

**NATIONAL HIGHWAYS AND INFRASTRUCTURE DEVELOPMENT  
CORPORATION LIMITED  
BRANCH OFFICE – MOKOKCHUNG  
(A FULLY OWNED COMPANY OF MINISTRY OF ROAD TRANSPORT &  
HIGHWAYS)**

**TENDER DOCUMENT**

For providing PA/ Steno, Accountant, Office Assistant, Data Entry Operator (DEO), Multi-Tasking Staff (MTS), Chowkidar (Fulltime) & Safaiwala (Part Time) etc. (un-skilled, semi-skilled and skilled) manpower services to the office of the General Manager (Projects), National highways & Infrastructure Development Corporation Limited, Branch Office – Mokokchung – **2<sup>nd</sup> Call**.

Last date and time for submission of Documents : 19/11/2019 – 10:00 Hrs.  
Date and time for opening of Technical Bid of tender : 19/11/2019 – 12:00 Hrs.  
Date and time for opening of Financial Bid of Tender Documents : 19/11/2019 – 15:00 Hrs.

**CONTENTS OF TENDER DOCUMENT**

Sl No.	Description of Contents
1.	Tender Document
2.	Tender Notice Date
3.	Technical requirement for tendering company/ firm/ agency
4.	Technical requirement for PA/Steno, Accountant, Office Assistant, Data Entry Operator etc.
5.	Technical requirement for MTS, Chowkidar (Fulltime) & Safaiwala (Part Time) etc.
6.	Application for Technical Bid
7.	Declaration
8.	Application for Financial Bid
9.	General Terms and Conditions of Contract
10.	Order of arrangement of Documents required with the Technical Bid & Order for arrangement of Documents to be submitted by the successful agency before deployment of manpower
11.	Financial Bid

**NATIONAL HIGHWAYS AND INFRASTRUCTURE DEVELOPMENT  
CORPORATION LIMITED  
BRANCH OFFICE – MOKOKCHUNG  
(A FULLY OWNED COMPANY OF MINISTRY OF ROAD TRANSPORT &  
HIGHWAYS)**

General Manager (Projects), Branch Office: Mollier Cottage, Arkong Ward  
Near Public Ground, Mokokchung – 798601, Nagaland.  
Email: nhidclmkg@outlook.com

Mokokchung :

**TENDER NOTICE – 2<sup>nd</sup> Call**

Sealed tenders on behalf of the National Highways & Infrastructure Development Corporation Limited, Branch Office – Mokokchung are invited under two Bid Process i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Companies/Firms/Agencies for Providing PA/Steno, Accountant, Office Assistant, Data Entry Operator (DEO), MTS, Chowkidar (Fulltime) and Safaiwala (Part Time) etc. (unskilled, semi-skilled and skilled) manpower services to the National Highways & Infrastructure Development Corporation Limited, Branch Office – Mokokchung a company under Ministry of Road Transport & Highways for period of one year, from the date of award of contract, which is extendable as per requirement. However, number of PA/Steno, Accountant, Office Assistant, Data Entry Operator, MTS, Chowkidar (Fulltime) and Safaiwala (Part Time) etc. (un-skilled, semi-skilled and skilled) manpower requirement may vary from time to time on the discretion of the Company.

2. Complete Tender Document can be downloaded from the website of the NHIDCL ([www.nhidcl.com](http://www.nhidcl.com))

3. Interested Companies/Firms/Agencies may submit tender documents complete in all respect along with Earnest Money Deposit (EMD) of ₹ 10, 000/- (Rupees Ten Thousand) only, and other requisite document on or before 19/11/2019 – 10:00 Hrs. to the General Manager (Projects), Branch Office: Mollier Cottage, Arkong Ward Near Public Ground, Mokokchung – 798601, Nagaland. *No tender shall be entertained after this deadline under any circumstances whatsoever. The Technical Bid of tenders will be opened at 19/11/2019 – 12:00 Hrs. and Financial Bid of tenders will be opened at 19/11/2019 – 15:00 Hrs. in the presence of authorized representation of Bidders as may wish to be personally present.*

4. This company reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the National Highways & Infrastructure Development Corporation Limited, Branch Office – Mokokchung office in this regard shall be final and binding on all.

