



**National Highways & Infrastructure Development Corporation Limited**  
(A Public Sector Undertaking under the Ministry of Road, Transport & Highways, Govt. of India)

NHIDCL, Regional Office-Aizawl,  
3rd floor, T-86, Tuikhuahtlang,  
Aizawl, Mizoram-796001

F.No. NHIDCL/RO-Aizawl/Manpower agency-2/2026-27

Date: 07.03.2026

### **Notice Inviting e-Tender (NIT)**

1. National Highways & Infrastructure Development Corporation Limited invites e-tenders through GeM Portal under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Placement Companies/ Firms/ Agencies (henceforth called Agency) for providing **Junior Manager (HR), Young legal Professional, SAP Consultant, Accountant, LA Consultant, Liaison Officer, Steno, PA, Office Assistant, Data Entry Operator, Multi-Tasking Staff, etc. (skilled.)** manpower services to the National Highways and Infrastructure Development Corporation Limited, Regional Office – Aizawl, a PSU company under the Ministry of Road Transport & Highways, Govt. of India

2. The estimated cost of the tender for two years is **₹427.66** lac approx. based on the payment of remuneration on current approved emoluments. The annual estimated cost comes to approx. **₹213.83** lacs. This may, however, increase or decrease depending upon the number of persons actually deployed.

3. The contract shall be initially for a period of two years from the date of award of the contract, which may be further extended upon satisfactory performance, for another period of one year on the same terms & conditions or curtailed/ terminated at any time before expiry of contract period depending upon requirement of NHIDCL.

4. The complete Tender Documents can be downloaded from the website of NHIDCL [www.nhidcl.com](http://www.nhidcl.com).

5. The tenders are invited under two bid system i.e. Technical Bid and Financial Bid. **The technical bids** are to be submitted by both methods i.e. **Online as well as physical mode**. The physical sealed copy in respect of technical documents super scribed “**Technical bid for selection of Manpower placement agency for providing Junior Manager (HR), Young legal Professional, SAP Consultant, Accountant, LA Consultant, Liaison Officer, Steno, PA, Office Assistant, Data Entry Operator, Multi-Tasking Staff, etc. (skilled.)** manpower services to the National Highways and Infrastructure Development Corporation Limited, Regional Office – Aizawl, a PSU company under the Ministry of Road Transport & Highways, Govt. of India” before **due date**. The physical sealed bid should be dropped in the Tender Box kept for the purpose at reception of Regional Office-Aizawl, 3rd floor, T-86, Tuikhuahtlang, Aizawl, Mizoram-796001 or to reach by post within due date.’

Sl. No.	Name of work	Av. Annual Turnover	Bid documents Cost	EMD/ Bid Security	Period of Contract
1	Providing Semi -Skilled and Skilled Manpower Services on monthly basis for NHIDCL in the State of Mizoram.	Rs. 85.53 lakhs	Rs.11,800/-*	Rs. 4,27,667/-	02 Years and can be extended

**6. EMD/Bid Security shall be in the form of Demand Draft/Bank Guarantee drawn in favour of “Executive Director (P), Regional Office, payable at Mizoram”**

Rs. 10,000/- + 18% GST in favour of NHIDCL PROJECT ACCOUNT(Non-Refundable) (The bidder can make online payment of tender document fee, through RTGS/NEFT Establishment Account of ED (P) details as mentioned below: -

Particulars	Details
Name of Beneficiary	National Highways & Infrastructure Development Corporation Limited Establishment Account
Beneficiary Bank Account No.	79601010002065
Beneficiary Bank Branch	IFSC – CNRB0003489
Beneficiary Bank Branch Name	Aizawl II Branch
Beneficiary Bank Address	Canara Bank, Power House Road, Chanmari, Aizawl, Mizoram 796001

**The Technical Bid must also be submitted through online process at GeM Portal.**

**Bids not submitted online on GeM portal shall not be considered at all.**

**MSME having valid NSIC registration certificates issued for providing similar services of manpower will be allowed exemption from EMD, etc. as per the Govt. policy, subject to submission of valid registration certificate with the Bid.**

**7. The Financial Bid for selection of Manpower Placement Agency for Providing Skilled Manpower Services on monthly basis for NHIDCL in the State of Mizoram should be submitted only through online process at GeM Portal.**

8. Interested Companies/ Firms/ Agencies may submit their bids online on GeM portal, complete in all respect, along with a scanned copy of the **Earnest Money Deposit (EMD) of Rs.4,27,667/-(Rupees Four Lakhs Twenty-Seven Thousand Six Hundred and Sixty-Seven only)**, on or before the last date notified for bid submission. A hard copy of the technical bid along with the EMD should be sent to NHIDCL, **Regional Office-Aizawl, 3rd floor, T-86, Tuikhuatlang, Aizawl, Mizoram-796001** by post or dropped in the **Tender Box kept at the reception of NHIDCL on 3<sup>rd</sup> Floor office. No bid shall be entertained after this deadline under any circumstance whatsoever.**

9. NHIDCL reserves the right to amend or withdraw any of the terms & conditions contained in the Tender Document or to reject any or all bids without giving any notice or without assigning any reason thereof. The decision of the National Highways & Infrastructure Development

Corporation Limited in this regard shall be final and binding on all the bidders.

