

Ref. No.: NIT-ANDHRA/ESTATE/SUPPLY-MANPOWER/2020

DATE: 24.04.2020

NOTICE INVITING TENDERS

(Box Tenders/Open Tenders)

**(FOR SUPPLY OF MANPOWER–HIGHLY SKILLED/SKILLED / SEMISKILLIED PERSONS
ON OUTSOURCING BASIS CONTRACT AT NIT ANDHRA PRADESH, TADEPALLIGUDEM)**



National Institute of Technology- Andhra Pradesh,

Beside Chennai - Srikakulam Highway, Near Kondrupolu,

Tadepalligudem, West Godavari District,

Andhra Pradesh-534101.

Phone No:08818-284710

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Tender Notice



NIT Andhra Pradesh, Tadepalligudem

Ref. No.: NIT-ANDHRA/ESTATE/SUPPLY-MANPOWER/2020

DATE: 24.04.2020

Box Tenders/Open Tenders are hereby invited from reputed Registered Firms /Agencies/Contractors/Suppliers for providing the following services at NIT-Andhra Pradesh, Tadepalligudem, West Godavari district.

“Supply of manpower–Highly skilled/Skilled/Semi-skilled persons on outsourcing basis contract at NIT Andhra Pradesh, Tadepalligudem.”

Tender Schedules can be downloaded from NIT-Andhra Pradesh website from 24.04.2020 onwards. Bidders need to submit hard copy with relevant documents attested by gazetted officer.

The last date for submission of tenders is 22.05.2020 up to 11:00AM.

For further details regarding Tender notification & specifications, please visit www.nitandhra.ac.in.

Date: 24.04.2020
NITAndhra Pradesh,
Tadepalligudem.

Time Schedule of various tender related events

(for supply of manpower–Highly skilled/Skilled/Semi-skilled persons on outsourcing basis contract)

Bid Document downloading Start date/ Time	24.04.2020 at 10.00am
Bid Document downloading End Date / Time	21.05.2020 at 05.00pm
Pre-Bid meeting	13.05.2020 at 03.00pm
Last Date and Time for receipt of Bids	22.05.2020 at 11.00am
Technical Bid Opening Date /Time	22.05.2020 at 03.00pm
Financial Bid Opening Date / Time	Will be intimated later
Contact Person	The Registrar, NIT Andhra Pradesh, Tadepalligudem.
Reference No:	NIT-ANDHRA/ESTATE/SUPPLY-MANPOWER/2020

Signature of the Bidder with stamp

CLARIFICATIONS

Queries, if any, can be made through e-mail only to **registrar@nitandhra.ac.in** on or before 13.05.2020. Queries received via any mode other than e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

If there is any addendum/corrigendum related to tenders, it shall only be published on NIT-Andhra Pradesh website (www.nitandhra.ac.in). The Bidders are advised to check NIT-Andhra Pradesh website regularly. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/amendments issued, if any, during pre-bid meeting in their bid.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

The Technical bid along with relevant documents should be attached with original EMD and Tender processing fee. Physical submission of Financial bid only shall be considered.

**I/C REGISTRAR
NIT-ANDHRA PRADESH**

For any clarification and further details on the above tender, please contact.

Office Phone Number: 08818-284710

BID

Ref. No.: NIT-ANDHRA/ESTATE/SUPPLY-MANPOWER/2020

Dated: 24.04.2020

Subject: Supply of manpower- Highly skilled, Skilled and Semi-skilled persons on outsourcing basis contract at NIT Andhra Pradesh, Tadepalligudem.

Sir/Madam,

Bids are invited on the Box/Open Tender platform from the reputed registered Firms/Agencies/Contractors/Suppliers from the experienced premises of manpower services. The details of bidding conditions and other terms can be downloaded from the NIT Andhra Pradesh website.

The attested copies of all the documents of Technical bid, signed undertaking of Bidder should be submitted offline mode only to the Director, NIT Andhra Pradesh, Tadepalligudem, on or before opening of bid.