General Manager (Projects)  
NHIDCL, Mokokchung

## **SCOPE OF WORK AND GENERAL INSTRUCTION FOR TENDERERS**

1. National Highways & Infrastructure Development Corporation Limited, Branch Office – Mokokchung situated at Mollier Cottage, Arkong Ward Near Public Ground, Mokokchung requires reputed, well established and financially sound Manpower Companies/ Firms/ Agencies to provide PA/Steno, Accountant, Office Assistant, Data Entry Operator (DEO), MTS, Chowkidar (Fulltime) and Safaiwala (Part Time) etc. (unskilled, semi-skilled and skilled) manpower assistance to its office.

2. The Contract will be for a period of 01 (one) year from the date of award of contract. The period of contract may be further extended or curtailed/ terminated at any time before expiry of 01 (one) year period depending upon requirement of Company.

3. The Company has requirement of services of PA/Steno, Accountant, Office Assistant, Data Entry Operator (DEO), MTS, Chowkidar (Fulltime) and Safaiwala (Part Time) as per the guidelines of the Company. The requirement of the Company may increase or decrease during currency of contract.

4. The interested Companies/ Firms/ Agencies may submit the tender document complete in all respects along with the Earnest money Deposit (EMD) of ₹ 10, 000/- (Rupees Ten Thousand) only, in the form of Demand Draft/ Pay Order drawn in the favour of the General Manager, National Highways & Infrastructure Development Corporation Limited, Branch Office – Mokokchung– 798601, Nagaland and other requisite documents in a sealed cover addressed to the General Manager, National Highways & Infrastructure Development Corporation Limited, Branch Office –, Mollier Cottage, Arkong Ward, Mokokchung – 798601, Nagaland. The last date and time for receipt of tenders is 19/11/2019 – 10:00 Hrs.

5. the various crucial dates relating to ‘Tender for Providing PA/ Steno, Accountant, Office Assistant, DEO, MTS, Chowkidar (Fulltime) and Safaiwala (Part Time) (unskilled, semi-skilled and skilled) manpower to the National Highways & Infrastructure Development Corporation Limited, Branch Office – Mokokchung are cited as under:

- (a) Last date and time for submission of Quotation (Technical & Financial) in **SEPARATE** (sealed covers).
- (b) Date and time for opening of Technical Bid : 19/11/2019 – 12:00 Hrs.
- (c) Date and time for opening of Financial Bids : 19/11/2019 – 15:00 Hrs.

6. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are required to submit two separate sealed envelopes super scribing (unskilled, semi-skilled and skilled) manpower to the”. Both sealed envelopes should be kept in a third envelope super scribing “Tender for providing PA/Steno, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff (MTS), Chowkidar (Fulltime) and Safaiwala (Part time) etc.(unskilled, semi- skilled and skilled)” manpower services to the General Manager (Projects), National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch”.

7. The Earnest Money Deposit (EMD) of ₹ 10, 000/- (Rupees Ten Thousand) only refundable (without interest) should be necessarily kept in the sealed cover containing Technical Bid of the agency in the form of Demand Draft/ Pay Order Drawn in the favour of “General Manager (Projects) National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch”, failing which the tender shall be rejected summarily.

8.the tendering Companies/ Firms/ Agencies are required to enclose following documents along with the Technical Bid, failing which bids shall be summarily/ out-rightly rejected and will not be considered any further: -

- i. Application – Technical Bid.
- ii. Self attested copy of the Registration Certificate of the Company/ Firm/ Agency.
- iii. Self attested copy of latest IT return filed by the agency, for last three years.
- iv. Self attested copy of the GST Registration Certificate, if any.
- v. Self attested copy of the PF registration letter/ certificate, if any.
- vi. Self attested copy of the ESI registration letter/ certificate, if any.
- vii. Certified document in support of financial turnover of the agency during the last 03 years.
- viii. Certified documents in support of entries Technical Bid application.
- ix. Copy of the terms and conditions with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

9.Conditional bids shall not be considered and will be out rightly rejected in the very first instance.

10.All entries in the tender form should be legible and filled clearly. If the space of furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the bidder shall be summarily rejected.** However, corrections if any, in the Technical Bid Application must be signed by the person authorized to sign the tender bids.