10. Any amendment/ addendum/ corrigendum shall be notified only on the website of NHIDCL and GeM Portal.

11. Various crucial dates/ time relating to “Tender for selection of Manpower Placement Agency for providing services of **Junior Manager (HR), Young legal Professional, SAP Consultant, Accountant, LA Consultant, Liaison Officer, Steno, PA, Office Assistant, Data Entry Operator, Multi-Tasking Staff, etc. (skilled.)** manpower services to the National Highways and Infrastructure Development Corporation Limited, Regional Office – Aizawl, a PSU company under the Ministry of Road Transport & Highways, Govt. of India, are as under:

1	Release of Tender on GeM portal	07.03.2026
2	Last date for receipt of pre-bid queries	11.03.2026
3	Pre-Bid Conference	12.03.2026
4	Clarification on the Pre-Bid Conference	12.03.2026
5	Last date and time for submission of Bids	28.03.2026 at 1200 hrs
6	Date and time for opening of Technical Bids	28.03.2026 at 1230 hrs
7	Date and time for opening of Financial Bids of the technically qualified bidders	To be notified later on.

12. The agency should quote its financial bid with due care, taking into account all the expenses likely to be incurred on providing manpower service as NHIDCL shall not entertain any separate bill for reimbursement in this regard.

## Terms and Conditions of Contract

### General

1. In case of breach of any of the terms and conditions attached to this contract, the EMD/ Performance Security Deposit of the Agency will liable to be forfeited by the National Highways & Infrastructure Development Corporation Limited besides annulment of the contract and the agency become liable for blacklisting.
2. Conditional bids shall **not** be considered and will be summarily rejected in the very first instance.
3. A Pre-Bid conference would be held as per schedule in the office of the NHIDCL, RegionalOffice-Aizawl, 3rd floor, T-86, Tuikhuahtlang, Aizawl, Mizoram-796001. The prospective bidders are welcome to attend the meeting for seeking clarification on any issue related to the tender documents. Interested Bidders seeking any clarification may participate in this conference. The written reply to these clarifications shall be posted on the Company website [www.nhidcl.com](http://www.nhidcl.com) as well as GeM portal. No queries shall be entertained after the pre-bid date.
4. The **Competent Authority** of the National Highways & Infrastructure Development Corporation Limited reserves the right to cancel any or all the bids without assigning any reason.
5. ~~The bidders having star rating of "4 star and above" on GeM portal are only eligible to bid for this tender.~~
6. **Technical Bid must be Indexed and page numbered.**
7. **All the pages of the tender document must be signed and duly affixed with the rubber-stamp of the firm as an acceptance of all the terms & conditions contained therein, by an authorized signatory.**
8. **In case the signatures are made by a person other than Proprietor or designated Official of the firm, an authority letter in his/her name must be attached in original.**
9. The administrative/ service charge/ any other liability/ charges to be charged by the service provider should be quoted in percentage term only on remuneration to be paid to each personnel (excluding taxes). The amount so quoted should include all liabilities of the agency towards the deputed staff for any other personal exigencies, including maternity benefits etc.
10. In cases where the bidder has submitted "NIL" charge/ amount over and above the remuneration payable to the manpower, the bid shall be treated unresponsive and will not be considered in terms of the provision of Ministry of Finance, Department of Expenditure OM No. 29(1)/2014-PPD dated 28<sup>th</sup> January, 2014.

11. The Validity of the bid shall remain in force for **90 days** from the day of opening of Financial Bids.

12. The contract will be initially for a period of **Two years** from the date of award of contract, which may be further extended upon satisfactory performance for another period of one year. The period of contract shall be further extended on the same terms & conditions or curtailed/terminated at any time before expiry of contract period depending upon requirement of NHIDCL.

13. The contracting Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of NHIDCL.

14. The actual requirement of services and in turn the no. of staff, may increase or decrease during the currency of contract. The selected Agency would have to provide a panel of sufficient number of persons for **providing services of Junior Manager (HR), Young legal Professional, SAP Consultant, Accountant, LA Consultant, Liaison Officer, Steno, PA, Office Assistant, Data Entry Operator, Multi-Tasking Staff, etc. (skilled.)** manpower services to the **National Highways and Infrastructure Development Corporation Limited, Regional Office – Aizawl** out of which NHIDCL would reserve the right to select or return the same for further submission depending on their suitability.

15. The bidder shall be bound by the details furnished by him/ her to the National Highways & Infrastructure Development Corporation Limited, while submitting the tender or at subsequent stage. In case, any document furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of Contract, making him/her liable for legal action, besides termination of contract.

16. The National Highways & Infrastructure Development Corporation Limited, reserves the right to terminate/foreclose the contract any time after giving **thirty days' notice** to the contracting agency.

17. National Highways & Infrastructure Development Corporation Limited may ask for documentary evidence in respect of payment of statutory liabilities as and when required.

18. Service provider will pay the remuneration fixed by NHIDCL to the deployed middle management personnel through RTGS/NEFT in their respective Bank accounts under intimation to NHIDCL on or before 7<sup>th</sup> of the succeeding month, without having any reference to the payment of preceding month.

19. National Highways & Infrastructure Development Corporation Limited, shall verify the actual payment of statutory payments periodically, and if not satisfied, shall withhold the payments due to the service provider in addition to other legal action.

20. Every outsourced staff shall be **entitled to one day paid leave** (in addition to public holidays) for each completed calendar month that can be accumulated up to the end of the calendar year, beyond which such leaves cannot be carried forward. The leave must be availed of with the prior approval of his/her Controlling Officer and un-availed leaves shall not be eligible for encashment.