The participating Bidder/s shall have to pay tender processing fee (non-refundable) and EMD for the amounts specified in the Statement related to bids, in the form of DD drawn in favour of the Director, NIT Andhra Pradesh, Tadepalligudem.

Further, the Successful Bidder shall furnish a part of a bid as Performance Guarantee specified in the Statement related to bids, **to be paid in the form of BG as mentioned in the Tender Schedule.**

NIT Andhra Pradesh, Tadepalligudem, will not accept the tenders from blacklisted companies or undependable suppliers, whose past performance with NIT-Andhra Pradesh was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of sub-standard quality/poor services, as defined in the other parts of the bidding documents.

For any clarification and further details of the above tender, please contact.

Office Phone Number: 08818-284710

Signature of the Bidder with stamp

STATEMENT RELATED TO BIDS

Bid Document Fee/ Tender Processing Fee (Non-refundable)	Rs. 10,000/- by way of DD from any Nationalized bank drawn in favor of the Director NIT-Andhra Pradesh, Payable at Tadepalligudem.
EMD	Rs.2,50,000/- by way of DD from any Nationalized bank drawn in favor of the Director NIT-Andhra Pradesh, Payable at Tadepalligudem.
Bid Validity Period	90 days from the date of opening of Financial bid
EMD Validity Period	90 days from the date of opening of Financial bid
Contract Agreement	TWO years from the date of giving work order
Period of furnishing Performance Guarantee	Within 7days from date of receipt of LOA
Performance Guarantee Value	5% on the work order value (in the form of BG)
Performance Guarantee Validity Period	26 months from the date of commencement of services
Period for signing the order of acceptance	Within 14 days from date of receipt of LOA
Payment Terms (after Commencement of work)	Monthly payment after receiving the previous month allotted work schedule details and attendance particulars certified by the concerned authority

TENDER SCHEDULE

PREMEABLE:

National Institute of Technology, Andhra Pradesh is the 31st NIT among the chain of NITs started by the Government of India. NIT Andhra Pradesh is established in the state of Andhra Pradesh in the academic year 2015 – 2016.

Sealed tenders are invited under two bid system i.e. Technical bid and Financial bid from reputed Manpower Supply Agencies for supply of Highly skilled/Skilled / Semi-skilled persons on outsourcing basis contract at NIT Andhra Pradesh, Tadepalligudem.

SCOPE OF WORK:

To provide Highly skilled/ Skilled / Semi-skilled manpower to NIT Andhra Pradesh on outsourcing basis depending upon the requirements of NIT Andhra Pradesh from time to time as per the terms & conditions set forth in this tender document.

TENTATIVE REQUIREMENT OF MANPOWER:

Approximately 60Nos. ± 25% (Twenty five percent) in combination of above categories depending on the requirement of NIT Andhra Pradesh. **The above requirement is only tentative and may vary depending upon the volume of work, functional requirements etc. Any additional requirement/variation of manpower including qualifications shall be communicated to the Agency at the sole discretion of NIT Andhra Pradesh which will be final and binding as and when the need arises during the period of contract.**

PERIOD OF CONTRACT:

The contract shall be initially for a period of **two years**, subject to satisfactory performance of services and compliance of all terms and conditions of the agreement. The contract is extendable by one more year based on satisfactory performance and as per the norms of Government of India. The Competent Authority may allot the contract in full or a part of such contract to the next firm(s) out of the panel available with it at any time in the event of non-compliance or breach of any terms and conditions of this contract by the awarded Bidder or otherwise, if it is deemed fit to do so in the interest of the Institution, in order to ensure effective supply/supervision of these services by more than one Bidder even after the award of contract.

If the Successful Bidder has an existing contract with NIT Andhra Pradesh, for manpower services, it shall stand automatically terminated and the new contract will commence.

