



राष्ट्रीय इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An Autonomous Scientific Society of Department of Electronics and Information Technology)
Ministry of Communications and Information Technology, Government of India
Electronics Niketan, 6, CGO Complex, New Delhi – 110003
Phone: 011-24363936, 24363330-1-2,24366577-79-80 Fax: 011-24363937,24363335

TENDER FOR PROVIDING PLACEMENT SERVICES IN THE OFFICE OF THE NIELIT

NIELIT invites sealed Tenders from reputed agencies/firms for empanelling vendors for sourcing manpower in its various offices in Delhi. The details of the Tender along with prescribed Proformas for furnishing Technical and Commercial Bids are available on www.nielit.gov.in and <http://eprocure.gov.in>. Interested firms may download the Tender Document and submit their Quotations strictly as per the terms and conditions stipulated in the Tender Document. The quotations complete in all respects should be sent in a cover duly superscribed as "Proposal for Providing Placement Services" so as to reach Addl. Director(P&A), NIELIT, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi - 110 003 latest by 5:00 PM on 06.01.2016.



NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY

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

Ref.No..1(44)2013/NIELIT

NOTICE INVITING TENDER for PLACEMENT SERVICES

Schedule of Events

Nature of the Work (Procurement of Services/Goods) Outsourcing	Manpower Services
Details of Contact Person for clarifications/queries	Addl. Director (P&A) NIELIT Headquarters Electronics Niketan, 6, CGO Complex, New Delhi – 110003 Tel.: 011-24363936 Email: bnchoudhary@nielit.gov.in
Cost of Tender Document (non-refundable)	Nil
Estimated cost of contract/ work	Rs.250 Lakhs per annum
Earnest Money Deposit (EMD)	Rs.12,50,000/-
Publishing Date	15.12.2015
Website for downloading Tender Document, Corrigendum's, Addendums Etc.	http://www.nielit.gov.in , http://eprocure.gov.in
Bid Submission Start Date	15.12.2015
Bid Submission Closing Date & Time	06.01.2016(1700 Hrs)
Technical Bid Opening Date & Time	07.01.2016 (1000 Hrs)
Address where the Tenders are to be submitted	Addl. Director (P&A) NIELIT Headquarters Electronics Niketan, 6, CGO Complex, New Delhi – 110003
Venue for Technical Bid opening	NIELIT Headquarters
Date, Time and Venue of opening of Financial bids	Will be intimated later to the technically qualified bidders
Bid Validity	90 Days from the last date of bid submission

**TENDER DOCUMENT FOR PROVIDING PLACEMENT SERVICES IN THE
OFFICE OF NIELIT**

Last date for receiving quotations: **06.01.2016 at 1700Hrs.**

**Date for opening of Technical Bids
in the office of NIELIT** **07.01.2016 at 1000Hrs.**

I BACKGROUND

National Institute of Electronics & Information Technology (NIELIT), (erstwhile DOEACC Society), an Autonomous Scientific Society under the administrative control of Department of Electronics & Information Technology (DeitY), Ministry of Communications and Information Technology, Government of India, was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT). NIELIT is engaged both in Formal & Non- Formal Education in the area of IECT besides development of industry oriented quality education and training programmes in the state-of-the-art areas. NIELIT has endeavored to establish standards to be the country's premier institution for Examination and Certification in the field of IECT. It is also one of the National Examination Bodies, which accredits institutions/ organizations for conducting courses in IT in the non-formal sector.

NIELIT has presence at over 31 locations all over the country through its own Centres/ Extension Centres/ Branch offices/ Regional offices, etc., while its Headquarters is presently located in Electronics Niketan, 6, CGO Complex, New Delhi. For the operations at the Headquarters, the Institute has been hiring personnel through placement agencies empanelled for the purpose. The existing service provider has been associated with the Institute for quite a long time and with a view to have transparency in the hiring process, the Institute has now decided to float this Tender Enquiry and invite quotations. It may be mentioned here that on present scale, the annual bill of the Institute on hiring of contractual personnel for placement agencies is around Rs. 250 lakhs.