11.The Technical Bids of tenders shall be opened at 19/11/2019 – 1200 Hrs. and Financial Bids shall be opened on the schedule date and time 19/11/2019 – 15:00 Hrs. in the office of the General Manager (Projects) National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch in the presence of the authorized representative of the Companies/ Firms/ Agencies (if any), who are present on the spot at that time.

12.The Competent Authority of the National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch reserves the right to cancel any or all the bids without assigning any reason.

## **TECHNICAL REQUIREMENT FOR THE TENDERING COMPANY/FIRM/AGENCY**

1.The tendering manpower Company/ Firm/ Agency should fulfil the following technical specification and furnish self-attested copies of documents evidencing compliance with the specifications: -

- a) The Manpower Company/ Firm/ Agency should be registered with the appropriate registration authority.
- b) The Company/ Firm/ Agency should have at least three years' experience in providing in providing manpower to reputed Private Companies/ Public Sector Companies/ Banks and Government Department etc. proof of which should been closed with the technical Bid.
- c) The Company/ Firm/ Agency should be registered with Service Tax Department/ GST.
- d) The Company/ Firm/ Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.
- e) Copy of PAN/ IT Return.
- f) Proof of working with Ministries/ Government offices/ reputed private organization for 03 years and the number of persons deployed by the agency each year in the last 03 years.
- g) Certificate of annual return from CA. The Annual Turn Over of the company should not be less than Rupees Ten Lakhs.
- h) The Manpower Company/ Firm/ Agency should provide different category of manpower tender document with desirable qualification and experience, who are ready to be deployed within 05 days of award of work.

2.Self attested copies of the document's indication compliance with the above specifications/ requirements should be kept in the sealed envelope containing Technical Bids.

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**TECHNICAL REQUIREMENT FOR PA/STENO, ACCOUNTANT, OFFICE ASSISTANT, DATA ENTRY OPERATION ETC. TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/ FIRM/ AGENCY IN THE OFFICE OF THE GENERAL MANAGER (PROJECTS), NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED, BRANCH OFFICE MOKOKCHUNG WITH PROPOER DOCUMENTARY PROOF.**

As per guidelines issued by NHIDCL authority vide order no. NHI/HR/29 dated 27/03/2015. The staff should have the following:

i) **PA/Steno**

a) Essential Qualification: -

- Matriculation or equivalent examination of recognized University/ Board.
- Short hand Speed: 80 wpm (Hindi or English).
- Transcription speed of 30 wpm (English) or 25 wpm (Hindi) on computer.
- Three years' experience in relevant field (secretarial assistant).
- Good working knowledge of MS-Office.

b) Desirable Qualification: -

- Degree from recognized university.
- Diploma/ Certificate in Office Management/ Secretarial Practice or equivalent/ similar qualifications from Govt. Polytechnic or other reputed institution.

ii) **Accountant**

a) Essential Qualification: -

- Degree in Commerce.
- Five years working experience in Commercial Accounting.

b) Desirable Qualification: -

- Degree in Commerce with 1<sup>st</sup> Division (60%) marks.
- Pass in Intermediate Examination of the institute of Chartered Accountants of India (ICAI) or Institute of Costs and Works Accountants of India (ICWAI).

iii) **Office Assistant**

a) Essential Qualification-

- Degree from a recognized university/ institute.
- Two years Working Experience in relevant field.

b) Desirable Qualification-

- At least 06 months certificate in computer application, internet, MS-Office etc. and well versed in the field of Administration and Establishment.

iv) **Data Entry Operator**

- a) He/ She should be Matriculation or equivalent examination of recognized university/ board minimum.
- b) He/ She should be 18 years of age completed.
- c) He/ She should shorthand speed of 80 wpm and typing speed of 40 wpm in English.
- d) He/she should be well conversant with the working of the computers and knowledge of MS word is essential. Knowledge of LAN function, MS excel and MS Power Point application is preferable.
- e) He/she should submit Character Certificate from two Group “A” or class- I Gazetted Officer of the Central Government/ State Government.
- f) His/her antecedents should have been got verified by the agency from the local Police authorities.
- g) He/she should have preferably 2 years’ experience of in reputed Public/Private Institution/Central/State Government Offices.