Signature of the Bidder with stamp

ELIGIBILITY CRITERIA:

1. Bidder must be a firm/ Proprietor/ company that should be registered with appropriate authorities on or before 1/4/2016 and attested copy of registration may be attached.
2. The bidder should have Service tax certificate on or before 1/4/2016 and GST certificate as on 31/12/2019.
3. Bidder must have EPF and ESI* registration with competent authority as on 31/12/2019.
4. Bidder must have Valid Labour license as on 31/12/2019.
5. Bidder must have PAN Card.
6. The firm should have Latest ISO Certification.
(enclose self-attested copies of all of the above certificates)
7. The Agency shall have complete **32 months of experience** in housekeeping and sanitation services or similar work in Institutional / Industrial /Higher Educational Institute on or before **31.03.2019** with any one of the following.
 - a. Three similar works, each costing not less than the amount equal to **0.75 crores (75 lakhs)**.
 - b. Two similar works, each costing not less than the amount equal to **1.125 crores (112.5 lakhs)**.
 - c. One similar work of aggregate cost not less than the amount equal to **1.5 crores (150 lakhs)**.

The following documents must be submitted in supporting the experience claimed.

- a. Should submit relevant work order(s), work completion and satisfactory certificates.
8. The Average annual Financial turnover during the **last 3 years** ending 31st March 2019 should not be less than **(04)Four crores**, with a minimum of **(01)one crore** in each financial year and the same has to be certified with Chartered Accountant along with UDIN number. Without UDIN number the document is treated as Invalid.
9. Should submit income tax returns of the assessment years 2017-18, 18-19, 19-20 along with Audited financial statements, Profit and Loss Account, Balance sheets, Form26A and 3CA&3CB.
10. A declaration undertaking on the letter head of the Bidder/Agency that all the terms and conditions as given in the tender document are acceptable and the Agency has not been blacklisted by any of the organization at any point of time and no criminal case is pending against the said firm/agency (as per **Annexure III**) should be given
11. Each page of the tender document along with all other submitted documents must be duly signed by Authorized signatory with Bidder's company seal and initial, otherwise the document will be invalid.

Note:- The bidders should submit all the required documents for the above listed eligibility criteria, failing which their bid will be treated as invalid or Cancelled.

Name and Signature of bidder with seal

Tender processing fee, Earnest Money Deposit (EMD) and Performance Guarantee:

1. Interested Bidders are required to pay a non-refundable **Tender processing fee** of **Rs. 10,000/- (Rupees Ten thousand only)** in the form of DD, drawn from any nationalized bank in favour of The Director, NIT Andhra Pradesh, Tadepalligudem.
2. In addition, interested Bidders are required to pay a refundable amount of **Rs 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** towards **EMD** and it should remain valid for a period of 90 days beyond the final tender validity period.
3. Bids received without EMD and Tender processing fee shall be summarily rejected.
4. Tender processing fee and EMD must be attached to the Technical Bid only and NOT to the Financial Bid.
5. The Successful Bidder shall furnish a **Performance Guarantee of an amount equivalent to 5% on work order value, in the form of bank guarantee from any Nationalized bank**. Also, the Bank Guarantee shall be renewed by the Agency from time to time, if contract is extended.
6. EMD of Bidder shall be forfeited, if the Bidder withdraws or amends its bid or impairs or derogated from the bid in any respect within the period of validity of its bid.
7. Further, if the successful Bidder fails to furnish the Performance Guarantee within the specified period, his EMD shall be forfeited.
8. In case the Bidders / Successful Bidder(s) are found in breach of any condition(s) at any stage of the tender, EMD / Performance Guarantee shall be forfeited.
9. EMD will be returned to both Successful and Unsuccessful Bidders without any interest whatsoever, after allotment of Letter of Award.