II SCOPE OF WORK

- [i] The National Institute of Electronics and Information Technology, New Delhi requires the services of reputed, well established and financially sound Professional Staffing and Manpower Sourcing Organisations to provide professional support services in the category of unskilled, semi-skilled and skilled personnel at different levels including personnel to function as Security Guards, as and when required, to cater to the administrative needs and security requirement of NIELIT and Department of Electronics & Information Technology on need-based basis.
- [ii] The educational qualification, proficiency and experience, etc. shall be intimated by NIELIT while requesting for deployment. On receipt of the request, the Empanelled Bidders selected will be required to sponsor sufficient number of personnel for the interview with duly constituted Committee of NIELIT. The consolidated salary and other allowances to be paid in respect of each personnel shall be decided by NIELIT based on qualifications, experience and performance in the interview while keeping in view the provisions of Minimum Wage Act.

- [iii] Presently, the number of persons hired by NIELIT through placement agencies is more than 80 at different levels.

III VALIDITY OF THE CONTRACT

NIELIT would be empanelling two Agencies on its contract for providing the services. Contract, once awarded, shall remain valid for a period of two years. The contract can be extended further with mutual consent. However, the contract can be terminated at any time without assigning any reason by giving a notice of two months by either party.

IV ELIGIBILITY CRITERIA

- [i] The bidder should have been in the business of providing services of deployment of personnel to carry out administrative, technical & security related functions for more than 5 years as on 30th November, 2015 (Proof for commencement of Business should be furnished). Also the bidder should have a labour license and a copy of the same should be submitted with the technical bid.
- [iii] The average annual turnover of the Empanelled Bidders for the past 3 years immediately preceding the current financial year (viz. 2012-13, 2013-14 and 2014-15) should not be less than Rs 120 lakhs and should not be in deficit mode during these years. Copies of the Profit & Loss Account/ Income Expenditure Statement alongwith balanced sheet duly audited by CA in support of the Empanelled Bidders' turnover as well as the profits/ loss must be submitted with the Technical Bid.
- [iv] During past two years (i.e. 2013-14 and 2014-15), the bidder should have satisfactorily completed the similar contracts with Government, Autonomous bodies of Central/ State Govt., PSUs or organisations of repute for any of the following:-
 - a) A single contract for an annual value of at least Rs. 120 lakhs; or
 - b) Two contracts for annual value of Rs. 75 lakhs each; or
 - c) Three contracts for annual value of Rs. 60 lakhs each.
- [v] Certificates of satisfactory completion of the contract(s), which satisfy condition [iii] should be submitted duly certified by the client(s).
- [vi] The bidder should be registered with ESIC (Certified copy to be attached)
- [vii] The bidder should have registration with Employees Provident Fund Office or any corresponding Provident Fund authority to process EPF in respect of its employees (Certified copy should be attached)
- [viii] The bidder should be registered under Service Tax Registration for providing services concerning sourcing of manpower (Certified copy to be attached).
- [ix] The bidder should have a PAN Card and a copy of the same should be submitted with Technical Bid.
- [x] An undertaking (self certificate) that the bidder is not & has not been blacklisted by any Central/ State Government organisations during the last five years (2009-10, 2010-11, 2011-12, 2012-13, 2013-14).

- [xi] Earnest Money Deposit (EMD) of Rs.12,50,000/- by Demand Draft favouring NIELIT payable at Delhi must be attached with the offer. While the EMD deposited by the unsuccessful bidders would be refunded after the bidding process is over and EMD deposited by the successful bidders would be refunded after receipt of Performance Security. In case any bidder withdraws after opening of Technical Bids, EMD shall be forfeited. No interest on EMD shall be paid by NIELIT.
- [xii] The bidder should have provided similar services to at least one Central/ State Government Department or Statutory/ Autonomous Body or PSU.
- [xiii] The bidder should submit its Bids in two parts in the prescribed proforma enclosed (*Annexure I and Annexure II*).
- [xiv] Each page of the documents submitted with the bids including the bidding proforma must be signed by the authorised signatory signing the Bid in token of authentication/ correctness of the documents.