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**TECHNICAL REQUIREMENT FOR MULTI TASKING STAFF, CHOWKIDAR (FULL TIME) AND SAFAIWALA (PART TIME) ETC. TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/ FIRM/ AGENCY IN THE NATIONAL HIGHWAYS AND INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED, BRANCH OFFICE MOKOKCHUNG**

**i) Multi-Tasking Staff (MTS)**

- a) He/she should be preferably 8th class pass and minimum 18 years of age completed.
- b) He/she should be physically fit for doing all types of Multi-Tasking Staff jobs.
- c) He/she should submit Character certificates from two Group “A” /Class-I Gazetted officers of the Central Government /State Government.
- d) His/her antecedents should have been got verified by the agency from the local police authorities.
- e) He/she should have preferably 2 years working experience in reputed Public/Private institution /Central /State Government offices.

**ii) Chowkidar (Full time) & Safaiwala (Part-time)**

- a) He/she should be preferably minimum 18 years of age completed.
- b) He/she should be physically fit for doing all types of Chowkidar /Safaiwala related jobs.
- c) He/she should submit Character certificates from two Group “A” /Class-I Gazetted officers of the Central Government /State Government.
- d) His/her antecedents should have been got verified by the agency from the local police authorities.
- e) He/she should have preferably 01 years working experience in reputed Public/Private institution /Central /State Government offices.

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## APPLICATION – TECHNICAL BID

**For providing PA/Steno, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff, Chowkidar (Full time) and Safaiwala (Part Time) etc. (Un-Skilled, Semi-Skilled and Skilled) manpower services to the office of the General Manager (Projects), National highways and Infrastructure Development Corporation Limited, Branch Office, Mokokchung.**

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. :  
Email address :
4. Full address of operating branch :  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_
5. (a) Banker of Company/ Firm/ Agency \_\_\_\_\_  
(Full Address)  
(Attach certificate copy of statement \_\_\_\_\_  
of Account for the last three years)
- (b) Telephone Number of Banker \_\_\_\_\_
6. PAN/ GIR No. \_\_\_\_\_  
(Attach attested copy)

7. GST Registration No. \_\_\_\_\_  
(Attach attested copy)
8. EPF Registration No. \_\_\_\_\_  
(Attach attested copy)
9. ESI 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 thereof. (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lakhs)	Remarks, if any
2016-2017		
2017-2018		
2018-2019		

11. Give details of the major similar contracts handled by the tendering Company/ Firm/ Agency during last three years in the following format.

Sl No.	Details of client along address, telephone and FAX number	Amount Value of Contract (in lakh)	Duration of Contract	
			From	To
1.				
2.				
3.				

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

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

Signature of authorized person

Date:

## **DECLARATION**

1. I \_\_\_\_\_ Son/ Daughter/ Wife of Shri/ Smti  
\_\_\_\_\_ signatory of the  
agency/firm/company 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 and  
undertake to abide by them:
  
3. My agency has not been blacklisted/ debarred from practicing in tender of any Ministry/  
Department of Government of India and Government of India undertaking in the last Three  
Years.
  
4. 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  
Name:  
Seal:

Date and place:

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## APPLICATION – FINANCIAL BID

**For providing PA/Steno, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff, Chowkidar (Full time) and Safaiwala (Part Time) etc. (Un-Skilled, Semi-Skilled and Skilled) manpower services to the office of the General Manager (Projects), National highways and Infrastructure Development Corporation Limited, Branch Office - Mokokchung**

1. Name of the tendering Company/ Firm/ agency: \_\_\_\_\_
  
2. Details of Earnest Money Deposit: \_\_\_\_\_  
Rs. 10, 000/- (Rupees Ten Thousand) only  
Demand Draft/ Postal Order No. & Date: \_\_\_\_\_  
  
Drawn Bank \_\_\_\_\_
  
3. All the PA/Steno, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff, Chowkidar (Full time) and Safaiwala (Part Time) etc. (Un-Skilled, Semi-Skilled and Skilled) manpower services to the office of the General Manager (Projects), National highways and Infrastructure Development Corporation Limited, Mokokchung Branch Office will be paid their wages on monthly basis by the Company/ Firm/ Agency through individual bank accounts and the photocopies of disbursed cheque/ document, along with proof of receipt thereof by the workers will be submitted to the National highways and Infrastructure Development Corporation Limited, Mokokchung Branch Office before the end of each month. National highways and Infrastructure Development Corporation Limited, Mokokchung Branch Office 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.
  
