

राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
National Institute of Technology Meghalaya
(An Institute of National Importance under MoE, Govt. of India)
Bijni Complex, Laitumkhrah, Shillong 793 003, Meghalaya, India

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No. NITMGH/ES/MANPOWER-2023/2023-24/1669

Dated:- 09.10.2023.

**NOTICE INVITING TENDER FOR PROVIDING OUTSOURCED MANPOWER SERVICE
AT NIT MEGHALAYA**

NIT Meghalaya invites tenders in a two-bid system through **CPP Portal <https://eprocure.gov.in/eprocure/app>** from eligible Bidders for **PROVIDING OUTSOURCED MANPOWER SERVICE**, as per details at ANNEXURE-III. The first part is the **Technical Bid** which consists of technical requirements and general terms & conditions and the second part is the **Financial Bid**.

Prescribed Tender document, detailed fees and specifications, bid instructions and Terms & Conditions can be downloaded from the CPP Portal (<https://eprocure.gov.in/eprocure/app>). However, the bidding process (submission and finalization) will be done in online mode at CPP Portal. The bidders may submit their bid only through uploading in the CPP Portal <https://eprocure.gov.in/eprocure/app>.

BID INSTRUCTIONS:

01. The offer must be submitted in Two Bid – Two Files/Covers only through uploading in the CPP Portal, before the last date & time for bid submission. Bidders must submit their digitally signed bids. The covers will contain the following documents:
 - i. Cover 1 which consists of technical requirements and general terms & conditions.
 - ii. Cover 2 which consists of the Price Bid (in BoQ Ms-Excel format).

LAST DATE OF SUBMISSION: - 09.11.2023 at 1:00 PM

Technical bids will be opened on 10.11.2023 at 3:30 p.m.

After evaluation of technical bids, financial bids of the successful bidders (technically qualified) will be opened on a later date which will be duly notified.

BASIC REQUIREMENTS:

1. The Agency should preferably be registered with the Labour Department, Government of Meghalaya and having valid labour license. Agencies registered with the Office of the Chief labour Commissioner (Central) and having valid labour license shall also be considered.
2. The Contractor must have valid (i) Income Tax account (PAN), (ii) GST Registration Certificate, (iii) Provident Fund (EPF) Registration, (iv) ESIC Registration, (v) Labour Identification Number (LIN) and other statutory registration for operating as outsourced manpower provider.
3. Valid Trading License issued by the Khasi Hills Autonomous District Council (KHADC), Shillong, under provisions of the United Khasi-Jaintia Hills District (Trading by Non-Tribals), Regulation, 1954 (as amended) and the United Khasi-Jaintia Hills District (Trading by Non-Tribals) Rules, 1959 (as amended) or an exemption certificate to be issued by an Authority of the KHADC, Shillong.
4. The Agency should have at least 3 (three) years experience in providing outsourced manpower service to Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings of at least three years.
5. The Registered Office or one of the Branch Offices of the Agency must be located in East Khasi Hills, failing which the quotation shall not be considered.

6. The Agency should have satisfactory Completion Certificates or valid Work Orders / Contracts of at least 3 (three) similar works with estimated cost of at least ₹ 50 Lakhs per annum.
7. The Agency should not have been blacklisted in the past by any Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings.
8. The Agency should have no vigilance/CBI case pending against it.

Those bids fulfilling the above basic requirements with all required documents attached, to the satisfaction of the Committee will be qualified in the Technical Bid and shall be considered for financial bid opening. After evaluation of Technical bids, the date for opening financial bids will be notified and qualified bidders will be informed accordingly.

1. No quotation will be accepted by fax, e-mail, telex, or any other such means.
2. **The estimated cost of the tender is ₹ 2,95,00,000.00 (Rupees Two Crore Ninety Lakh) approximately per annum.**
3. EMD: - Earnest Money: Refundable earnest money deposit (EMD) of ₹ 7,50,000/- (Rupees Seven Lakh Fifty Thousand) only through demand draft drawn (of any Nationalized/Scheduled Bank) in favour of National Institute of Technology Meghalaya, payable at Shillong, will have to accompany the technical Bid. The EMD of unsuccessful bidders shall be returned without any interest after award of contract. EMD of the successful bidder will be released without interest on submission of the Performance Bank Guarantee or Security Deposit.