V PROVIDING SERVICES/ SUPPORT

- [i] For deployment of any category of resources as required by NIELIT, the Empanelled Bidders, shall forward list of eligible candidates along with their CVs. A duly constituted Selection Committee of NIELIT or its client will select the candidates for deployment. The bidder will post only the recommended candidates in NIELIT.
- [ii] In case the Empanelled Bidders fails to submit the list of eligible candidates within a week's time from the date of issue of demand letter by NIELIT, the said demand letter will be treated as withdrawn/ cancelled and awarded to the other Empanelled Bidders..
- [iii] The Empanelled Bidders will deploy the requisite manpower within 10 working days of placing the work order by NIELIT. **Beyond this period, a penalty of Rs 200/- per day per person** will be levied for a period of 10 days and after that the work order will be cancelled and manpower will be obtained from the alternate sources. The work order cancellation charges will be applicable in addition to the above penalty.
- [iv] For the resources deployed, the Empanelled Bidders will keep with them their Police Verification completed and furnish the original Police Verification to NIELIT while keeping a copy with them. The Empanelled Bidders shall keep the details of present and permanent address (with proof), educational and technical qualification details, specimen signature, two passport size photographs of deployed resources and furnish these details/ information to NIELIT, as and when required.
- [v] The Empanelled Bidders will issue appointment order to the deployed resources only after checking his/ her documents of qualification and endorse a copy of the same to NIELIT. The manpower deployed will be issued ID Cards by the Empanelled Bidders, which the person deployed will always keep with him/ her and show on demand. This will be in addition to Entry Pass issued in favor of the deployed personnel at the workplace to facilitate his/ her entry in secured area/ office premises. Empanelled Bidders.
- [vi] The personnel hired from the Empanelled Bidders will report to NIELIT or its clients, who will assign them specific tasks as per requirement.

VI PAYMENTS:

- [i] Payments shall be released on a monthly basis against the pre-receipted bills received from the Empanelled Bidders after ascertaining that the quality of the services rendered by the Empanelled Bidders were satisfactory and all personnel deployed were present on all working days during the period covered by the bill.
- [ii] The payment to be made to each employee shall be decided by NIELIT. Social Securities shall be paid by NIELIT, thus, the Empanelled Bidders should quote for their Service Charges in terms of percentage. Employees will be compensated for extra work on the basis of his/ her per hour wages, subject to an upper ceiling of Rs 500/- per day.
- [iii] The Empanelled Bidders shall submit the Attendance Sheet, Payment Receipt, EPF deposit challan, ECR for EPF deposits, ESI Deposit Challans along with ECR for ESI deposits, of the personnel deployed along with bill for every month.
- [iv] The Empanelled Bidders shall make payment of Salary to the employees deployed in NIELIT through account payee Cheque/ Bank Transfer by 7th of the following month. In case the payment is made in cash, the Empanelled Bidders shall make all such payments in presence of an employee nominated by NIELIT.
- [v] The Empanelled Bidders shall provide ESI cards to all the deployed personnel, wherever ESI is applicable.
- [vi] The Empanelled Bidders shall provide PF A/c no. to all the deployed personnel, wherever PF is applicable.
- [vii] The Empanelled Bidders will submit a copy of the appointment letter issued to the deployed resources along with the first bill for claiming reimbursement for the services provided to NIELIT or its clients or any other authority at NIELIT's advice.
- [viii] No increase in the rates during the contract period shall be entertained for whatsoever reasons except that in case of increase in minimum wages by Government of NCT of Delhi, the manpower rates will be revised proportionately.
- [ix] The Empanelled Bidders has to ensure and furnish a Certificate along with the monthly bill that payments to the personnel deployed at the request of NIELIT have been made in strict compliance of the provisions of the Minimum Wage Act and that necessary payments on account of statutory provisions, for e.g. ESI / PF / Gratuity, etc., have been deposited with the concerned authorities, failing which the contract shall not only be terminated and security deposits forfeited, but also any other action, as deemed fit by NIELIT shall be taken.
- [x] The Empanelled Bidders shall furnish a comprehensive list of all employees deployed by it at NIELIT with the details of PF account numbers and ESI card numbers of each employee and as and when a new personnel is deployed by the Empanelled Bidders, such details in respect of the said personnel shall be furnished within a month from the date of his/ her deployment.
- [xi] Final bill shall be paid after 30 days from the completion/ termination of the contract.

VII PENALTY for NON-PERFORMANANCE AND NON-PAYMENT

- [i] The Empanelled Bidders will deploy the requisite resources/ manpower within 10 working days of placing the work order by NIELIT. **Beyond this period, a penalty of Rs 200/- per day per person** will be levied for a period of 10 working days and after

that the work order will be cancelled and manpower will be obtained from alternate sources. Work order cancellation charges will be applicable in addition to the above penalty.