4. The service provider has to quote a single percentage maximum up to two decimal places on the total of Administrative/ Service Charge/ transportation/ Medical/ Any Other Liability/ Charges, to be charged by the service provider per person per month, the lowest quoted percentage will be the indicator of selection of L- 1 bidder. The percentage so quoted should be based on the amount to be occurred on liabilities viz. office uniforms (02 sets for each MTS, Chowkidar & Safaiwala etc) (Un-Skilled, Semi-Skilled and Skilled), bonus (if any), of contractor towards deputed PA/Steno, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff, Chowkidar (Full time) and Safaiwala (Part Time) etc. (Un-Skilled, Semi-Skilled and Skilled) and also include expenses towards their day to day stationery/ administrative work/ duties.
  
5. Contractors should quote his service charges in (%) including his liabilities towards employees and tax liabilities.

Signature of authorized person

**Notes:**

6. In cases where the bidder has submitted “NIL” Charge/ Amount over and above the minimum wages, the bid shall be treated as 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.
7. 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 by each manpower.

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## **GENERAL TERMS AND CONDITIONS OF CONTRACT:**

1. The contract may be extended, on the same terms and conditions or with some addition/deletion/modification, for a further specific period mutually agreed upon by the successful service providing Company/ Firm/ Agency and National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch.
2. The contracting Company/Firm/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 this Company.
3. The National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch at present, is in requirement of manpower on urgent basis. The requirement of the National Highways and Infrastructure Development Corporation Limited, Mokokchung branch may increase or decrease during the period of initial contract also and the bidder would have to provide additional manpower, if required on the same terms and conditions.
4. The bidder will be bound by the details furnished by him/her to the National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch 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 breach of terms of Contract making him/her liable for legal action besides termination of contract.
5. GM(P), Mokokchung Branch, National Highways and Infrastructure Development Corporation Limited, reserves right to terminate the contract during initial period also after giving three days' notice to the contracting agency in case of breach of terms of contract.
6. Duly authorized representative of Bidders will be allowed to participate in the bidding process on production of authorization letter.
7. National Highways and Infrastructure Development Corporation Limited, Mokokchung branch may ask for documentary evidence in respect of payment of statutory liabilities as and when required.
8. The successful agency will have to furnish an Affidavit that it is complying with all statutory liabilities relating to taxes, payment of minimum wages and other statutory liabilities before issue of work order.
9. Contractor should quote his service charges in % including his liabilities towards employees and tax liabilities.
10. Service provider will pay the wages to the persons deployed through individual bank account.
11. **Whenever minimum wage is revised by the Government of Nagaland/Central Government, the rate in the Contract and the consequential statutory payments shall automatically get revised keeping the Contractors Adm. /Contractor Service Charge/Contractor any other liability charges unchanged.**
12. National Highways and Infrastructure Development Corporation Limited, Mokokchung branch 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.

13. The contracting Company/Firm/Agency shall furnish and undertaking that it has not been debarred/ blacklisted/ censored for violating statutory norms and /or deficiency in providing service. This undertaking in addition to the declaration indicated in page no.10.
14. ***All the documents shall be arranged in the order, indexed, page numbered and shall be submitted in hard bound cover. Financial bid should be submitted in different envelope and both envelope of technical and financial bid should be put in larger size envelope where name of work and the name of the firm should be mentioned.***
15. After issue of letter of acceptance to the successful bidder, the Steno/PA, Accountant/Data Entry Operator shall be interviewed by the authority to judge their suitability for the post. The successful bidder has to send the candidates, as mentioned in Annexure I, for the interview at their own cost. The authority reserves the right to accept or reject the candidature on the basis of interview.
16. Final selection of all staff being provided by placement agency will be done by GM(P), Mokokchung on interview basis. Staff already deputed in office may be continued in case suitable staff is not provided by placement agency.

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## **LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED**

1. The contracting agency shall ensure that the individual manpower deployed in the National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch is physically fit to discharge duties of PA/Steno, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff, