outsourcing)/199(Pt-I)/2015-16

Dated: 9<sup>th</sup> September'2016

#### NOTICE INVITING TENDER (NIT)

Sealed tenders are invited from Government registered firms fulfilling all terms and conditions for providing manpower & security service on outsourcing basis at **NIELIT Shillong Centre, NIELIT Tura Extension Centre & at different locations in the state of Meghalaya as per requirement** for a period of 2 (two) years. The estimated cost of the tender is **Rs 39/- Lakhs**. Firms willing to participate in the tender may download the tender documents from websites: <http://nielit.gov.in/shillong>. The tender will be closed on **20<sup>th</sup> September'2016 (Tuesday)** at 12:30 PM at NIELIT Shillong Centre and will be opened on the same day at 2:00 PM at NIELIT Shillong Centre.

For further details please contact NIELIT Shillong Centre located at 2<sup>nd</sup> Floor, Meghalaya State Housing Financing Cooperative Society Ltd. Building, Behind Bethany Hospital, Nongrim Hills, Shillong-793003, Meghalaya, Ph. no: 0364-2520166 / 2520177, FAX No: 0364-2520163.

Sd/-  
Director-in-charge  
NIELIT Shillong



*[Handwritten signatures]*

**A. INVITATION OF TENDER**

National Institute of Electronics and Information Technology (NIELIT) Shillong is inviting a tender for providing manpower service & security service on outsourcing basis for a period of **2 (two) years**. Interested agency fulfilling all terms and conditions may participate and submit the tender documents.

**B. FEE FOR TENDER DOCUMENTS**

The fee for tender documents will be **Rs 3,000/-** (Rupees Three 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.

**C. ESTIMATED COST**

The total estimated cost of the tender is **Rs 39/- Lakhs**

**D. 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 **Rs 1,17,000/-** (Rupees One Lakh Seventeen Thousand 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, 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.

In case of successful bidder, 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-in-Charge, NIELIT Shillong" payable at Shillong.

The PBG shall remain valid for the period of the contract (i.e., 24 months) with additional 30 days for claim. 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 requirement are given at ANNEXURE-I.

**F. GENERAL TERMS AND CONDITIONS**

Only those bidders who fulfill the following terms and conditions may submit their bids:-

- The bidder should number each page and sign in each page of the tender documents along with the Official Seal/Stamp.
- Prices are to be quoted in Indian Rupees only and it should be valid throughout the period of contract.
- Quotation with overwriting, alternations will not be considered.
- No quotation will be accepted by fax, e-mail, telex, or any other such means.



**G. OTHER TERMS & CONDITIONS**

- a. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category.
- b. 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 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 when called for.
- c. 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.
- d. 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 Shillong.
- e. The employees to be provided by the agency/service provider may have to work at anywhere within Meghalaya.
- f. 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.
- g. 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.
- h. 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.
- i. 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.
- j. The agency/service provider shall be responsible for any act of indiscipline on the part of persons deployed by it.
- k. That the persons deputed shall not be below the age of 18 (eighteen) years.
- l. 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.
- m. 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.
- n. 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.
- o. 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 a half hour lunch break in between. The personnel will be required to follow holidays of NIELIT Shillong.
- p. 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 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.
- q. 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 Shillong.
- r. The agency/service provider shall pay wages 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.
- s. No wage/remuneration will be paid for those days of absence from duty if there is no leave balance in account of the employee.



- t. 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.
- u. The personnel of the agency/service provider will be allowed to avail 12 (twelve) days of Casual Leave per calendar year only.
- v. The personnel of the agency/service provider will be required to give 7 (seven) days of Notice Period to NIELIT Shillong for submission of resignation from the service or else 7 (seven) days salary payable to the personnel of agency/service provider will be deducted from the payment to agency/service provider.
- w. 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.
- x. 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 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.
- y. NIELIT Shillong will maintain an attendance register (Bio-metric Attendance System & Aadhaar Bio-metric Attendance System) 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.
- z. 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.
- aa. 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.
- bb. 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.
- cc. 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.
- dd. 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 Shillong.
- ee. 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.