- [ii] The Empanelled Bidders shall make payment of Salary to the employees deployed in NIELIT through account payee Cheque/ Bank Transfer by 7th of the following month. In case the payment is made in cash, the Empanelled Bidders shall make all such payments in the presence of an employee nominated by NIELIT. In case the Empanelled Bidders fails to make payment of salary by 7th day of the following month, a penalty @ 1% for every day of delay shall be levied, subject to a maximum of 10% of the total bill value of the month. If Empanelled Bidders fails to release the salary to the personnel deployed in NIELIT by 7th day of following month without appropriate justification, NIELIT reserves the right to cancel the work order and forfeit the performance security besides taking any other action, as per law.
- [iii] The defaulting Empanelled Bidder is liable to pay work order cancellation charges of 5% of value of work order (the sum of monthly consolidated salary to be paid to the manpower to be sourced under the specific work order), which will be realized through the pending bills or Security Deposit or by raising claims.

VIII TIMINGS & HOLIDAYS

- [i] The employees of the Empanelled Bidders deployed at the premises of NIELIT shall report for duty at 9:00 AM and shall remain on duty till 5:30 PM on all working days. The employees shall be eligible for a lunch break of 1/2 an hour between from 1.00 PM and 1.30 PM. NIELIT shall, however, have the right to detain all or some of the employees of the Empanelled Bidders, beyond the above hours, on need basis.
- [ii] The employees of the Empanelled Bidders deployed at the premises of NIELIT will be entitled for Casual Leave (CL) of 12 days per annum and Privilege Leave (PL) of 15 days in a year, subject to the condition that one CL will be due after completing one month's continuous service and 5 days of PL will be due after completing 4 months of continuous service. The employees will be eligible for accumulating PL upto 45 days while no accumulation of CL will be allowed beyond a calendar year. In case, of employees joining during mid of a month, a period of less than 20 days will be ignored while the period of 20 or more than 20 days shall be considered as a completed month for the purposes of calculation of Leave entitlement. Further, in a case an employee leaves or is retrenched/ removed from job without completing 4 months of deployment, he/ she would be eligible for encashment of balance PL at his/ her credit calculated on proportionate basis. Less than 0.5 shall be ignored while 0.5 or more shall be rounded off to next whole number.

IX PERFORMANCE SECURITY

- [i] Successful bidder will have to provide Security Deposit of an amount equal to 10% of the annual cost of the tender calculated based on the cost of existing manpower hired by NIELIT from present contract plus the rates quoted and accepted by NIELIT. The security deposit can be submitted in the form of DD or FDR in favour of NIELIT payable at New Delhi. The DD/ FDR should be valid for a period 26 months from the date of award of the contract. The Security Deposit will be forfeited in case the Empanelled Bidders fails to meet its obligations under this contract. The DD/ FDR must contain appropriate provisions for invocation of the same by NIELIT at its discretion.

- [ii] The successful bidder shall submit the performance security within 10 days of the issue of the offer made by NIELIT, failing which the tender may be cancelled.