Firms registered under MSME will be exempted from submitting EMD. In case of firms registered under NSIC, exemption will be given to the permissible extent, as indicated in their Certificate. All vendors claiming exemption must submit copies of their valid MSME/NSIC registration Certificate (along with the Technical Bid in case of two bid system). Offers received without Earnest Money or valid Certificate shall be summarily rejected.

4. **Security Deposit: Selected Bidder will have to submit a Security Deposit amounting to INR 29,50,000/- (Rupees Twenty Nine Lakhs Fifty Thousand) only in the form of Deposit at Call/Fixed Deposit / Bank Guarantee (in format enclosed at Annexure-2) pledged to NIT Meghalaya, Laitumkhrach, Shillong and shall be valid till 60 (sixty) days after the contract period.**
5. **Documents to be attached:** All documents listed in **Annexure-1**.
6. The approximate number of personnel required presently in different categories of duty and minimum prescribed qualifications are shown in **Annexure-3**. The requirement is an approximation and is liable to change as per requirement from time to time.
7. Bidders are instructed to furnish the Bidder's General Information in **Annexure-5** and enclose it with the Technical bid.
8. **Submission of Compliance Certificate:** Duly filled and signed Compliance Certificate (as per format at **Annexure-6**) must be submitted along with the Technical bid failing which the quotation shall not be considered.
9. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail. Usage of "White ink" to erase and then rewrite the rates will not be accepted. Bidders are advised to strike out wrong entries and rewrite clearly beside them. In such cases, the bidder shall have to sign and place their official seal for every corrected entry.
10. **Quotations for Service Charge shall be quoted in PERCENTAGE basis only. Quotation received in any other format will be summarily rejected.**
11. **The Minimum service charges in the procurement of Manpower Outsourcing Service should not be less than 3.85% as per the OM No. F.6/1/2023-PPD dated 06.01.2023 issued by the Procurement Policy Division, Department of Expenditure, Ministry of Finance, Government of India.**
12. Photocopies of all documents submitted should be self-attested with seal of the bidder.
13. Bidder must unconditionally accept all terms and conditions stipulated in the tender document and must submit an undertaking for accepting the same. All pages of the bid including all enclosures should be numbered and must be duly filled in, signed and stamped by the bidder or his authorized representative.
14. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the bidding Agencies/ service providers. Conditional tenders shall not be

accepted on any ground and shall be rejected straightway. Conditions mentioned in the tender bids submitted by vendors will not be binding on NIT Meghalaya.

15. **TDS:** Taxes as applicable on date will be deducted from the bills, unless documents are submitted along with the tender.
16. **Enquiry during the course of evaluation not allowed:** No enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Institute Authorities may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-operation.
17. **Bid not transferable:** The bid documents are not transferable and the seal and signature of the individual/ authorized official of the firm must appear on all the pages of the documents.
18. At any time prior to the date of submission of bid, NIT Meghalaya may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment / corrigendum. Any such amendment / corrigendum will be duly notified only **through the Institute's website** and the CPP Portal. Prospective bidders are advised to check the Institute's website every now and then for any amendment / corrigendum. In order to provide reasonable time to take the amendment into account in preparing the bid, NIT Meghalaya may extend the date and time for submission of bids.
19. The acceptance of the quotation will rest solely with the Competent Authority of NIT Meghalaya, who, in the interest of the Institute, is not bound to accept the lowest quotation and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons.

SELECTION CRITERIA:

1. **Technical Bid:** Technical bid will be opened as per schedule through the CPP Portal. The documents submitted in the Technical bid will be evaluated by the Committee. Only the bidders fulfilling the basic requirement mentioned in the tender will be considered for further evaluation. The bidders who do not meet the basic requirements will not be considered for further evaluation.
2. **Financial bid:** The bidders fulfilling all the basic requirements and enclosed all documents to the satisfaction of the tender opening committee will be considered for opening of financial bids. The date of opening of financial offers will be decided by the Institute and will be communicated to eligible bidders only through the CPP Portal. The lowest percentage of service charges will be declared as lowest bidder.
3. In case more than one agency quotes the same L1 percentage service charge, the Competent Authority of NIT Meghalaya reserves the right to decide and fix the additional criteria for selection of the L1 agency to be finally awarded the contract.

TERMS & CONDITIONS

1. The period of contract shall initially be for a period of two (02) years from the date of award of contract issued by NIT Meghalaya and may be renewed annually on the basis of satisfactory performance under the same terms and conditions or with such amendments as may be mutually agreed to, and also subject to the necessary approval of the Competent Authority of NIT Meghalaya.
2. **At any point of time during the period of the contract, the Institute may have to relocate to its permanent campus at Saitsohpen, Sohra. The selected Agency will be informed of the move well beforehand to give it enough time to register staff, particularly under the Unskilled and Semi-Skilled categories, from Saitsohpen Elaka, in particular, and Sohra Civil Sub-Division, in general. The Agency shall endeavour to deploy maximum staff having the required qualifications from Saitsohpen Elaka, in particular, and Sohra Civil Sub-Division, in general, to fulfil the Institute's aspiration for providing employment opportunity and upliftment of the educated unemployed belonging to the Elaka and Sub-Division.**

3. The Agency shall provide the required number of personnel within a period of 15(Fifteen) days from the date of written order issued by NIT Meghalaya.
4. The Agency has to submit a voluntary statement by way of affidavit stating that they have not been blacklisted in the past by any Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings and no case is pending against any contract and also to state that there is no vigilance/CBI case pending against the Firm/Agency. The affidavit is to be duly executed before the Notary Public or Magistrate First Class on a non-judicial stamp paper of INR 10/- (Rupees Ten) only. **The bidder should submit that affidavit in original along with the Technical Bid.**
5. The outsourced personnel offered by the Agency should be covered under Employee State Insurance (ESI) and Employees Provident Fund (EPF).
6. All the payments to be made for the services provided by the Agency shall be made directly to the Agency who will raise the bills accordingly on monthly basis. No payments shall be made directly to the personnel so deputed by the Agency.
7. The rates to be paid to the Agency should not be less than rates prescribed in the Minimum Wages Act and other rules and regulations as applicable and notified from time to time in the official gazette/ Ministry of Labour & Employment, Govt. of India, for the State of Meghalaya. In case of revision of minimum wages by the competent authority or increase in VDA etc., as also of the employer's contributions towards EPF and ESI, the pro-rata increase in the rates will be acceptable to the Institute authority. A copy of the latest Notification/Circular based on which the wages have to be proposed has been uploaded by NIT Meghalaya along with the tender notice.
8. It shall be the responsibility of the Agency to ensure that the outsourced personnel deployed, at no point of time will be paid less than the minimum rates of wages as prescribed and revised from time to time. The agency shall pay the exact monthly salary / remuneration, to the contractual employees deployed by the agency after deduction of the statutory amount like EPF, ESI etc. from the amount received from NIT Meghalaya. Therefore, the agency shall quote the service charges keeping the above in mind.
9. NIT Meghalaya will maintain an attendance register in respect of the staff deployed by the Agency on the basis of which wages/remuneration will be decided in respect of the outsourced staff at the approved rates.
10. Bill shall be raised by the Agency in accordance with the rates quoted on or before the 5th day of every month and non-payment of wages by and any malpractice if noticed, will invite a penalty which may lead to termination of contract and blacklisting of the firm or any other decision deemed fit by the Competent Authority of NIT Meghalaya. The Agency will also be liable to pay the disputed outstanding amount. The NIT Meghalaya shall not be directly responsible for the payment of wages to the employees. It will be the responsibility of the Agency to make regular payment to the workers engaged by them as per the minimum wages notified by the Government and applicable to the Meghalaya. In case the 5th day of a month falls on a holiday, then the bill shall be submitted on the next working day. Necessary receipts of depositing ESI and EPF of the previous month should be attached along with the bills when raised. In case, the previous month's ESI and EPF challans do not accompany the bill as a documentary proof, the Institute shall withhold salary for the month till such proof is produced.
11. The salary/ wages of deployed manpower for each month must be paid to the employees on or before **the 7th day of the following month by the agency. Penalty of INR 5,000/- (Rupees Five thousand only) per day shall be imposed, if wages are not paid before the 7th day of each month.**
12. In case of continuous failure (i.e. more than three times) to make payment of wages to the workers within the prescribed period or making a short payment or non-compliance of statutory dues by Agency, the security deposit amount deposited with NIT Meghalaya shall be forfeited and the firm shall also be blacklisted, subject to approval by the Competent Authority of NIT Meghalaya.
13. The Agency has to produce monthly bill in prescribed format only (**Annexure-4**). The bill should be submitted on or before 5th of following month so that payment can be released at the earliest. Agency has to ensure that all requisite documents/receipt/certificate are enclosed with the original