21. The outsourced staff shall be required to render services under the supervision of NHIDCL Officers.

22. Agency should arrange to issue a laminated ID Card to each of the outsourced staff deployed at NHIDCL (as per design approved by NHIDCL), containing the photo of the deployed personnel along with other details such as Name, DoB, validity, type of engagement i.e. designation, Name of the Outsourcing agency, place of deployment, etc.

### **Liabilities, Control etc. of the Personnel Deployed**

23. No outsourced staff shall have any financial or administrative powers, whatsoever. Their duties shall be to assist and carry out routine function as may be assigned by his/ her Controlling Officer. The outsourced staff so deployed shall comply with NHIDCL's rules and regulations as may be in force or as amended from time to time.

24. All drawings, documents, data, specifications, standards, manuals etc., issued or made available to outsourced staff shall be used exclusively towards discharging his/ her duties in NHIDCL and shall be returned to the concerned authority in NHIDCL without retaining any copies thereof.

### **General Liability of Outsourced staff:**

25. The agency shall ensure that:

- a) The outsourced staff deployed at NHIDCL shall maintain complete secrecy and confidentiality about their work assignments in NHIDCL.
- b) The outsourced staff shall ensure safe custody of all data/ information specific to any project of NHIDCL and shall maintain confidentiality by not divulging/ disclosing the same to any third party, under any circumstances.
- c) Avoid use of any official information concerning NHIDCL for any non-official purpose.
- d) The ownership and copyright of all data, drawings, reports and other documents, prepared by the outsourced staff during the discharge of his/ her duties in NHIDCL shall rest exclusively with NHIDCL.
- e) For the purpose of this Clause "Confidential Information" shall mean any knowhow, as well as any other knowledge, data or information of any technical, commercial or financial nature which is furnished to or obtained by outsourcing staff directly or indirectly, during execution of their duties, in NHIDCL.
- f) He/ She shall not write to NHIDCL management regarding any personal issues and shall take up with the agency only. However, if any grievances regarding payment of wages in violation of Labour laws is to be made, it shall be addressed to **General Manager (LA& COORD) only**.
- g) The agency while deploying manpower for requisite services shall clearly mention in the deployment letter that the performance of the person shall be reviewed periodically and he/she is liable to be withdrawn from deployment, if performance is not found satisfactory.
- h) The deployment of the manpower shall not exceed, in any case, beyond the final date of the service contract and all manpower deployment shall therefore, be co-terminus with the service contract awarded to the agency by NHIDCL. However, deployment of manpower can be terminated at any point of time before expiry of service contract, for the reasons of misconduct, unsatisfactory performance, project requirements etc.

26. NHIDCL provides equal opportunity to women for work. All outsourced support staff shall show gender sensitizing.

27. Integrity: Each of the outsourced support staff so deployed must maintain highest standards of integrity and ethics.

28. The agency shall ensure that the individual person deployed in or through the National Highways & Infrastructure Development Corporation Limited is physically fit, competent to discharge the duties assigned with the post and have requisite experience and qualifications.

29. The persons deployed shall work as per the office timings of the office in which they are deployed. The persons deployed may be required to attend the office on Holidays or attend office before/ after office working hours based on the exigencies of work for which no additional payment shall be payable, however, compensatory off in lieu of the same may be permitted at subsequent date within a period of 30 days.

30. The Agency shall furnish the following documents in respect of the individual Manpower, who will be deployed in the National Highways & Infrastructure Development Corporation Limited at the time of commencement of the service contract and in respect of personnel deployed after commencement of service contract as and when a person is deployed.

- a. List of persons to be deployed.
- b. Bio-data of all such persons.
- c. Attested copy of the Certificates and documents showing age, educational qualifications and experience.
- d. Character certificate from two Group "A"/ Class-I officers of the Central/ State Government.
- e. Certificate of verification of antecedents of persons by local Police authority;
- f. Identity Cards bearing photograph.
- g. Aadhar number of the persons deployed (copy of the Aadhar Card may be provided)

31. The agency shall be required to submit to NHIDCL for review and approval the biodata of the personnel, along with attested copies of the certificates of qualification of personnel assigned to carry out the services. The agency shall submit the above details within 7 days of the requirements raised by NHIDCL and the shortlisted candidates shall be called for interaction/Trade Test before engagement. The selected candidates would be required to join their duties in NHIDCL within 15 days from the date of issue letter by agency. The original testimonials of the candidates should be available with the agency for verification at the time of interview. If the empanelled agency is unable to provide suitable bio-data of the candidates after the requisitions made to them on two occasions during the agreement period, the agreement is liable to be terminated. Likewise, in case the shortlisted candidates fail to join on three consecutive occasions, NHIDCL shall be at liberty to terminate the agreement.

32. In case the personnel deployed by the successful Agency commits any act of Omission/ Commission which amounts to misconduct/ indiscipline/incompetence, the Agency will be liable to withdraw from NHIDCL deployment of such persons, with a substitute with immediate effect and/or to take appropriate disciplinary/legal action against such persons including their removal from the site of work, when asked by NHIDCL.

33. The Agency shall replace immediately any of its personnel who are found unacceptable to the National Highways & Infrastructure Development Corporation Limited because of security risks, incompetence, conflict of interest, improper conduct, habitual absence, not being punctual and regular in attendance, etc. on the instructions of the NHIDCL.

34. The staff deployed shall be required to report for work to the Competent Authority at NHIDCL daily and would not leave the office during the duty hours. Attendance shall be monitored by the Aadhar Enabled Biometric Attendance system or any other notified mode and all staff deployed shall be required to follow deployed office timings. In case, person deployed is absent on a particular day or comes late/leaves early on three occasions leading to total loss time of more than 1.5 hours, one-day pro-rata remuneration shall be deducted or any other action as deemed fit may be taken.

35. The Agency shall depute a coordinator who would be responsible for immediate interaction with the National Highways & Infrastructure Development Corporation Limited so that optimal services of the persons deployed by the Agency could be availed without any disruption. The coordinator shall:

- a. Co-ordinate with the NHIDCL on daily basis.
- b. Prepare the monthly attendance sheet as per the attendance register and get it certified by EIC or his authorized representative.
- c. Arrange filing of half yearly return of ESIC, if so required.
- d. Arrange filing of annual return of PF, if so required.
- e. Arrange medical attention to staff on hurt on duty in consultation with NHIDCL or his authorized representative.
- f. Shall handle cases of casualty.
- g. Medical fitness of staff as and when required.
- h. Resolving staff problem at site.
- i. Maintaining of all the labour laws registers, formats etc. in up to date condition.
- j. Other matters like joining formalities, issuance of appointment letters, identity cards, pay slips, issue of service certificates, etc. shall be handled by the agency.
- k. The agency shall provide Form 16 to all the persons deployed by it and also provide a copy to NHIDCL at the end of the financial year.

36. The Agency shall immediately provide a substitute in the event of any person absenting from duty on any day, leaving the job or is removed. The delay by the agency in providing a substitute beyond three working days shall attract a pre-estimated agreed liquidated damage @ 2 times the pro-rata remuneration per day per personnel on the service-providing agency.

37. NHIDCL will make consolidated payment for each person engaged by the agency, against the bill raised by the Agency based on actual attendance of the completed months. No separate payment will be made to either agency or any individual on any account by NHIDCL except in cases when the person engaged is deputed for official work wherein payments would be made as per NHIDCL's rules and regulations with the prior approval of Competent Authority and the same shall be reimbursed subsequently by NHIDCL.

38. For all intents and purposes, the service providing Agency shall be the "Employer" within the meaning of different Labour Legislations in respect of personnel so deployed in the NHIDCL. **The persons deployed by the Agency in the NHIDCL shall not have any claim of Master and Servant relationship nor have any Principal and Agent relationship with or against the National Highways & Infrastructure Development Corporation Limited.** They shall in no case be entitled for claiming regularization/ employment/ promotion/ upgradation etc. in the National Highways & Infrastructure Development Corporation Limited, on the basis of having rendered services through the Contractor / agency. The agency will be solely responsible to defend any litigation in this regard, if raised by any of the outsourced staff in any forum/court of law.

39. The Agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to the persons deployed in NHIDCL. The National Highways & Infrastructure

Development Corporation Limited shall, in no way be responsible for settlement of such issues whatsoever.

40. The National Highways & Infrastructure Development Corporation Limited shall not be responsible for any damages, losses, claims, financial or injury to any other person deployed by service providing agency in the course of their performing the functions/ duties, or for payment towards any compensation.

41. The personnel deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible toad-hoc,deputationist or any other direct contractual employees of the National Highways & Infrastructure Development Corporation Limited during the currency or after expiry of the Contract.

42. In case of termination of this contract on its expiry or otherwise, the personnel deployed by the service providing agency shall neither be entitled to nor will have any claim for continuation or any absorption or any relaxation for absorption in the regular/ or any other capacity or continuation in any other project or in any capacity in the National Highways & Infrastructure Development Corporation Limited.

## **LEGAL**

43. The Agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, GST, Provident Fund, Maternity Leave Benefit and Employees State Insurance etc., if applicable in respect of the persons deployed by it in National Highways & Infrastructure Development Corporation Limited. Maternity leave to be paid for as per applicable statutory provisions and NHIDCL shall reimburse such amount. The Stated Provisions/Laws mentioned is only indicative and not the exhaustive list.

44. Medical Insurance @ Rs.5 Lakh for those deployed at NHIDCL HQ as well as in the field offices and Personal Accidental Insurance @ Rs.10 Lakh for those deployed in field offices is to be taken by the outsourcing agency and the annual premium would be reimbursed by NHIDCL to the outsourcing agency.

45. The Agency shall also be liable for depositing any Taxes, Levies, Cess etc. on account of service rendered by it to the National Highways & Infrastructure Development Corporation Limited to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

46. The Agency shall maintain all statutory registers under the applicable law. The Agency shall produce the same, on demand, to the concerned authority of the National Highways & Infrastructure Development Corporation Limited or any other authority under law. A compliance certificate in this regard will be submitted along with the bills every month.

47. Taxes will be deducted as per the applicable laws, as amended from time to time and the certificate to this effect will be issued by NHIDCL.

48. In case, the Agency fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the National Highways & Infrastructure Development Corporation Limited is put to any loss/obligation, monetary or otherwise, the NHIDCL will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary.

49. The agency shall be liable for and shall hold harmless the NHIDCL against any liability(s), loss(s), expenses(s), damages, claims, suits, actions demands or proceedings, arising under any law for & on behalf of its manpower deployed in NHIDCL and for the act and conduct of its personnel deployed in NHIDCL.