**H. 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 firm
- b. Proof of office address (telephone bill, electricity bill etc.)
- c. Labour license
- d. Details of Bank Account of the firm. A cancelled cheque of the account of the firm to be enclosed.
- e. PAN Card.
- f. Service Tax Registration number
- g. Provident Fund Registration number
- h. ESI registration number
- i. Professional tax registration number
- j. Annual Turnover Certificate of last 3 (three) financial year duly certified by the Chartered Accountants.
- k. Income Tax Return and Audited Balance Sheet of the last 3 (three) financial year.
- l. Non-relation certificate with the employees of NIELIT Shillong on the letterhead of the firm.
- m. Not blacklisted certificate in the form of affidavit.
- n. Satisfactory completion certificate of 3 (three) similar work done.
- o. An undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender.

**I. TYPE OF BIDS TO BE SUBMITTED**

The bidders are required to submit two types of sealed bids along with necessary and supportive documents. They are:-

1. 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. **B**
  - b. Earnest Money Deposit (EMD) as mentioned at point no. **D**
  - c. Mandatory Documents as mentioned at point no. **F**
  - d. Mandatory Documents as mentioned at point no. **H**

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" and should contain 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**.

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

**J. 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. In case of a tie in the Financial Bid the lowest bidder will be selected on the basis of the following conditions in sequence:-

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

The competent authority of NIELIT Shillong reserves the right to disqualify any or all the bids without assigning any reasons thereof.

**K. 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 24 (twenty four) months. 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 competent authority of NIELIT Shillong.

**L. 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.

**M. 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, 2<sup>nd</sup> Floor, Meghalaya State Housing Financing Cooperative Society Ltd. Building, Behind Bethany Hospital, Nongrim Hills, Shillong-793003, Meghalaya.

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

**N. 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.

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ANNEXURE-I

Details of Manpower requirement at NIELIT Shillong

Sl. No.	Position	Manpower requirements	Minimum Qualification (from recognized institute/university)	Experience	Duties & Responsibilities
1	IT Faculty – Gr. 'A' (CTC - Rs 16,000/- per month)	1 no.	B.E./ B.Tech (IT/ Comp.Sc./ Electronics) or MCA or M.Sc. (IT/Comp.Sc.) or DOEACC 'B' level	2-3 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.	Able to handle Scheme Projects independently, Liaisoning with various govt. officials on project implementation aspects, 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.
2	IT Faculty - Gr. 'B' (CTC - Rs 12,000/- per month)	1 no.	B.E./ B.Tech (IT/ Comp. Sc./ Electronics) or MCA or M.Sc. (IT/Comp.Sc.) or DOEACC 'B' level or DOEACC 'A' 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.
3	IT Faculty – Gr. 'C' (CTC - Rs 11,000/- per month)	2 nos.	BCA/Doeacc level/BSc IT/PGDCA/Diploma IT/CS	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.



4	Tally Faculty (CTC - Rs 12,500/- per month)	1 no.	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 for Tally ERP9 and other duty as and when assigned
5	Guest Faculty (Communicative English/ Soft Skills & IT) (CTC - Rs 200/- (for Shillong) & Rs 150/- (for Tura) per hour.	1 no.	Graduate with English honors with relevant experience/ BCA/ DOEACC A Level/ B. Sc. IT/ PGDCA/ Diploma IT/ CS	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.	Taking classes of Soft & English Skills/ personality development / Entrepreneurship development module/ Theory and Practical classes of NIELIT long term and Short term courses, materials for students, maintaining computer/ Lab/ Office LAN/ Guiding Students in different projects etc. and any other duty as & when assigned.
6	Junior Accountant (CTC-Rs 12,500/- per month)	1 no.	Graduate in Commerce.	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 vouchers, banking matters, maintenance of all the accounts and administrative files of the centre and any other duty as and when assigned.



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7	Senior Accountant (CTC - Rs 16,000/- per month)	1 no.	M. Com	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, Bank & Journal book, BRS Preparation etc. and make necessary entry in financial accounting software (Tally.ERP9) and any other duty as and when assigned.
8	Receptionist/ Counselor (CTC - Rs 11,000/- per month)	2 no.	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.
9	Junior Office Assistant (CTC - Rs 11,000/- per month)	1 no.	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.
10	Office Attendant (CTC - Rs 10,500/- per month)	3 nos.	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

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					officers/staffs from time to time. To maintain normal duty hours and any other duty as and when assigned.
11	Cleaner / Sweeper (CTC - Rs 10,500/- per month)	2 no.	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.
12	Security Guard (CTC - Rs 10,500/- per month)	4 nos.	Should be able to read and write.	Experience in relevant field with sense of responsibilities.  Should be able to understand Local Language, knowledge of Hindi & English preferred. Should have pleasant personality and good behavior/etiquettes.	To look after entire premises & assets of office like, Office equipment, furniture, UPS, Computer, Fire Extinguisher, Vehicle, DG Set etc. from security point of view, outsiders & students entry into the premises, to switch off light and fan whenever not required, maintain in and out register of materials, to keep all the keys in safe custody of the main doors of office rooms, to maintain top most discipline and any other duty as and when assigned.
13	Driver (CTC - Rs 10,500/- per month)	1 no.	VIII Pass and should be able to read and write	Experience in driving car  Should be able to understand Local Language, knowledge of Hindi & English preferred. Should have pleasant personality and good behavior/etiquettes.	To look after the vehicle throughout the day, Cleaning of vehicle, Regular checking of fuel in vehicle, maintenance of log book of journey performed, to get signature of the user on log book.



**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 and Cooperative Society Ltd. Building  
Behind Bethany Hospital, Nongrim Hills, Shillong-793003, Meghalaya

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

Ref: Your tender no. NIELIT/SHL/MANPOWER (Outsourcing)/199(Pt-I)/2015-16 dated: 9<sup>th</sup> September'2016.

Sir,

With response to your tender mentioned above, the technical bid of our firm to provide 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
1	Tender Document fee	YES	NO		DD No: Date: Bank Name: Amount: Rs 3,000/- In Favour of: NIELIT Shillong-Main A/c Payable at: Shillong, Meghalaya	
2	Earnest Money Deposit (EMD)	YES	NO		DD No: Date: Bank Name: Amount: Rs 1,17,000/- In Favour of: NIELIT Shillong-Main A/c Payable at: Shillong, Meghalaya	
3	Satisfactory completion certificate of 3 (three) similar work done.	YES	NO			
4	Certificate of Registration firm	YES	NO			
5	Proof of office address (telephone bill, electricity bill etc.)	YES	NO			
6	Labour license.	YES	NO			

7	Details of Bank Account of the firm. A cancelled cheque of the account of the firm to be enclosed.	YES	NO			
8	PAN Card	YES	NO			
9	Service Tax Registration Number.	YES	NO			
10	Provident Fund Registration Number.	YES	NO			
11	ESI Registration Number.	YES	NO			
12	Professional Tax Registration Number.	YES	NO			
13	Annual turnover certificate of last 3 (three) financial year duly certified by the Chartered Accountants	YES	NO			
14	Income Tax Return and Audited Balance Sheet of the last 3 (three) financial year.	YES	NO			
15	Non-relation certificate with the employees of NIELIT Shillong on the letterhead of the firm	YES	NO			
16	Not blacklisted certificate in the form of affidavit.	YES	NO			
17	An undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender.	YES	NO			

Thanking you,  
Yours faithfully,

Name and Signature of authorized signatory

Date:-  
(Seal of the firm)



**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  
2<sup>nd</sup> Floor, Meghalaya State Housing Financing and Cooperative Society Ltd. Building  
Behind Bethany Hospital, Nongrim Hills, Shillong-793003, Meghalaya

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

Ref: Your tender no. NIELIT/SHL/MANPOWER (Outsourcing)/199(Pt-I)/2015-16 dated: 9<sup>th</sup> September.

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.

% of Commission on CTC (in both figure and words)	Remarks
	% of commission should be same for all categories of manpower

Thanking you,  
Yours faithfully,

Name and Signature of authorized signatory

Date:-

(Seal of the firm)