invoice (in triplicate) as prescribed by the Institute. The Agency must ensure that the wages of their deployed staff are released within the 7th day of the following month, irrespective of receipt of payment from NIT Meghalaya.

14. Service / Administrative charges quoted by the agency would be valid for a period of two years from the date of award of the contract and the request for increase in rates during the period of the contract shall not be entertained under any circumstances.
15. All persons deployed shall not be below the age of 18 (eighteen) years.
16. All services shall be performed by persons qualified and skilled in performing such services as per the qualifications and eligibility criteria indicated for each category at Annexure-3. The approximate number of personnel to be deployed in each category is given at Annexure-3. However, it may vary, subject to requirement. In case of need, the agency shall provide the contractual employees with higher or specialised qualification and experience on the basis of monthly consolidated salary / remuneration.
17. The persons supplied by the Agency should not have any police records/criminal cases pending against them. The Agency should make adequate enquires about the character and antecedents of the person whom they are recommending. The Agency should also ensure that the personnel deployed are medically fit and certificate of their medical fitness is to be provided whenever called for.
18. Based on the requirement of each job, the candidates recommended by the Agency for engagement/deployment will be decided by NIT Meghalaya and decision of the NIT Meghalaya will be final in this regard. In case NIT Meghalaya in its discretion finds any deployed person as not desirable and not suitable for whatever reasons, it will be at the sole discretion of the NIT Meghalaya and upon so being notified by NIT Meghalaya, the agency/service provider shall be liable to withdraw such person(s) forthwith and substitute by a person(s) acceptable to NIT Meghalaya.
19. In case of any deficiency in services by outsourced staff so deployed or provision of lesser number of manpower than the minimum required or in the case of disobedience by the staff so deployed on duty, the Competent Authority of NIT Meghalaya shall be at liberty to impose penalty as may be deemed fit up to INR .10,000/- (Rupees Ten thousand only) for each such occasion after giving him an opportunity of being heard in person. The decision of the Competent Authority of NIT Meghalaya shall be final and binding on the Agency/Service provider.
20. The outsourced employees engaged at NIT Meghalaya by the Agency shall be the employees of the Agency and it shall be Agency's duty to pay salary and other dues as applicable 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 NIT Meghalaya.
21. The Agency's personnel shall not claim any benefit/ compensation/absorption/regularization of services in NIT Meghalaya. Further, the deployed personnel shall not automatically qualify for absorption in the event of the post for which he/she is serving is declared a sanctioned post.
22. The Agency'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 in nature.
23. The Agency's personnel should be polite, cordial, positive and efficient while handling the assigned work so that their actions promote goodwill and enhance the image of the office.
24. The Agency shall ensure proper conduct of their personnel in the office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
25. The personnel of the Agency 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 NIT Meghalaya.

26. In case the outsourced personnel deployed by the Agency commit/commits any act of omission or commission constituting misconduct or indiscipline, the agency/service provider will take appropriate action against the personnel.
27. In the event of any malpractice on the part of the Agency or their employees, vis-à-vis any Institute staff or otherwise, the contract shall be liable to be terminated.
28. The Agency has to provide photo identity cards to the persons employed by it for carrying out the works.
29. The transportation, food, medical and other statutory requirements in respect of each personnel of the Agency shall be the sole responsibility of the Agency.
30. The personnel shall observe such timings as are prescribed by NIT Meghalaya from time to time. In the absence of any specific times having been provided for by NIT Meghalaya, normal office timings shall be followed. In case on certain occasion the office needs to be operated over time, no overtime shall be payable. Cleaning personnel may have a different work schedule, but the daily working hours will not exceed the daily stipulated man-hours. The personnel will be required to follow holidays of NIT Meghalaya.
31. The Acquittance Roll/ Salary Register of the deployed personnel shall be furnished for inspection whenever called upon by NIT Meghalaya authorities.
32. No wage/remuneration will be paid to any staff for the days of absence from duty.
33. The Agency shall provide suitable replacement of any person leaving the job or terminated from duty due to unsatisfactory performance at no extra cost.
34. There will be penalty upon personnel of the Agency for availing any unauthorized leave (i.e. leave without proper advance information) which will be equivalent to 1 (one) day salary of the concerned personnel of the Agency.
35. The Institute shall not be responsible financially or otherwise for any injury or death to the outsourced personnel in the course of their performing their duties. In case, compensation is awarded by a Court of Law, payment of the same shall be the sole responsibility of the Agency.
36. NIT Meghalaya 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.
37. That the Agency on its part and through its own resources shall ensure that the goods, materials and equipment 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 NIT Meghalaya suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the Agency, then the Agency shall be liable to compensate for the same. The agency/service provider shall keep NIT Meghalaya fully indemnified against any such loss or damage.
38. The Agency shall not be permitted to transfer, sublet or assign their rights and obligations in part or full under this contract to any other person or organization.
39. **Termination for default:** Default is said to have occurred
 - a. If the Agency fails to perform any or all of the services specified in the tender documents and contract.
 - b. Under the above circumstances NIT Meghalaya may terminate the contract in whole or in part and forfeit the Security Deposit. In addition to above, NIT may at its discretion also take the following actions: NIT Meghalaya may make alternate arrangements with another qualified Agency in such manner as it deems appropriate and the defaulting Agency shall be liable to compensate NIT Meghalaya for any extra expenditure involved towards services obtained.
40. The Competent Authority of NIT Meghalaya has the absolute right to terminate the contract at any time before the due date of expiry specified in Clause 1 of the terms and conditions of the tender, without assigning any reason, by giving one month's notice in advance to the Agency in writing.
41. The Competent Authority of NIT Meghalaya shall also have the right to extend the contract in writing on the same terms and conditions with some addition/deletion for a further period of one

year at a time based on satisfactory performance or for a shorter period until such time as a new Agency takes over in the event of the Institute resorting to the process of appointing a fresh Agency.

42. The Competent Authority has the right to impose a penalty upon the agency for Non-Performance of the Contract and violations of the Contract. The extent and amount of penalty will be decided by the Director NIT Meghalaya which will be binding upon the bidder but not more than 10% of the order value.
43. In the event of Agency desiring an earlier termination of the contract, they shall have to give three months advance notice to the Institute Authority.
44. The Agency, if in any manner defaults in the performance or in making good any losses, damages or expenses or any part thereof, then it shall be lawful for the Institute to forfeit or dispose off said security deposit in and towards the liquidation of liability of the agency/service provider in respect of such default. Further, in case Institute is put to any monetary loss or liability as a result of any act of omission or commission of the Agency or personnel deployed by him, the Institute shall have the right to get itself reimbursed to the extent of the liability or loss out of the bills and/or the security deposit.
45. The Agency is bound by the details and documents as furnished by them to the Institute while submitting the tender or at any other time. In case any of the details of such documents furnished by them, is found to be false at any stage this would be deemed to be a breach of the terms of contract making them liable for action deemed fit by the Competent Authority of NIT Meghalaya.
46. 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. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency/service provider, it shall be the entire responsibility of the agency/service provider to pay and settle the same.
47. The service provider shall be contactable at all times and messages sent by phone /e-mail/ fax/special messenger from this office shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Department in fulfilment of the contract from time to time.
48. **Force Majeure:**

If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned, that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:

- a. Any law, statute or ordinance, order action or regulations of the Government of India,
- b. Any kind of natural disaster, and
- c. Strikes, acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

49. **Applicable Law:**

- a. The contract shall be interpreted and governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Shillong only.
- b. Any dispute arising out of this contract shall be referred to the Competent Authority of NIT Meghalaya, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Competent Authority of NIT Meghalaya. The decision of such Arbitrator shall be final and binding on both the parties.

Sd/-
Registrar

Enclosures:

- i. ANNEXURE -1: Documents to be attached with the technical bid (first pack).
- ii. ANNEXURE -2: Performance Bank Guarantee
- iii. ANNEXURE -3: Scope of Work.
- iv. ANNEXURE -4: Format of Invoice
- v. ANNEXURE -5: Bidder's General Information
- vi. ANNEXURE -6: Format of Compliance Certificate

ANNEXURE-1

Documents to be attached with the Technical Bid (first packet)

1. Proof of ownership/partnership etc.
2. Proof of address, telephone and fax numbers.
3. Copy of valid labour license.
4. Copy of Income Tax account (PAN).
5. Copy of GST Registration Certificate.
6. Copy of Provident Fund Registration.
7. Copy of ESI Registration.
8. Copy of Labour Identification Number (LIN).
9. Copy of valid Trading License issued by the KHADC, Shillong (or Exemption Certificate issued by an Authority of the KHADC, Shillong).
10. Copy of Income Tax Return and Audited Balance Sheet of the last 3 (three) Financial Year.
11. An undertaking by the Agency for acceptance and compliance of all terms & conditions mentioned in this tender.
12. Documentary evidence in support of providing satisfactory service from all existing clients of 03 (three) years **indicating clearly the value of work and the number of manpower deployed**.
13. Annual turnover certificates of **last three financial years** duly certified by a Chartered Accountant.
14. Copies of **at least 3 (three)** work order / agreement / certificates from the Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings where they have deployed manpower with details of Organization, value of work and number of manpower deployed.
15. Affidavit stating that the agency/service provider has not been blacklisted in the past by any Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings and no case is pending against any contract and also to state that there is no vigilance/CBI case pending against the Firm/Agency. The affidavit is to be duly executed before the Notary Public or Magistrate First Class on a non-judicial stamp paper of INR 10/- (Rupees Ten) only.

ANNEXURE-2

PERFORMANCE BANK GUARANTEE

To:

The Director,
National Institute of Technology Meghalaya
Bijni Complex, Laitumkhrah, Shillong-793003
Meghalaya

WHEREAS (Name of Agency / Service Provider)
herein after called "the Service Provider " has undertaken, in pursuance of Contract No.....
dated,..... 20... to provide (Description of Services)
hereinafter called "the order".

AND WHEREAS it has been stipulated by you in the said order that the Service Provider shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Service Provider's performance obligations in accordance with the order.

AND WHEREAS we have agreed to give the Service Provider a Guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total of (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the order and without cavil or argument, any sum or sums within the limit of (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of.....20.....

Signature and Seal of Guarantors

.....

Date.....20.....
Address:.....
.....
.....

All correspondence with reference to this guarantee shall be made at the following address:

The Director,
National Institute of Technology Meghalaya
Bijni Complex, Laitumkhrah, Shillong-793003
Meghalaya

ANNEXURE-3

SCOPE OF WORK

The Agency shall provide manpower at NIT Meghalaya by deploying adequate trained and well disciplined personnel of the following categories and approximate numbers as indicated in the table below.

The number of the personnel required presently is indicative only and the number may vary (increase/decrease) depending upon the requirement by the Institute from time to time.

Sl. No.	Designation	Qualification	Category	Approximate No. of personnel required presently
1	Technician Grade-I	<ul style="list-style-type: none">3 years Diploma in relevant field with minimum 2 yrs experience OR <ul style="list-style-type: none">B. Tech/ B.E./B. Arch in relevant field OR <ul style="list-style-type: none">MCA OR <ul style="list-style-type: none">M. Sc in relevant subject.	Highly Skilled	4
2.	Office Assistant	<ul style="list-style-type: none">Graduation in any discipline.Minimum 2 years' experienceProficiency in use of Office Automation Software	Highly Skilled	13
3.	Hostel Caretakers	<ul style="list-style-type: none">Graduation in any discipline.Minimum 2 years' experience in the respective categoryProficiency in use of Office Automation Software	Highly Skilled	12
4.	Supervisor	<ul style="list-style-type: none">Graduation in any discipline.Minimum 2 years' experience in the respective categoryProficiency in use of Office Automation Software	Highly Skilled	1
5.	Nursing Assistant	<ul style="list-style-type: none">BSc in nursing	Highly Skilled	1
6.	Office Attendant	<ul style="list-style-type: none">Class 12th passMinimum 2 years' experience	Skilled	2
7.	Technician Grade-II	<ul style="list-style-type: none">B.Sc in relevant subject (Physics/ Chemistry/ Mathematics) from recognised University/ Institution with minimum 2 years' experience in the respective category OR <ul style="list-style-type: none">BCA from recognised University/ Institution with minimum 2 years'	Skilled	3

		<p>experience in the respective category</p> <p>OR</p> <ul style="list-style-type: none"> • ITI Certificate of two years duration in relevant engineering trade from recognised Institution with minimum 2 years' experience <p>OR</p> <ul style="list-style-type: none"> • Diploma in relevant Engineering discipline/Architecture 		
8.	Generator Operator	<ul style="list-style-type: none"> • Knowledge of the Generator & UPS System • ITI Certificate with 2 years' of relevant experience. 	Skilled	6
9.	Driver (LMV/ Medium Vehicle & Heavy Vehicle)	<ul style="list-style-type: none"> • Minimum 8th pass • Minimum 2 years' experience in the respective category • Valid Driving Licence • Relaxation in educational qualifications may be given to the experienced candidates 	Highly Skilled	5
10	Cook	<ul style="list-style-type: none"> • Minimum 10th pass • Minimum 2 years' experience in the respective category 	Skilled	1
11	Gardener	<ul style="list-style-type: none"> • Minimum 10th pass • Minimum 2 years' experience in the respective category 	Skilled	3
12	Carpenter	<ul style="list-style-type: none"> • Minimum 10th pass/ ITI Carpentry • Minimum 2 years' experience in the respective category 	Skilled	1
13	Peon	<ul style="list-style-type: none"> • Minimum 8th pass 	Unskilled	8
14	Cleaner/Sweeper	<ul style="list-style-type: none"> • Minimum 8th pass 		33
TENTATIVE TOTAL =				93

ANNEXURE-4

FORMAT OF INVOICE

(The agency is bound to produce monthly bill in the format prescribed hereunder failing which the Institute will not settle the bill.)

Sl. No.	Particulars	Actual Payments
1	Basic Amount (x)	
2	Service Charge on basic amount (x*% of service charge)	
3	EPF (x*% of EPF including administrative charges)	
4	ESI (x*% of ESI)	
5	TOTAL (1+2+3+4) = y	
6	GST (y*% of GST)	
7	GRAND TOTAL (5+6)	

(All the figures in total must be rounded to the nearest rupees. All the figures must be rounded of in two digits after points as per the standard rounding of rules i.e. less than five should be omitted and five & above should be rounded to the next figure.)

Date and Signature of Agency with Seal

NB:** Quotations for Service Charge shall be quoted only in PERCENTAGE basis. Quotation received in any other format will be summarily rejected.

ANNEXURE-5
BIDDER'S GENERAL INFORMATION

Bidder should indicate following information along with the self-attested photocopies of supporting documents:

1	Name of Firm/Agency/Contractor	
2	Number of Years in Operation	
3	Registered address	
4	Operational Address if different from above	
5	Telephone No. (Landline)	
6	Tele fax No.	
7	Mobile No.	
8	Official Email Address	
9	Name & Address of Branch, if any	
10	Type of Organization (whether Private limited/Partnership/Sole Proprietorship) as per attached proof.	
11	Name of Proprietor/ Partners/Designated Partners/Directors of the Organization/Firm	
12	ISO Certification, if any {If yes, please furnish details}	

Date and Signature of Agency with Seal

ANNEXURE-6

Format of Compliance Certificate

Sl. No.	Particulars	Yes/ No	If Yes, Please indicate the Page No. in the submitted Technical Bid
1	Is the Agency registered with the Government of Meghalaya?		
2	Is the Agency having valid labour license?		
3	Does the Agency have Income Tax account (PAN)?		
4	Does the Agency have GST Registration Certificate?		
5	Does the Agency have Provident Fund Registration (EPF)?		
6	Does the Agency have ESIC Registration?		
7	Does the Agency have valid Trading License issued by the KHADC, Shillong (or Exemption Certificate issued by an Authority of the KHADC, Shillong)?		
8	Does the Agency have other statutory registration for operating as outsourced manpower provider?		
9	Does the Agency have minimum three years' experience in providing outsourced manpower service to Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings? (PLEASE ENCLOSE A COPY OF THE EARLIEST WORK ORDER/ CONTRACT AGREEMENT/ COMPLETION CERTIFICATE ISSUED TO THE AGENCY)		
10	Does the Agency have a Registered Office or one Branch Office in Shillong? (PLEASE ENCLOSE PROOF OF ADDRESS)		
11	Does the Agency have satisfactory Completion Certificates or valid Work Orders / Contracts of at least 3 (three) similar works? (PLEASE ENCLOSE COPIES OF WORK ORDERS/ CONTRACT AGREEMENTS/ COMPLETION CERTIFICATES ISSUED TO THE AGENCY INDICATING CLEARLY THE VALUE OF WORK AND THE NUMBER OF MANPOWER DEPLOYED)		
12	Has the Agency been blacklisted in the past by any Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings?		
13	Does the Agency have vigilance/CBI case pending against it?		
14	Has the Bidder enclosed proof of ownership/partnership etc.?		
15	Has the Bidder enclosed proof of address, telephone and fax numbers, email, etc.?		
16	Has the Bidder enclosed copies of Income Tax Returns and Audited Balance Sheet of the last 3 (three) Financial Years?		
17	Has the Bidder enclosed an undertaking for acceptance and compliance of all terms & conditions mentioned in this tender?		
18	Has the Bidder enclosed documentary evidence in support of providing satisfactory service from all existing clients of 3 (three) years?		
19	Has the Bidder enclosed Annual Turnover Certificates of last three financial years duly certified by a Chartered Accountant?		
20	Has the Bidder enclosed Copies of at least 3 (three) work orders/ contract agreements/ certificates from the Government and Non-Government organizations, Autonomous Institutes, Public Sector and		

	Private Sector Undertakings where they have deployed manpower with details of Organization, value of work and number of manpower deployed?		
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Date and Signature of Agency with Seal