X GENERAL TERMS AND CONDITIONS

- [i] The contract can be terminated at any time without assigning any reason by giving a notice of two months by either party.
- [ii] The Institute reserves the right to accept or reject any bid without assigning any reason whatsoever.
- [iii] Incomplete bids are liable to be rejected.
- [iv] Late bids shall not be accepted and no correspondence in this regard shall be entertained.
- [v] The decision of the Managing Director, NIELIT on any dispute, arising out of or relating to the contract, including the interpretation of a part or full of this document, shall be final and binding on the parties.
- [vi] Any overwriting/ fluiding/ corrections in the offer submitted by the Empanelled Bidders should be authenticated by the signatures of the authority signing the bid. Failure on this account may lead to cancellation of the bid.
- [vii] If any column in the Proforma at *Annexure I* or *Annexure II* submitted to NIELIT remains blank or filled with inappropriate/ incomplete information, the bid would be treated as incomplete and hence, rejected.
- [viii] A copy of this document with each page signed (by the signatory signing the bid) in token of acceptance of the terms and conditions stipulated herein must be submitted with the Technical Bid. The Technical Bids not accompanied by a duly signed copy of this document shall be treated as incomplete and shall be rejected.
- [ix] Any disputes or differences between the parties hereto arising out of from or relating to anything contained in this Agreement including any dispute or differences arising out of termination or implementation of the obligations arising here from shall be referred to the Arbitrator appointed as per the provisions of the Arbitration and Conciliation Act, 1996 or any stature modification or enactment thereto for the time being in force. The award made by the Arbitrator shall be binding on the parties hereto and the venue/ jurisdiction of the Arbitration shall be at New Delhi.
- [x] The persons deployed by the Empanelled Bidders would not have any claim for employment or payment of wages or any other claim whatsoever against NIELIT. The persons hired/ engaged from Empanelled Bidders would not have any claim for compensation or any damage against NIELIT in any event whatsoever. Empanelled Bidders would be responsible or answerable for any such claim.
- [xi] The Empanelled Bidders shall be responsible for suitability, medical fitness and police verification of the character and antecedents of the manpower sponsored by it for deployment in NIELIT.
- [xii] The manpower deployed shall remain under the control and supervision of the Empanelled Bidders and the Empanelled Bidders shall be liable for payment of their wages and all other dues payable under various labour regulations and other statutory provisions.

- [xiii] The deduction of income tax from the bills of the Empanelled Bidders will be made at source as per the provisions of the Income Tax Act 1962 and that the Service Tax will be paid to the Empanelled Bidders on total monthly bill amount as per provisions of the Central Exercise Act.
- [xiv] In case any of the person(s) deployed by the Empanelled Bidders does not come up to the mark in terms of general discipline or does not perform his/ her duties properly or indulges in any unlawful activity including riots or disorderly conduct, the Empanelled Bidders on the order of NIELIT shall immediately withdraw such person[s] from the premises of NIELIT and provide a suitable substitute.
- [xv] The manpower supplied by the Empanelled Bidders shall be rotated as per the instructions of NIELIT from time to time during the currency of the contract.
- [xvi] The Contract shall be governed by jurisdiction of Delhi Courts. The terms of this document shall be interpreted as per Indian Laws.
- [xvii] Any losses or damages to the properties of NIELIT or its Customers/ Clients caused due to negligence or malpractice indulged by the personnel deployed by the Empanelled Bidders will be recovered from the Empanelled Bidders and Empanelled Bidders will bear all such costs.
- [xviii] Empanelled Bidders awarded the contract, will not charge any amount in any manner from the persons deployed at NIELIT for engagement or for any other reason. In case any such incident(s) comes to the notice of NIELIT, the contract awarded to the Empanelled Bidders shall be cancelled and Performance Security forfeited.
- [xix] The Empanelled Bidders selected will be required to execute an Agreement with NIELIT as per Annexure III within 15 days of communication from NIELIT about its selection for the purpose and the tax liability on this account shall be borne by the bidders concerned. A copy of the agreement is enclosed at *Annexure III*.
- [xx] The Empanelled Bidders must have an office in Delhi/ NCR and in case it does not have any office in Delhi/ NCR, it should open an office in Delhi within 15 days of communication of its selection by NIELIT.

XI BID VALIDITY:

The bids submitted should be valid for at least 90 days. However, NIELIT shall have the right to extend the validity, in which case, the bidders not willing for extension will be allowed to withdraw without forfeiture of EMD.

XII PROCEDURE FOR SUBMISSION OF THE BIDS

- [i] The envelope should be marked ‘**Quotation for Providing Placement Services in the Office of NIELIT**’. The Bid should be submitted in two parts i.e. Technical Bid and Commercial Bid in Proformae given in *Annexure I and II*, respectively. The two proformae, duly filled in, with all relevant documents attached, should be sealed in separate covers with each cover superscribed with the statement “**Technical Bid**” or “**Commercial Bid**”, as the case may be. Both these covers should then be sealed in a bigger cover and submitted at NIELIT’s office, on or before the prescribed cut-off date. The bigger envelope containing the envelopes of Technical and Commercial Bids superscribed with the statement “**Proposal for Providing Placement Services**” and addressed to **The Addl. Director (P&A), NIELIT, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi- 110 003** must reach the addressee **on or before**

the closing time and date indicated on top of this document. The tenderers are allowed to depute their representatives (one per Tenderer) for Technical Bid opening on the prescribed date and time.

- [ii] All pages in Technical Bids must be page numbered and on top of the Bid, an index giving page number of each document submitted must be indicated. The Bids without such an index are liable to be rejected.
- [iii] The Commercial Bids should be submitted in Proforma given at *Annexure II* of this document. The consolidated salary to be paid to the individual will be decided based on the educational qualifications, experience and performance in the interview and the payments on account of social securities shall also be paid by NIELIT. Thus, the costs should be quoted for Bidders' Service Charge including overheads, profits etc. in terms of percentage. The Bids not conforming to the above provisions, would not be considered and summarily rejected.
- [iv] Commercial Bids of only those bidders shall be opened whose Technical Bids are found in order and complete in all respects. The bids opened by the duly constituted Committee in this office on notified time, date and place in presence of Bidders' duly nominated representatives (one per bid), if deputed by them. Intimation for opening of Commercial Bids would be sent through e-mail or telephone only.
- [v] No price should be mentioned in Technical Bid otherwise the bid is liable to be rejected.

XIII BID EVALUATION CRITERIA

- [i] In the first instance, the Technical Bids shall be opened by the authorized representatives of NIELIT in the presence of representatives of bidders, if available.
- [ii] The date, time and venue for opening of the Technical Bids is given on cover page of this document;
- [iii] The bidders may depute their representative for the Technical Bid opening event.
- [iv] The Technical Bids will then be evaluated by NIELIT, internally on the basis of following parameters and for each parameter marks shall be awarded as mentioned against each:-

Sno.	Particulars of Parameters	Marks
1.	<u>Track Record</u>	
	• First two endorsements/ certificates of satisfactory services rendered	06
	• For every additional endorsement from existing client that is an autonomous Govt. educational body	02
	• For every additional endorsement from an existing Central/ State Govt/ Autonomous Body	01
	• Valid ISO 9001-2000 Certification	01

Sno.	Particulars of Parameters	Marks
2.	<p><u>Customer Responsiveness</u></p> <ul style="list-style-type: none"> • Has an Accounts Manager and a Payroll & Accounts Department • Has a dedicated Accounts Manager 	06 04
3.	<p><u>Experience Relevance</u></p> <ul style="list-style-type: none"> • No. of years of relevant experience Experience up to 5 years old for every additional year of experience (Subject to a maximum of 04 points) • Serving Govt. Educational Institutions - for every completed year, where period of less than 6 months to be ignored and period of more than 6 months to be rounded off to one year (subject to a maximum of 10 points) • Serving Central/ State Govt. Departments/ PSUs/ Autonomous Bodies etc. - for every completed year, where period of less than 6 months to be ignored and period of more than 6 months to be rounded off to one year (subject to a maximum of 06 points) • Serving Private Educational Institution - for every completed year, where period of less than 6 months to be ignored and period of more than 6 months to be rounded off to one year (subject to a maximum of 04 points) • No. of contractual employees (excluding unskilled staff) being provided to existing clients, as on date Above 1500 From 701 to 1499 Below 700 	06 01 02 01 01 10 08 06
4.	<p><u>Statutory Memberships</u></p> <ul style="list-style-type: none"> • Member of ESIC • Member of EPF • Holding Labor License • Holding Service Tax Registration • Holding PAN Card <p><i>Note: The bidder must obtain 10 out of 10 in this criterion</i></p>	02 02 02 02 02

Note:- Each bidder should obtain at least 70% marks over all to qualify the Technical Competitiveness Parameters.

[v] Once the Technical Bids are accepted, the Commercial Bids of the bidders (whose Technical Bids have been accepted) shall be opened. The date, time and venue for

opening of Commercial Bids shall be communicated to the bidders through e-mail/ phone.