METHOD OF SUBMISSION OF BIDS:

- The bid documents can be downloaded from the Institute website <http://www.nitandhra.ac.in/main/tender>.
- The bids should be filled in two bid formats with all the required documents as enclosures in separate sealed covers i.e.: (a) Part-I Technical bid, (b) Part-II Financial bid
- Two separate sealed covers should be specifically super-scribed as **(a) "Technical bid for supply of manpower –Highly skilled/ skilled/semi-skilled persons on outsourcing basis contract at NIT Andhra Pradesh, Tadepalligudem"** and **(b) "Financial bid for supply of manpower - Highly skilled/ skilled/semi-skilled persons on outsourcing basis contract at NIT Andhra Pradesh, Tadepalligudem"**. Both the sealed envelopes (a) and (b) are to be kept in another Master envelope, which should also be sealed and submitted.
- The Master envelope should be super-scribed with **"Tender for supply of manpower- Highly skilled/ skilled/semi-skilled persons on outsourcing basis contract at NIT Andhra Pradesh, Tadepalligudem"** and shall be addressed to The Tender Box, C/o Director, National Institute of Technology Andhra Pradesh, Beside Chennai - Srikakulam Highway, Near Kondrupolu, Tadepalligudem, West Godavari District, Andhra Pradesh-534101.
- **Last date for submission of bid documents is 22.05.2020 up to 11:00 a.m.**
- Bids received after the due date and time shall be summarily rejected.
- Incomplete bids or bids not submitted in prescribed format are liable for rejection.

- Institute will not be responsible for postal delay.

EVALUATION PROCEDURE:

1. At the first stage, the Technical Bids shall be opened in the presence of Bidders, who may like to be present on 22.05.2020 at 03.00 p.m in **Administrative/ Purchase section** of NIT- Andhra Pradesh, Tadepalligudem.
2. A Committee duly constituted by the Competent Authority would evaluate the Technical bids submitted by the Bidders.
3. Prior to detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the tender document. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions such as those concerning qualification/eligibility criteria, availability of facilities and amenities as needed, availability of government/statutory approvals and clearances, ready and explicit willingness to accept and honor the terms and conditions of contract etc. will be deemed to be material deviations.
4. If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
5. Only those Bidders whose technical bids have been found to be substantially responsive would be evaluated.
6. The Financial bids of those Bidders only shall be opened who qualified in the Technical Evaluation. The Institute will award the contract to the Successful Bidder, whose Financial bid is the lowest price bid among all the quoted bids. The decision of the Director, NIT Andhra Pradesh, Tadepalligudem, is final in this regard.
7. The Bidder should quote the Service charge in the Financial bid in figures as well as in words.
8. The validity of the bids shall be for a minimum period of 90 days.
9. Tenders with revised/modified rates/offer after opening of the tenders shall be summarily rejected and the entire Earnest Money Deposit (EMD) submitted with the tender shall be forfeited
10. The tender is not transferable under any circumstances.
11. Telegraphic, conditional or incomplete tenders shall not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the Bidder.
12. Institute reserves the right to reject any or all the tenders at any stage or accept them in part or reject the lowest tender without assigning any reason thereof and the decision of the Institute in this respect shall be final.
13. The Institute reserves the right to cancel the tender process at any stage without assigning any reason. For further details, please contact the NIT Andhra Pradesh Administration on 08818-284710.

Name and Signature of bidder with seal

TIE BREAKING PROCEDURE:

In case of a tie in the least quoted price, tie-breaking points shall be given for the following.

SL. No	Description	Points	Total (50 Points)
1	No. of years of work experience in Government Higher Educational Institutions. (From 26AS must be submitted for the period of Experience claimed)	1 point per each running year	Max. 10 points
2	No. of years of work experience in Pvt. Institutions/Organizations. (From 26AS must be submitted for the period of Experience claimed)	0.5 points per each running year	Max. 10 points
3	Financial turnover of the Firm certified by Chartered Accountant with UDIN.	0.5 Point for each crore	Max. 10 points
4	Total no. of employees to which PF paid during the Last FIVE years. (PF challans/TRRN has to be submitted for proof)	1 Point for every 100 employees	Max. 20points

Note:

- 1) The contract will be awarded to bidder, who scores highest points in the above table.**
- 2) In case of further tie, the bidder will be selected by a coin toss.**
- 3) The Bidders must submit the hardcopies of documentary proofs for the above items attested by gazetted officer.**

I / we accept all the terms and conditions of the tender notice.

Date:

Place:

Name and Signature of Bidder with Seal

JOB CHART OF HIGHLY SKILLED, SKILLED & SEMI SKILLED MANPOWER:

1. Prompt and efficient processing of papers coming up for disposal in their section.
2. An even allocation of work amongst the staff under them with the approval of higher authorities if required.
3. Maintenance of discipline amongst the staff in their section.
4. That the section is kept neat and tidy.
5. Proper maintenance of files, registers and other documents and papers being handles in the section.
6. Strict observance of the instructions contained in the codes/manuals /office orders etc. including prompt submission of periodical statements.
7. Punctuality in attendance by the staff.
8. Weeding out of old and unwanted papers/documents in the section.
9. Ensuring dispatch of outgoing letter and files of the section.
10. Indexing and recording work, preparation and submission of simple notes and drafts under the guidance of the section In-charges.
11. Data entry in computers, if required.
12. Any other work assigned by senior officials.

GENERAL CONDITIONS OF CONTRACT:

1. The general behavior of the personnel inducted under outsourcing shall be similar to the code and conduct rules applicable to the permanent staff of the Institute.
2. Only the authorized representative of the firms is permitted to participate in the tender opening process.
3. The Successful Bidder needs to produce an undertaking to the effect that the persons deployed by the agency do not have any criminal record/cases against them, before the issue of work order.
4. The Agency should have the potential to pay the emoluments to the engaged staff regularly during first week of consecutive month, without waiting for the release of payment form the Institute.
5. NIT Andhra Pradesh will not pay any deposits or advance to the Agency.
6. The Agency should have the potential to arrange suitable persons on outsourcing basis as and when demanded/ required, on the same quoted rate and on the same agreed terms and conditions.
7. It shall be the sole responsibility of the Agency to prevent any unlawful assembly, strike, dharna or demonstration by the persons deployed by the Agency, inside the campus. The Agency shall immediately withdraw all such persons from engagement in the Institute.
8. It shall be the sole responsibility of the Agency to ensure that the workers deployed shall behave properly at all times with all faculty, officers, non-teaching staff and students of the Institute. Any disobedience, misbehavior, indiscipline, use of abusive language, shouting of slogans etc., shall entitle immediate removal of the person from the campus by the Agency. Such persons shall not be permitted to enter the campus.
9. The copy of Appointment Letter and bio-data of each personnel so provided for the outsourcing shall be provided to NIT Andhra Pradesh along with a copy of police verification upon the identity and the testimonials of qualifications etc. Before changing any personnel so provided prior information shall be given to NIT Andhra Pradesh.

10. The Successful Bidder shall issue photo identity card at his own cost to each person deployed giving details of the name of parent/husband, complete postal address, phone number, etc. before commencement of contract.
11. An attendance register / biometric attendance shall be maintained by the service provider for all the personnel deputed by them, who shall mark attendance daily in the Institute and the payment shall be made to the service provider on the basis of attendance register / biometric attendance
12. The service provider will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages and other rules and regulations as applicable and notified from time to time in the official gazette/ Govt. of India, for all its employees deputed to work for NIT Andhra Pradesh. The service provider should pay the exact amount faithfully to the outsourced personnel without any additional deduction other than stipulated. Violation of this shall attract a warning at first instance and may lead to termination or recurring instances. This is without prejudice to any other right available to NIT Andhra Pradesh.
13. The service provider shall be liable for meeting all the statutory requirements as provided by the Acts governing labour laws i.e. Payment of Wages Act 1936, Contract labour (Regulation & Abolition) Act 1970, Minimum wages Act, Employees Provident funds (EPF) Act 1952, Employee State Insurance Act including EDLI, Payments of Bonus Act 1965, Payment of Gratuity Act 1972, Private Security Agencies (Regulations) Act 2005, National, Casual, Annual Festival, Maternity, Leave Acts as applicable and as amended from time to time or any other rule framed there under from time to time by the Central or State Government and or any authority constituted by or under any Law, for the category of persons deployed by contractor. The rates so allowed to and paid to contractor shall include all such statutory liabilities and no excess amount shall be paid by NIT Andhra Pradesh.
14. The performance of the Agency shall be reviewed quarterly and the contract is liable for termination in the event of non-satisfactory performance.
15. **The Courts of Tadepalligudem alone will have jurisdiction to try any matter/dispute or reference between the parties arising out of this agreement/contract.**

WAGES:

The Agency shall pay monthly wages plus statutory charges (EPF/ESI) to all its employees as per the Gov. of India norms. If any, amendments made from time to time, including all charges, GST if applicable, no extra claim on this account will in any case be entertained. The Agency shall provide full information in respect of the wages etc. paid to its employees so deployed in conformity with the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and Rules, made there under.

Copy of the acquaintance, PF and ESI remittance challan may be produced from second monthly bill onwards.

The **payment** will be made every month after submission of the bills in duplicate in the last working day of previous month with the attendance reports of outsourced manpower and upon proof of payment made towards all applicable statutory bodies.

RESOLUTION OF DISPUTES:

In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, NIT Andhra Pradesh, Tadepalligudem, or any other officer nominated by the Director, NIT Andhra Pradesh, Tadepalligudem, for arbitration whose decision shall be final and binding on both the parties. The Agency agrees that the arbitrator could be an employee of the Institute and shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.

TERMINATION OF THE CONTRACT:

The contract may be terminated in any of the following contingencies: -

- a. On giving three months' notice by the Agency **OR**
- b. On the expiry of the contract, without any notice **OR**
- c. On giving one month notice by the Institute, at any time during the tenancy of contract, in case the services rendered by the Agency are not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for this services **OR**
- d. On Agency being declared insolvent by the competent Court of Law, without any notice **OR**
- e. On assigning of the contract or any part thereof or any benefit or interest therein or there under by the Agency to any third party or for sub-letting the whole or a part of the contract to any third party, without any notice.

Provided that, during the notice period for termination of the contract, in the situation contemplated above, the Agency shall keep on discharging his duties as before till the expiry of notice period.

In case of termination of contract on the grounds mentioned at **Sr. No (c)** above OR in case the Agency decides to conclude the contract before the expiry of 24months contract period without giving three months' notice as mentioned at **Sr. No (a)** above, the Agency shall forfeit the Performance guarantee held with the Institute and the Agency shall not have any claim/right against the Institute in satisfaction of this condition.

PENALTY:

- a) Lapses due to service provider will be viewed seriously and penalties will be imposed on the service provider. Quantum of penalty will be decided in individual cases and decision of the competent authority, shall be final and binding.
- b) In case of failure to carry out the services to the satisfaction of NIT Andhra Pradesh as per the terms and conditions, the Institute will be free to get services done by any other agency at the cost and risk of the service provider.

COMMENCEMENT OF WORK:

The Successful Bidder should start the work with effect from the date of commencement of Agreement by mutual consent. In case, it is found that the work has not been taken up from the date of commencement of Agreement, the NIT Andhra Pradesh, Tadepalligudem, at its sole discretion may cancel the work order and the Performance guarantee shall be forfeited without any further reference to the Bidder. Further, the work order will be awarded to next least quoted bidder with the same terms and conditions.

DISCLAIMER:

Even though adequate care has been taken in the preparation of this Tender Schedule the Bidder should satisfy himself that the Schedule is complete in all respects.

NIT-Andhra Pradesh not their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this Tender Schedule and it is not possible for the NIT-Andhra Pradesh to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tenders Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender Schedule and obtain independence advice from appropriate sources.

The Registrar, NIT-Andhra Pradesh reserves the right to change any or all of the provisions of this request for Proposal. Such changes would be intimated to all parties procuring this request for Proposal.

The Registrar, NIT-Andhra Pradesh reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.

Signature of the Bidder with stamp

PART-A (TECHNICAL BID)

All the commercial conditions shall also be indicated in this part. Deviations, if any, to our specifications shall be brought out very clearly. Bidders shall mention point-wise confirmation with regard to technical specifications given in our Enquiry.

S No.	Particulars	Details
1	Bidder's name	
2	Registered Office and address	
3	Working Place of the office	
4	Year of Establishment	
5	Type of Firm (Ownership, Partnership, Pvt Ltd or Ltd Co.	
6	Details of ownership (Name and Address of the Board of Director, Partners etc)	
7	Name of the authorised signatory who is authorised to sign all the relevant documents (power of attorney, if any to be submitted)	
8	Contact Details	
	Name of the contact person	
	Designation	
	Telephone Number (Office)	
	Mobile Number	
	Email Id	
9	Address for communication	
10	Registration Numbers:	
	Firm Registration No.	
	Service Tax No.	
	GST No.	
	EPF No.	
	ESI No.	
	Labour License No.	
Any other registration which is mandatory for such agencies stipulated by Concerned authorities:		
11	Latest ISO certified company	YES/NO
12	PAN Number	

13	Total Annual Turnover for last three years	2016-17: Rs 2017-18: Rs 2018-19: Rs
14	Whether Agency has been blacklisted by any Govt or Semi-Govt. organization or any other organization? If yes, provide details	YES/NO
15	Do you accept all terms and conditions of tender document and signed the tender document?	YES/NO
16	Do you have necessary license to provide manpower services? If yes, provide details	YES/NO
17	Do you agree to provide manpower services as per the Institute's requirement?	YES/NO
18	No. of years of experience in the field of providing manpower services	
19	Have you submitted the details of Govt Depts, Govt Undertakings, PUSs, Public Sector Banks to whom the similar services accomplished for the last 3 years (Attach separate sheet, if necessary)	YES/NO
20	Have you submitted the previous work order(s), work completion certificate(s), audited accounts statement / bank statement?	YES/NO
21	DD Number, Amount and Date of EMD submitted	
22	Bank Particulars	
	Account name	
	Type of A/C: (SB/CA/CC)	
	A/C No.	
	IFS code	
	Name of the Bank	
	Branch	

Enclose all certificates in support of the above statements.

Date:

Authorized Signatory

Name:

Place:

Designation:

Company:

Contact No.

Company Seal

EXPERIENCE DETAILS

S. No.	Year	Name of the Client	Order No. & Date	Contract value per year	No. of personnel deployed
01					
02					
03					
04					
05					

Note: Supporting documents are to be attached along with the **Annexure-VI**

Date:

Authorized Signatory

Name:

Place:

Designation:

Company:

Contact No.

Company Seal:

DECLARATION

(To be provided on letter head of the Bidder
and submit along with Technical bid)

I / We _____ do hereby certify that our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Andhra Pradesh or by any State Board Universities, since inception of the firm / company.

All the terms and conditions given in the tender draft with **Ref. No.: NIT-ANDHRA/ESTATE/SUPPLY-MANPOWER/2020, DATED: 24.04.2020** **“for supply of manpower- Highly skilled/Skilled/Semi-skilled persons on outsourcing basis contract”** issued by the NIT Andhra Pradesh, Tadepalligudem, are acceptable to us.

We also certify that the information mentioned in the submitted documents is true and complete in any every respect and explicitly agree that in case at a later date it is found out by the Institute (NIT Andhra Pradesh, Tadepalligudem) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

Date:

Authorized Signatory

Name:

Place:

Designation:

Company:

Contact No.

Company Seal:

PROFORMA FOR BANK GUARANTEE

To

WHEREAS _____(Name of Bidder) (hereinafter called "the Bidder " has submitted its BID dated _____ (Date) for the supply of (Name of Contract and/ or description of the goods)_____ (hereinafter called "the BID") in favour of _____ (hereinafter called the " Client ");

KNOW ALL MEN by these presents that we, _____ Bank, having its Registered Office at _____(address of bank) (hereinafter called "the Bank") are bound unto _____ (name of the Client) for the sum of Rs _____ (Rupees _____ only) for which payment will and truly to be made to the said Client, the Bank binds itself, its successors and assigns by these presents; Sealed with the common seal of the said Bank this _____ day of _____ 20_____.

THE CONDITIONS of this obligation are:

- 1) If the Bidder withdraws its BID during the period of BID validity specified in the BID Form; or Does not accept the correction of errors in accordance with the bidding documents;
- 2) If the Bidder having been notified of the acceptance of his BID by the Client during the period of BID validity;
 - a) Fails or refuses to execute the contract, if required; or
 - b) Fails or refuses to furnish the performance Guarantee or security Deposit, in accordance with of Terms and Conditions of this BID.

We undertake to pay to the Client up to the above amount upon receipt of his first written demand without the Client having to substantiate his demand, provided that in his demand the Client will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

Notwithstanding anything contained herein, our liability under this Bank Guarantee shall not exceed Rs _____ (Rupees _____ only).

The Bank Guarantee is valid upto _____ and we are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before _____ (mention period of the Guarantee as found under clause (ii) above plus claim period)

Dated _____ day of _____ 20_____ .

SEAL & SIGNATURE OF THE BANK

CHECKLIST

(The Bidder may use the checklist below, to ensure that the tender submitted is complete in all respects)

S. No	Particulars	Yes	No
1	Copy of original tender draft downloaded from the NIT Andhra Pradesh website.		
2	Crossed Demand Draft from National Bank towards Tender Processing Fee		
3	Crossed Demand Draft from National Bank towards EMD		
4	Copy of firm registration		
5	Copy of Service Tax certificate		
6	Copy of GST registration		
7	Copy of EPF registration		
8	Copy of ESI registration		
9	Copy of Valid labour License		
10	Copy of PAN card		
11	Copy of Latest ISO Certification		
12	Copy of relevant work order(s)		
13	Copy of work completion certificate(s)		
14	Copy of Work satisfactory certificate(s)		
15	Copy of Financial turnover certificate issued from Chartered Accountant with UDIN on his letter head.		
16	Copies of Income Tax Saral form>Returns along with Audited financial statements, Profit and Loss Account, Balance sheets, Form 26AS and 3CA&3CB for last 3 years subjected to financial statement submitted to firm/proprietary/company.		
17	Declaration in the format given by the Institute		
18	Financial bid cover		
19	Form 26 AS must be submitted for the period of experience claimed (for each year of work done).		
20	PF statement with challan for last 5 years.		

Note: All the pages of the original bid document along with other hard copies should be serially numbered and attested by the Bidder.

Signature of the Bidder with stamp

PART-2. FINANCIAL BID (On Firm Letter head)

(for supply of manpower - Highly skilled/Skilled/Semi-skilled persons on outsourcing basis contract at NIT Andhra Pradesh, Tadepalligudem)

Ref. No.: NIT-ANDHRA/ESTATE/SUPPLY-MANPOWER /2020

DATE: 24.04.2020

SERVICE CHARGE in % _____%

(In words _____)

of total monthly gross wages of an employee.

NOTE:

- a. **TDS & TDS on GST** as per applicability shall be deducted monthly from the gross billed amount to be paid to the contractor.
- b. As per the Ministry of Finance OM No. 29()/2014- PPD, dated 28-01-14, bids quoted NIL service charges shall be treated as non-responsive.
- c. The minimum service charges to be quoted per person shall not be Less than 2.36% of the base minimum wage. The bid shall be summarily rejected.
- d. The maximum service charges to be quoted per person shall not be greater than 5% of the base minimum wage. The bid shall be summarily rejected.
- e. The service charge shall remain same during the contract period even if the basic wages are revised by the Govt. of India.
- f. If there is a discrepancy between the Service charge quoted in words and in figures, the charges in words shall prevail.
- g. The contract shall be awarded to the bidder whose service charge is lowest among all the submitted bidders.
- h. If further tie between firm/Agencies/company the L1 will be finalized by Coin Toss.

Date:

Signature of the Bidder with seal

Place:

Name:

Address: