



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6201638
Dated/दिनांक : 05-05-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	20-05-2025 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	20-05-2025 11:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Education
Department Name/विभाग का नाम	Department Of Higher Education
Organisation Name/संगठन का नाम	National Institute Of Technology (nit)
Office Name/कार्यालय का नाम	Meghalaya
क्रेता ईमेल/Buyer Email	buycon519.nitn.ml@gembuyer.in
Item Category/मद केटेगरी	Manpower Outsourcing Services - Minimum wage - Unskilled; Minimum 8 pass; Others , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Graduate; Admin , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; 3 years Diploma in relevant field with minimum 2 yrs experience OR BTech or BE or BArch in relevant field OR MCA OR MSc in relevant subject; Others , Manpower Outsourcing Services - Minimum wage - Skilled; ITI; Others , Manpower Outsourcing Services - Minimum wage - Skilled; Knowledge of the Generator and UPS System with ITI Certificate with 2 years of relevant experience; Others
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	100 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/	Yes
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No

Bid Details/बिड विवरण	
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	14483160
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	450000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Director

National Institute of Technology (NIT) Meghalaya, Department of Higher Education, , Ministry of Education
(Prof. Pinakeswar Mahanta)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
6. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:As per tender document

The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in each contract of providing manpower services to Central/ State Government Departments/ Public Sector Undertakings/ Autonomous Bodies in last N financial years:As per tender document

Geographic Presence: Office registration certificate:As per tender document

Scope of work & Job description:[1746448904.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1746448925.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1746448931.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Unskilled; Minimum 8 Pass; Others (22)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Unskilled
Educational Qualification	Minimum 8 pass
Type of Function	Others
List of Profiles	Sweeper
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Sweeper/Cleaners

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Keshav Tamang	793108,NIT MEGHALAYA Saitsohpen Sohra, East Khasi Hills, Meghalaya, India - 793108	22	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 674 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 6.74 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 21.9 • Provident Fund (INR per day) : 80.88 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Unskilled; Minimum 8 Pass; Others (3)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Unskilled
Educational Qualification	Minimum 8 pass

Specification	Values
Type of Function	Others
List of Profiles	Office Peon
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Office Peon

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Keshav Tamang	793108,NIT MEGHALAYA Saitsohpen Sohra, East Khasi Hills, Meghalaya, India - 793108	3	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 674 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 6.74 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 21.9 • Provident Fund (INR per day) : 80.88 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Graduate; Admin (8)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Highly-Skilled
Educational Qualification	Graduate

Specification	Values
Type of Function	Admin
List of Profiles	Administrative Operator or Office Assistant or Executive Assistant
Specialization	Graduate in any discipline
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Office Assistant

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Keshav Tamang	793108,NIT MEGHALAYA Saitsohpen Sohra, East Khasi Hills, Meghalaya, India - 793108	8	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 981 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 9.81 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 31.88 • Provident Fund (INR per day) : 117.72 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; 3 Years Diploma In Relevant Field With Minimum 2 Yrs Experience OR BTech Or BE Or BArch In Relevant Field OR MCA OR MSc In Relevant Subject; Others (4)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Highly-Skilled

Specification	Values
Educational Qualification	3 years Diploma in relevant field with minimum 2 yrs experience OR BTech or BE or BArch in relevant field OR MCA OR MSc in relevant subject
Type of Function	Others
List of Profiles	Technician Grade 1
Specialization	3 years Diploma in relevant field with minimum 2 yrs experience OR BTech or BE or BArch in relevant field OR MCA OR MSc in relevant subject
Post Graduation	Optional
Specialization for PG	MCA OR MSc in relevant subject
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Technician Grade 1

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Keshav Tamang	793108,NIT MEGHALAYA Saitsohpen Sohra, East Khasi Hills, Meghalaya, India - 793108	4	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 981 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 9.81 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 31.88 • Provident Fund (INR per day) : 117.72 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; ITI; Others (4)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Educational Qualification	ITI
Type of Function	Others

Specification	Values
List of Profiles	Electrician
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Electrician

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Keshav Tamang	793108,NIT MEGHALAYA Saitsohpen Sohra, East Khasi Hills, Meghalaya, India - 793108	4	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 893 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 8.93 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 29.02 • Provident Fund (INR per day) : 107.16 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; ITI; Others (4)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Educational Qualification	ITI
Type of Function	Others

Specification	Values
List of Profiles	Plumber
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Plumber

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
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Manpower Outsourcing Services - Minimum Wage - Skilled; Knowledge Of The Generator And UPS System With ITI Certificate With 2 Years Of Relevant Experience; Others (3)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled

Specification	Values
Educational Qualification	Knowledge of the Generator and UPS System with ITI Certificate with 2 years of relevant experience
Type of Function	Others
List of Profiles	Generator Operator
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Generator Operator

Additional Specification Documents/अतिरिक्त विशिष्ट दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Keshav Tamang	793108,NIT MEGHALAYA Saitsohpen Sohra, East Khasi Hills, Meghalaya, India - 793108	3	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 893 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 8.93 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 29.02 • Provident Fund (INR per day) : 107.16 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 12

Manpower Outsourcing Services - Minimum Wage - Skilled; ITI; Others (2)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Skill Category	Skilled
Educational Qualification	ITI
Type of Function	Others

Specification	Values
List of Profiles	Carpenter
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Designation	Carpenter

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Keshav Tamang	793108,NIT MEGHALAYA Saitsohpen Sohra, East Khasi Hills, Meghalaya, India - 793108	2	<ul style="list-style-type: none"> • Minimum daily wage (INR) exclusive of GST : 893 • Bonus (INR per day) : 0 • EDLI (INR per day) : 0 • EPF Admin Charge (INR per day) : 8.93 • Optional Allowances 1 (INR per day) : 0 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Estimated Number of Overtime Hours per Resource per Month : 0 • Remuneration per resource per hour for Overtime Hours (Including all applicable allowance etc & excluding GST) : 0 • ESI (INR per day) : 29.02 • Provident Fund (INR per day) : 107.16 • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 12

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
National Institute of Technology Meghalaya
(An Institute of National Importance under MoE, Govt. of India)
Saitsohpen, Sohra, Meghalaya, 793108, India

Phone: 0364-2501215
Fax : 0364-2501113
Web: <http://nitm.ac.in/>

NOTICE INVITING TENDER FOR PROVIDING MAINTENANCE AND ALLIED SERVICES WITH MANPOWER AT NIT MEGHALAYA

NIT Meghalaya invites tenders in a two-bid system through GeM Portal <https://gem.gov.in/> from eligible Bidders for providing **MAINTENANCE AND ALLIED SERVICES WITH MANPOWER**, 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 GeM Portal [https://gem.gov.in.](https://gem.gov.in/) The bidding process (submission and finalization) will be done in online mode at GeM Portal [https://gem.gov.in.](https://gem.gov.in/) The bidders may submit their bid only through uploading in the GeM Portal <https://gem.gov.in/>.

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 manpower provider/ maintenance and allied services with Manpower
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 maintenance and allied services with 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 total estimated cost of at least ₹ 25 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 ₹ 1,80,00,000 (Rupees One Crore Eighty Lakh) approximately per annum.**
3. EMD: - Earnest Money: Refundable earnest money deposit (EMD) of ₹ 4,50,000 /- (Rupees Four 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 9,00,000/- (Rupees Nine Lakhs) only in the form of Deposit at Call/ Fixed Deposit / Bank Guarantee (in format enclosed at Annexure-2) pledged to NIT Meghalaya, Laitumkrah, 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. Documents submitted/uploaded 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 GeM 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 GeM 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 GeM Portal. The lowest percentage of service charges will be declared as lowest bidder.
3. Only those bids with all desired documents attached and fulfilling the requirement as per the tender to the satisfaction of the committee will be opened for financial bids. The bidders fulfilling the eligibility criteria mentioned in the tender will be considered to award of marks as per Technical Evaluation Matrix (**Annexure-7**). After evaluation of Technical bids, the date for opening financial bids will be notified and qualified bidders will be informed accordingly as early as possible.
4. The bidders fulfilling all tender requirements and enclosed all documents to the satisfaction of the tender opening committee and scoring equal or more than 70% marks out of total 40 marks in the Technical Evaluation Matrix will be considered for opening of financial bids. The date of opening of financial offers will be decided by the Institute. In case the number of eligible bidders remains less than three, the Committee reserves the right to relax the minimum qualifying score. The bidder who shall be offering the lowest service charges will be declared as lowest bidder.
5. However, in the Financial Bid if two or more bidders quoted the same rate/amount (as L1), then the final evaluation shall be based on the marks scored in the technical evaluation matrix. The L1 bidder will then be decided based on the highest marks scored in the technical evaluation matrix.
6. 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 one (01) year 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. **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 Sohra Civil Sub-Division.**
3. **The Agency should have its branch office in Sohra Civil Sub-Division to facilitate the day to day requirement of the Institute.**
4. 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.
5. 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.**
6. The outsourced personnel offered by the Agency should be covered under Employee State Insurance (ESI) and Employees Provident Fund (EPF).
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.

12. 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.**
13. 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.
14. 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.
15. 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.
16. All persons deployed shall not be below the age of 18 (eighteen) years.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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.

23. 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.
24. 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.
25. 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.
26. 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.
27. 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.
28. 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.
29. The Agency has to provide photo identity cards to the persons employed by it for carrying out the works.
30. The transportation, food, medical and other statutory requirements in respect of each personnel of the Agency shall be the sole responsibility of the Agency.
31. 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.
32. The Acquittance Roll/ Salary Register of the deployed personnel shall be furnished for inspection whenever called upon by NIT Meghalaya authorities.
33. No wage/remuneration will be paid to any staff for the days of absence from duty.
34. The Agency shall provide suitable replacement of any person leaving the job or terminated from duty due to unsatisfactory performance at no extra cost.
35. 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.
36. 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.
37. 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.
38. 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.
39. 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.
40. **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.
41. 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.
 42. 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.
 43. 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.
 44. 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.
 45. 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.
 46. 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.
 47. 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.
 48. 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.
 49. **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.
 50. **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
- vii. ANNEXURE -7: Technical Evaluation Matrix for Bidder

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	
2.	Office Assistant	<ul style="list-style-type: none">• Graduation in any discipline.• Minimum 2 years' experience• Proficiency in use of Office Automation Software	Highly Skilled	
3.	Supervisor	<ul style="list-style-type: none">• Graduation in any discipline.• Minimum 2 years' experience in the respective category• Proficiency in use of Office Automation Software	Highly Skilled	
4.	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' experience in the respective category OR <ul style="list-style-type: none">• ITI Certificate of two years duration in relevant engineering trade from recognised Institution with minimum 2 years' experience OR <ul style="list-style-type: none">• Diploma in relevant Engineering discipline/Architecture	Skilled	

5.	Generator Operator	<ul style="list-style-type: none"> • Knowledge of the Generator & UPS System • ITI Certificate with 2 years' of relevant experience. 	Skilled	
6	Gardener	<ul style="list-style-type: none"> • Minimum 10th pass • Minimum 2 years' experience in the respective category 	Skilled	
7	Carpenter	<ul style="list-style-type: none"> • Minimum 10th pass/ ITI Carpentry • Minimum 2 years' experience in the respective category 	Skilled	
8	Plumber	<ul style="list-style-type: none"> • Minimum 10th pass/ ITI Plumber • Minimum 2 years' experience in the respective category 	Skilled	
9	Electrician	<ul style="list-style-type: none"> • Minimum 10th pass/ ITI Electrician • Minimum 2 years' experience in the respective category 	Skilled	
10	Peon	<ul style="list-style-type: none"> • Minimum 8th pass 	Unskilled	
11	Cleaner/Sweeper	<ul style="list-style-type: none"> • Minimum 8th pass 		
TENTATIVE TOTAL =				

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 manpower provider/maintenance and allied services with manpower?		
9	Does the Agency have minimum three years' experience in providing "Maintenance and Allied Services with Manpower" 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 Saitsohpen, Sohra, Meghalaya ? (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 (2024-25, 2023-24, 2022-2023, 2021-2022)		
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 engaged in “Maintenance and Allied Services with Manpower” with details of Organization, value of work and number of manpower deployed?		
21	Has the bidder submitted EMD/Exemption Certificate?		

ANNEXURE-7

TECHNICAL EVALUATION MATRIX FOR BIDDER

Total Marks: 100

Sl. No.	Description
1	Certification and Credentials (Max. Marks – 10)
a.	(i) Service provided to Government Organisation, Autonomous Institutes, PSUs, CFTIs, etc, (10 Marks) (ii) Service provided to Non-Government Organisation, Private Ltd. Company/ Corporation (5 Marks)
b.	Assessment of average turnover for the preceding three financial years based on audited balance sheets and certificates of ITR (Max. Marks - 10)
	(i) Turnover of \geq ₹ 1 Crore < ₹ 5 Crore (3 Marks) (ii) Turnover of \geq ₹ 5 Crore < ₹ 10 Crores (5 Marks) (iii) Turnover of \geq ₹ 10 Crores < ₹ 20 Crores (7 Marks) (iv) Turnover of \geq ₹ 20 Crores and above (10 Marks)
2	Personnel strength provided for Maintenance and Allied Services with manpower in organisation (Central government/State government/Autonomous bodies/PSU/NGO/Private - Max. Marks - 10)
	Total workers continuously on rolls for last three years, will be verified (work orders, certificates, etc. giving the details to be submitted) (i) 20 - 100 manpower = (3 Marks) (ii) 101 – 250 manpower = (5Marks) (iii) 251 – 500 manpower = (7Marks) (iv) More than 500 manpower = (10Marks)
3	Working Experience in large volume/multistate relevant assignments (Max. Marks - 10)
	Whether implemented at least 3 contracts of deployment manpower to IITs/NITs/IISc/IISER/IIMs/IIITs/Central Universities/other Institutes of National Importance during the last three years. (i) Implemented in 3 Institutions during last three years (5Marks) (ii) Implemented in 4–7 Institutions during last three years (7Marks) (iii) Implemented in 8 or more Institutions during last three years (10 Marks)
4	If point No. 3 above is not fulfil, then 3 marks shall be given if contracts implemented in 2 organisations/Institutes.
5	Technical Manpower engaged by the agency in any organisation/Institute (Max. Marks – 10)
	ITI holder (1-20 manpower) = 3 marks Diploma in Engineering (1-10 manpower) = 5 marks BTech in Engineering (1-5 manpower) = 7 Marks PG in Management/Technology (1-5 manpower) = 10 marks
6	Agencies having establishment set up at Saitsohpen, Sohra, Meghalaya = 15 marks
7	Agencies having specialize equipment required for maintenance (list of equipment provided in Affidavit fully Notarized) = 15 marks
8	Presentation to be given by the participating agencies after opening of technical bid at NIT Meghalaya permanent campus, Sohra and based on the presentation marks shall be given to the participating agencies with the maximum marks upto 20 marks.

Date and Signature of Agency with Seal