- [vi] If any bidder so desires, it may depute its representative for Commercial Bid opening event also.
- [vii] The L1 bidder will be arrived based on the Service Charges quoted by the bidders and based on the following criteria:-
 - [a] In case more than one bidder quotes the same value, then the bidder having maximum total turnover of the two financial years will be reckoned as L1. A list of L1, L2 will be prepared accordingly.
 - [b] Since two parties are to be empanelled, the L2 bidder will be given an opportunity to agree to match the rates with L1 bidder and if it agrees, L2 bidder shall also be empanelled along with L1 bidder on L1 rates. In case the L2 bidder does not agree to match the rates, the opportunity shall be given to L3 and so on and so forth till NIELIT gets the two parties for empanellment or the list is exhausted.
- [viii] The decision of the Managing Director, NIELIT shall be final and binding. However, the bidders are free to question the bidding conditions, bidding process and/or rejection of the Bid.

XXXXX-----XXXXX-----XXXXXX-----XXXXXX

Annexure- I

PROFORMA FOR FURNISHING TECHNICAL BID

(Please go through the terms and conditions before filling up this Proforma)

Sl No	Subject	Details	Pg. No. of enclosures
1	Name, Address & Telephone No. of the Organisation		
2	(a) Date of commencement of Business (please furnish proof in support of your statement) (b) Labour License No. & Date (Attach copy)		
3	Status of the Organisation (i.e. Whether Proprietorship/ Partnership/ Private Limited/ Public Limited Company/ Registered under Societies Registration Act. etc.)		
4	Registration No. of the Organisation (Please attach Certificate of Registration/ Incorporation)		
5	Name of CEO/ Proprietor		
6	Name, designation and address including contact no. of the Contact Person		
7	Annual Turnover during the years 2011-12, 2012-13 and 2013-14 (attach copies of audited Profit Loss Account/ Income & Expenditure statements and Balance Sheet)	2012-13 _____ 2013-14 _____ 2014-15 _____	
8	(a) Sale Tax/ VAT No. (attach copy) (b) Service Tax No. (Attach copy of ST Regn)		
9	PAN No. (Attach copy)		
10(a)	Details of Contract(s) successfully completed which satisfies the provisions of Clause IV (iv) of Tender Document. (Provide Name, Address and Annual Cost of Contract, details of Contact Person) (Attach copies of Contract(s) and Certificate of Satisfactory Completion of the Contract(s))		
(b)	No. of clients served in and around Delhi on the date of submission of bid (Please enclose a comprehensive list with address and telephone no. of Contact Person)		

Sl No	Subject	Details	Pg. No. of enclosures
(c)	Details of Central/ State Government Department/ Autonomous Body/ PSU served or being served by the bidder (attach copies of the orders)		
11	Details of EMD (DD enclosed) (DD should be drawn in favour of NIELIT, payable at New Delhi)	DD No. _____ DD Date _____ DD Amt. Rs 12,50,000/- Drawn on _____	
12	(a) Manpower strength in own office (attach documentary proof in support) (b) No. of employees being provided to existing clients excluding unskilled staff (attach copy of ECR of last month in support)	Managerial _____ Supervisory employees _____ Others (please specify) _____	
13(a)	Whether registered with Regional Provident Fund Commissioner or any other trust for regulating the Provident Fund for employees	YES/ NO	
(b)	PF Registration No. and Date (enclose a copy of relevant documents)		
14(a)	Whether registered with ESIC	YES/ NO	
(b)	Registration No. and Date (enclose a copy of relevant documents)		
15	Whether the bidder adheres to the provisions of relevant rules and laws related to payment of minimum wages and social securities (Please note adherence to these orders/ Rules is mandatory)	YES/NO	
16	Labour Licence No. (Attach copy)		
17	Whether ISO 9001-2000 certified? If yes, attached a self-attested copy of the same.		
18	(a) Do you have an Accounts Manager & a Payroll & Accounts Department? (b) Do you offer a dedicated Accounts Manager to the client?	YES/ NO YES/ NO	
19	Whether you have any point of disagreement with the terms and conditions stipulated in the Tender Document? If yes, please specify and also indicate suggested solution. (if space is not sufficient, please attach		

	separate sheet.)		
20	Undertaking submitted on a stamp paper of Rs.100/- (Rupees One Hundred Only) as per format prescribed.	YES/ NO	

DECLARATION:

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. Disagreement and solution proposed has been listed in a separate sheet and being attached with this Bid. A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
- c) We understand that the decision of the NIELIT to accept/ reject “the points of disagreements and proposed solution provided by us” would be final and binding.
- d) The signatory to this bid is authorized to sign such bid on behalf of the organization.