50. All the rights and liabilities of the parties shall accrue from the date of award of letter of award.

51. In the event of any dispute arising after award of work/the execution of the Contract Agreement, the parties hereby agree to resolve the issues through Arbitration and shall follow the procedures as laid down in the Arbitration and Conciliation Act, 1996 (as amended from time to time). It is agreed that the disputes shall be referred to the Sole Arbitrator by the Managing Director, NHIDCL. It is also agreed that the seat of Arbitration shall be at Delhi. Except where otherwise provided for in the contract, all questions and disputes, claims, rights, matters or things whatsoever in any way arising out of or relating to the contract thereof shall be referred to the 'Dispute Resolution Committee' to be appointed by the Director (A&F), NHIDCL before taking recourse for resolution of dispute through Arbitration. In case dispute is not resolved at Dispute Resolution Committee level and still persists, the same shall be referred to the Sole Arbitrator to be appointed by Director (A&F)/MD, NHIDCL. The Arbitrator to whom the matter is originally referred is either transferred or vacates his office or is unable to act for any reason, the appointing authority for Arbitrator, as aforesaid at the time of such transfer, vacation of office or inability to act, shall appoint another person to act as Arbitrator in accordance with the terms of the contract. Provision of the Arbitration and Conciliation Act, 1996, as amended or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause. It is a term of the contract that the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute.

52. The Courts at Delhi/New Delhi shall have the exclusive jurisdiction to try and entertain the suit/petition over the matter.

## **FINANCIAL**

53. The Technical bid should be accompanied with Earnest Money Deposit (EMD) of ₹ 4,27,667/- **(Rupees Four Lakhs Twenty-Seven Thousand Six Hundred and Sixty-Seven only)** in the form of Demand Draft/Bank Guarantee/Pay Order drawn in favour of "Executive Director (P), Regional Office, payable at Aizawl" *failing which the tender shall be rejected out rightly. The Average Annual Turn Over of the company for the last three years should **not be less than Rs. 104.08 Lakh (Rupee One Crore Four Lakh and Eight Thousand Only).***

54. The EMD in respect of the Agencies which do not qualify the Technical Bid (First Stage)/Financial Bid (Second Stage) shall be returned to them without any interest. However, the EMD in respect of the successful bidder shall be returned after submission of Performance Security Deposit @ 3% of Contract Value. **In case the selected agency do not undertake the work upon award of Letter of Award (LOA) with in a period of 15 days, the agency would be liable to be black listed and debarred from future tendering in NHIDCL, in addition to forfeiting the EMD/Performance Guarantee.**

55. In case of breach of any of the terms and conditions attached to this contract, the Performance Security Deposit of the Agency will be liable to be forfeited by the National Highways & Infrastructure Development Corporation Limited without any prior written notice besides annulment of the contract and the agency become liable for blacklisting.

56. The agency shall raise the monthly bill, in triplicate, along with attendance sheet (duly verified by Competent Authority, NHIDCL) in respect of the persons deployed and submit the same to the General Manager (HR), NHIDCL in the first week of the succeeding month. As far as possible, the payment will be released by the second week of the succeeding month. However, NHIDCL shall not pay interest on any delayed payment. The payment to the person deployed at NHIDCL should be made by the Agency through RTGS/NEFT in the bank account and the proof of same shall be submitted to NHIDCL each month. NHIDCL may verify the same and in case of any default, NHIDCL shall withhold the payments due to the service provider in addition to taking legal action. NHIDCL shall verify the actual payment of statutory payments periodically, and if not satisfied, shall withhold the payments due to the service provider in addition to other legal action.

57. The amount of pre-estimated agreed liquidated damages calculated @ 2 times the pro-rata remuneration per day per person on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Agency shall be deducted from the monthly bills of the service providing Agency in the following month.

58. The National Highways & Infrastructure Development Corporation Limited reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the Manpower placement agency.

59. The remuneration payable to the Manpower and the qualification and relevant work experience of the manpower shall be decided by NHIDCL based on the qualifications and experience and the placement agency shall ensure that the deployed Manpower has the requisite experience and qualifications. The Agency will have to furnish an Affidavit that it is in compliance with all statutory liabilities relating to taxes, payment of minimum wages and other statutory liabilities thereon.

**60. All statutory payments such as ESI, EPF, GST, Maternity Leave Pay, etc. are not to be quoted by the bidders separately, only the administrative/ service charges to be charged by the service provider is to be quoted in financial bid.**

61. Medical Insurance @ **Rs.5 Lakh** for those deployed at NHIDCL HQ as well as in the field offices and Personal Accidental Insurance @ **Rs.10 Lakh** for those deployed in field offices is to be taken by the outsourcing agency and the annual premium would be reimbursed by NHIDCL to the outsourcing agency.

62. Agency should not charge either as registration fee or any other amount from the candidates so deployed. Contradiction of this would be considered as breach of contract conditions and would be dealt appropriately.

63. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed as certified by NHIDCL. Attendance along with certificate for satisfactory performance of the duties shall be provided to the agency for releasing payment to the staff deployed at NHIDCL.

64. The Agency shall ensure that the remuneration to the deployed staff is released by the 7<sup>th</sup> of the succeeding month, through RTGS/ NEFT and the proof of same shall be submitted to NHIDCL each month. NHIDCL may verify the same and in case of any default, NHIDCL shall withhold the payments due to the service provider in addition to taking legal action.

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## SCHEDULE OF REQUIREMENT / SCOPE OF WORK

**Present tentative deployment requirements:** Present tentative requirement, the requisite qualification, experience, remuneration and no. of manpower required are given hereunder. Any change shall be decided and communicated from time to time.

S. no	Designation	Tentative Requirement	Required Qualification and Experience	Monthly consolidated remuneration (inclusive of PF, ESI) exclusive of applicable taxes and agency charges.
1.	Junior Manager(HR)	0	Degree from a recognized University, knowledge of computer applications, 3 years experience in administration and establishment-related work.	45,000/-
2.	Legal Professional	1	For fresh Law Graduates out of National Law University/National Law Schools, etc.	66,000/-
3.	Young Legal Professional	3		42,000/-
4.	SAP Consultant	1	Degree from a recognized University or Institute plus 3 years experience in SAP	45,000/-
5.	Accountant	2	B.Com. Preference would be given to candidates having M.Com/ Inter CA or ICWA	32,000/-
6.	LA Consultant	0	Retired State Civil Service Officer (Additional District Magistrates, Sub-Divisional Offices and Tehsildar), Retired Revenue Officer (Naib Tehsildar, Government Kanoongo), Retired Surveyors/Amin/Lekhpal.	50,000/-
7.	Liaison Officer (Manager Level)	0	Degree from a recognized University or Institute Desirable: MBA and should have knowledge of Computer Applications, Internet, MS office etc. and well versed with related fields. Excellent verbal and written communication skills and 2 years of relevant experience in the relative field.	50,000/-
8.	Steno/PA	2	Graduate + proficiency in Stenography @ 100w.p.m. or above plus typing speed of 45 w.p.m. or above in English/Hindi	35,000/-
9.	Office Assistant	5	Graduate with 2 years relevant experience plus typing speed of 30 w.p.m. in English/Hindi	32,000/-
10.	Data entry Operator	8	10+2 pass with 1 year experience plus Typing speed of 30 w.p.m. in English/Hindi	28,000/-
11.	Multi-Tasking Staff	14	10 pass and having good etiquette /manner, basic knowledge of Computer and Typing shall be desirable	23,000/-

**Note:** Monthly consolidated remuneration (CTC) will be fixed as per the suitability of the candidate(s). However, at present, the monthly remuneration bill for the manpower is **Rs. 17,39,384.82/-** per month+ GST as applicable.

**+In addition to the above, Hardship Allowance @ 10%/15%/20%/25%(based on place of posting) of above remuneration is payable if a candidate is deployed in the notified field offices of NHIDCL. Moreover communication allowance @ Rs 1000/- PM is also payable.**

The above requirement is tentative and may increase or decrease at the sole discretion of NHIDCL management.

**NB:**

- i. On the above positions, some of the outsourced staff are already working **(39 approx.)**, through the present outsourcing agency, which may be required to be continued in the new contract (who can be registered afresh with the selected agency) as they have gained experience and training in the working of NHIDCL. NHIDCL may also entrust the task of providing of other Manpower to the agency, if a need so arises, at the same rate/ terms and conditions.
- ii. The qualification/experience and remuneration in respect of the above posts are common to HQ and Regional Offices.
- iii. **Rs. 1,000/- PM is payable as communication allowance to all the persons deployed on outsource.**
- iv. **Hardship Allowance: In addition to the above remuneration, persons deployed on outsource basis shall be paid hardship allowance, based on the station of work, when posted in the field offices.** The hardship allowance shall be as per the following table in the state of Mizoram:

Sr No	State	Station	Category (A,B,C,D) A-10%, B-15%, C-20%, D-25%
1	Mizoram	RO- Aizawl	A
2		PMU- Seling	A
3		SO- Serchhip	A
4		SO- Ngopa	C
5		SO- Khawzawl	B
6		PMU- Kolasib	A
7		SO- Sairang	A
8		SO-Varingte	A
9		SO- Phaibawk	A
10		PMU- Lunglei	B
11		SO- Hnahthial	B
12		SO- Lungsen	C
13		PMU- Lawngtlai	B

- v. The above remuneration is inclusive of all statutory payments like ESIC, employer's contribution towards PF, etc.
- vi. The persons deployed on outsource basis in the field offices shall be provided annual Health Insurance of Rs. 5 Lakhs and Accident Insurance of Rs. 10 Lakhs by the concerned manpower agency. The persons deployed on outsource basis at HQ shall be provided Health Insurance of Rs. 5 Lakhs. The insurance premium shall be reimbursed to the concerned manpower agency by NHIDCL.
- vii. All payments to the outsourced staff, including remuneration, claims of TA/DA, etc. shall be made by the outsourcing agency.
- viii. Requirement of staff on outsource basis at NHIDCL, HQ is purely need based, hence, deployment will be considered and approved by the Competent Authority according to need.

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## **TECHNICAL ELIGIBILITY REQUIREMENT OF THE AGENCY PROVIDING SERVICES OF MIDDLE MANAGEMENT STAFF AT NHIDCL**

1. The tendering Agency should fulfil the following technical specifications and furnish self-attested copies of documents in evidence of compliance with the specifications else the bid will be treated as technically non-responsive:-

- a. The Agency should be registered with the appropriate registration authority.
- b. The agency should be registered under GST Act.
- c. The Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.
- d. Copy of PAN card.
- e. Certificate from CA having the CA's UDIN No of Average Annual Turnover of the company for providing manpower services for the last 3 financial years (2023-24, 2024-25, 2025-26) and this average annual turnover should not be less than **Rupees One Hundred and Four Lacs**. If the Audited Annual Turnover is not available for the year 2025-26, then the AAR for 3 years ending 2022-23 should be provided.
- f. Declaration to the effect that the bidder has not been blacklisted/debarred from participating in any tender of any Ministry/Deptt/PSU of the Government of India in the last three years.

2. The Agency should have successfully completed at least one work of similar nature valued not less than **50% of the tender cost (₹2,13,83,333.26)** or two works not less than **40 % of the tender cost (₹1,71,06,666.61)** each or three works **not less than 30% of the tender cost (₹1,28,29,999.96) each**, during the last 7 (seven) years for providing services of skilled/highly skilled manpower to reputed Public Sector Companies and/ or Government Department etc. during the last seven years ending 31.01.2026, proof of which should be enclosed with the Technical Bid.

3. Attested copies of the documents indicating compliance with the above specifications/ requirements should be kept in a sealed envelope containing Technical Bids and dropped in the tender box along with EMD document and uploaded on GeM Portal.

4. Desirable requirement for the Agency to have its Registered Office or one of its Branch Offices in Mizoram.

5. The agency should submit an insolvency certificate for an amount **20%** of the tender cost (**₹ 85.53Lacs**) from its banker. The certificate should be issued after the bid notification date.

\*\*\*\*

## EVALUATION OF BID:

The responsive bids will first be evaluated for technical competence in the following manner:

### Evaluation of bids (qualifying only)

**A minimum score for Technical Bid (Tn) of 70 (out of 100) is required for qualifying in technical bid evaluation, based on the following criteria:-**

Sl. No	Parameters	Marks Allotted
1.	Length of experience of providing manpower services i.e .providing manpower to reputed Public Sector Companies and Government Department etc.(relevant proof to be attached with technical bids.)	4 marks for each complete year subject to a maximum of 20marks.
2.	Client profile - Number of Government organizations/ PSUs served/ presently being served for providing Manpower (relevant proof i.e work order to be enclosed. <b>The value of each work order should not be less than Rs.10 Lakh</b> and a copy must be attached with technical bids)	5 marks for each client subject to maximum of 30 marks.
3.	Level of client satisfaction for similar nature of services i.e. manpower valued not less than 10 Lakh,during the last 7(seven) years(certificates from client organization to be attached with the technical bids).Maximum Six best works Would be considered for evaluation	Based on grading in the client certificate, 5 marks for each Excellent grading, 4 marks for each Very Good grading, 3 marks for each Good grading, 2 marks for each Satisfactory grading, subject to maximum 30 marks.
4.	Sound financial standing of the tendering firm in terms of average annual turnover, during the last three years i.e. <b>2023-24, 2024-25, 2025-26</b> (relevant certificate from CA with UDIN no. to be closed).	5 marks for Annual Average Turnover between ₹ 50 Lakh and upto ₹1 Crore, 8 marks for Average Annual Turnover between ₹1 Crore and above up to ₹2 Crore, 11marks for Average Annual Turnover between ₹ 2 Crore and above upto ₹3 Crore, 14 marks for Average Annual Turnover between ₹ 3 Crore and above upto ₹ 4 Crore, 17marksfor Average Annual Turnover between ₹ 4 Crore and above upto ₹. 5 Crore,and 20 marks for Average Annual Turnover of ₹ 5 Crore and above during the last three Financial years. Maximum 20marks.

- a. Financial bids of only the technically qualified and eligible bidders shall be considered.

- b. Final selection shall be based on the Quality & Cost Based Selection (QCBS) and not on L-1 basis in Financial Bid. The 30% weightage shall be given to the Technical Bid and 70% weightage shall be given to the financial bid.

The combined and final evaluation:

- c. 100 marks will be awarded to the Agency who has quoted lowest 'Service Charges' in their Financial Bid (L-1) and pro-rata marks will be awarded to the other agencies accordingly. **Marks awarded to Financial Bid (Fn)=(Service Charges Quoted by L-1/Service Charges quoted by the agency)X100**
- d. Proposals will finally be ranked according to their combined scores of Technical (Tn) and Financial (Fn). **Final Score of Technically qualified bidders (Hn)= (0.3XTn)+(0.7XFn)**
- e. The selected bidder shall be awarded the work based upon highest score obtained by them as has been shown above (i.e. H-1, bidder who is having the highest combined score of Technical and Financial bids).
- f. NHIDCL shall draw a panel of up to five selected bidders based on highest combined scores obtained by them in Technical and Financial bids. The highest scorer will be shortlisted for award of work.
- g. In case 2 or more bidders have the same combined score on the basis of QCBS methodology, then the bidder with the higher technical score will be considered H1 and so on. In case the technical score is also equal, then the bidder with the higher average turnover will be considered H1.
- h. In case H-1 defaults, NHIDCL reserves the right to award the work to next highest bidder till H5, (i.e. H-2, H-3, H-4, H-5 in that order), provided the agency agrees to match the 'Service Charges' quoted by H-1, if their quoted 'Service Charges' are higher.

**Authorized Office  
Of RO/PMU etc.**

**APPLICATION-TECHNICALBID**

**Name of work: Providing Un-Skilled, Semi -Skilled and Skilled Manpower Services on monthly basis for NHIDCL in the State of Mizoram.**

1. Name of Tendering Company/Firm/Agency:.....

(Attach certificate of registration)

2. Name of Proprietor/Director of Company/Firm/Agency:.....

3. Full Address of Regd. Office: .....

.....

Telephone No.....

FAX No.:.....

E-Mail Address:.....

4. Full Address of Office:.....

.....

Telephone No.:.....

FAX No.:.....

E-Mail Address:.....

5. (a)Banker of Company/Firm/Agency:.....

Full Address:.....

.....

.....(attach certified copy of statement of A/c for the last three year)

(b)Telephone Number of Banker:.....

6. PAN/GIR No..... (attach attested copy)

7. GST Registration No., if any:..... (attach attested copy)

8. E.P.F. Registration No., if any .....(attach attested copy)

9. E.S.I. Registration No., if any ..... (attach attested copy)

10. Financial turnover of the tendering Company/ Firm/Agency for the last three Financial Years with documentary proof and certificate of the Chartered Accountant thereof with UDIN No. of the CA.(Attach a separate sheet if space provided is insufficient)

Financial Year	Amount(₹ Lakhs)	Remarks, if any	Page Nos.
2023-24			
2024-25			
2025-26			

11. Give details of the major clients served/ presently being served by tendering Company/Firm/ Agency in the following format:

(If the space provided is insufficient, a separate sheet may be attached)

Sl. No.	Details of client Along with address, telephone Numbers and emails address	Amount value of (Rs. In Lakhs)	Duration		Page Nos.
			Contract	To	
1.					
2.					
3.					
4.					
5.					
6.					

12. Copy of client satisfaction for completion of works of similar nature (providing skilled manpower) valued not less than Rs. 10lakhs each, during the last 7 (seven) years.

Sl. No.	Details of client along with address, Telephone and email etc	Amount value		Grading awarded by client			
		of	Contract	Page No.	Page No.	Page No.	Page No.
			(₹In Lakh)	Excellent	Very Good	Good	Satisfactory
1							
2							
3							
4							
5							
6							
7							

13. Length of experience of providing manpower services i.e. providing manpower to reputed Public Sector Companies and Government Department etc.

<b>S. No.</b>	<b>Providing Services Since</b>	<b>Copy of work order</b>	<b>Page Nos.</b>
a.			
b.			
c.			

Additional information, if any( Attach separate sheet, if required)

Signature of the authorized person

Date:  
Place:

Name:  
Seal:

## DECLARATION

1. I, ..... Son/ Daughter/Wife of Shri..... Authorised signatory of the company/ agency/ firm mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender, including corrigendum issued and undertake to abide by them.
3. I, undertake to indemnify NHIDCL against any loss incurred by NHIDCL due to any act of omission or commission by the manpower deployed in NHIDCL through my Company/ Agency/ Firm.
4. My Company/ Agency/ Firm has not been blacklisted/ debarred from participating in tender of any Ministry/ Department/ PSU of Government of India in last three years.
5. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we/ am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage, besides liabilities towards prosecution under appropriate law:

**Signature of authorized person (s)**

**Date:**

**Name:**

**Place:**

**Seal:**

**FINANCIAL BID FORM**

<b>Tender Inviting Authority:</b> Executive Director(P),Regional Office, Ro-Aizawl		
<b>Name of Work:</b> Providing Un-Skilled, Semi -Skilled and Skilled Manpower Services on monthly basis for NHIDCL in the State of Mizoram.		
<b>Contract No:</b> F.No: .NHIDCL/RO-Aizawl/Manpoweragency/2026-27		
<b>Bidder Name:</b>		
<b>Sr.No.</b>	<b>Description</b>	<b>Amount( excluding taxes)</b>
1.	Estimated work value	Rs. 4,27,66,666.52/-
2.	Agency/ Service Charges (Excluding GST)	Rs. _____
3.	Total Amount ( Including Agency/ServiceCharges) (Sl. 1+Sl. 2)	Rs. _____

Note

1. **The administrative/ service charge to be charged by the service provider should be quoted strictly as per aforementioned table. Otherwise the bidder shall be treated as non-responsive and shall be disqualified.**
2. Service charges as quoted by the L-1 bidder shall be approved for providing the subject service and shall be paid on percentage rate basis on the estimated value of work. **(Example: If L-1 bidder has quoted 100 Rs. on an estimated work value of 10,000 Rs. Then the total work value will be (10,000+100=10100.00/-) and percentage rate of 1% on Rs. 10,000 (i.e 100 Rs.) shall be paid to the L-1 bidder as Service charge.)**
3. The amount so quoted should include all liabilities of the agency towards the deputed staff including arranging CVs/ written tests/ personal interaction preparing remuneration sheets, initial mobilization of staff at site and any other similar expenses. After
4. In cases where the bidder has submitted “NIL” charge/ amount over and above the remuneration payable to the manpower, the bid shall be treated unresponsive and will not be considered in terms of the provision of Ministry of Finance, Department of Expenditure OM No. 29(1)/2014-PPD dated 28<sup>th</sup> January, 2014.
5. NHIDCL shall bear the expenses towards ESI, EPF, Maternity leave and other taxes as applicable as per Govt. rules from time to time.
6. Remuneration will be fixed by NHIDCL for various positions from time to time.

## UNDERTAKING

I submit the Financial Bid for “**Providing Skilled Manpower Services on monthly basis for NHIDCL in the State of Mizoram.**” as envisaged in the Tender document.

2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Tender document and agree to abide by them.
3. I also undertake and understand that my bid shall be liable to be rejected if I/ we violate any of the terms and condition of this contract and any other statutory provisions relating to labour laws/ other statutory provisions in connection with supply of manpower.

(Signature and sealed of the Bidder/Authorized representative)

Signature of authorized person(s)

Date:

Name:

Place:

Seal:

**DETAILS OF BANK ACCOUNT**

(RTGS/NEFT facility for receiving payments)

<b>Sl.No.</b>	<b>Particulars</b>	<b>To be filled by the bidder</b>
1.	Name(s) of Account Holder(s)	
2.	Address of Account Holder(s)	
3.	Name of the Bank	
4.	Name and Address of Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I/We, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I/we would not hold NHIDCL responsible.

(Signature(s) of account holder(s)) Name(s) of  
Account holder(s)

SIGNATURE OF BIDDER/ Authorized representative