Signature : _____

Name : _____

Designation : _____

Seal of the Company : _____

Place _____

Date: _____

Annexure- II

PROFORMA FOR FURNISHING FINANCIAL BID

1. Name, Address and Telephone :
Number of the Organization
2. Name of the C. E. O./ Proprietor :
3. Rates offered :

S. No	Description	Percentage
i.	Service charges inclusive of company's overheads, profits etc. to be charged (kindly quote in terms of percentage of employee's salary+ other statutory charges)	
ii.	Service Tax, if any (Please specify)	
iii.	Any other Taxes/ Levies (please specify)	

DECLARATION:

1. We understand that:
 - (i) The rates are to be quoted against all columns. If no other tax/ levy is applicable, a NIL entry must be made against the relevant column.
 - (ii) The payment to the employees will be made as per rates prescribed by Govt. of NCT of Delhi from time to time under Minimum Wage Act and applicable statutory payments on account of Provident fund, Gratuity, ESI, Leave salary and Bonus.
 - (iii) NIELIT reserves the right to cancel this Tender in case no satisfactory bid is received. In that case, it can re-tender the requirement.
 - (iv) NIELIT can accept or reject any offer without assigning any reason whatsoever.
 - (v) The vendor awarded the contract shall not be allowed to withdraw or transfer the contract in the name of some other company or its principal. In case, it withdraws its offer, the E.M.D. will stand forfeited.
2. It is certified that the information furnished above is correct.
3. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. A copy of the Tender Document with its each page signed, in token of acceptance of the terms and conditions, is enclosed.
4. It is confirmed that the signatory to this document is authorized to sign the contracts on behalf of the applicant organization and the commitments made herein are binding on them.

Signature : _____

Name : _____

Designation : _____

Seal of the Company : _____

Place _____

Date: _____

[Name of the Department]

**CHECK-LIST FOR PRE-QUALIFICATION BID FOR PROVIDING
PLACEMENT SERVICES IN THE OFFICE OF NIELIT**

Sl. No.	Document asked for	Page number at which document is placed
1.	Bid Security (EMD) of Rs._____ (Rupees in words) in the form of FDR/ DD issued by any scheduled commercial bank in favor of _____ (designation of the concerned _____ officer), _____ (name of the Department) valid for 45 days beyond Tender validity period.	
2.	One self-attested recent passport size photograph of the authorized person of the firm/ agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name, designation, address and office telephone numbers of Directors/ Partners also.	
3.	Undertaking on a Stamp Paper of Rs.100/- (Rupees One Hundred Only) as per format prescribed in Annexure IV)	
4.	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last financial year.	
5.	Self-attested copy of valid Registration No. of the firm/ agency.	
6.	Self-attested copy of the Service Tax Registration No.	
7.	Self-attested copy of valid Provident Fund Registration No.	
8.	Self-attested copy of the valid ESI Registration No.	

Sl. No.	Document asked for	Page number at which document is placed
9.	Self-attested copy of the valid Sales Tax No./ VAT No.	
10.	Self-attested copy of valid license no. under Contract Labour (R&A) Act, 1970.	
11.	Proof of experience of last three financial years as specified in clause 10 of <i>Annexure I</i> , along with satisfactory performance certificates from the concerned clients	
12.	Annual returns of previous 3 years, supported by audited Profit Loss Account/ Income & Expenditure statements and Balance Sheet, as specified in clause 7 of <i>Annexure I</i> .	
13.	Self-attested documentary proof in support of manpower strength in own office	
14.	Self-attested documentary proof in support of no. of employees being provided to existing clients.	
15.	Self-attested copy of the ISO 9001-2000 Certificate	
16.	Any other documents, if required.	

[On a stamp paper of Rs.100/-]

UNDERTAKING

To

(Designation and Name of the concerned Department)

Name of the firm/ agency _____

Name of the tender _____ Due date: _____

Sir,

1. I/ We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ ourselves to abide by the said terms and conditions.
3. I/ We abide by the provisions of minimum wages act, contract labour act and other statutory provisions like Provident Fund Act, ESI, Bonus, Gratuity, Leave and any other charges applicable from time to time. I/ We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/ We shall provide trained and qualified contractual manpower.

(Signature of the Bidder) _____

Name and address of the Bidder _____

Telephone No. _____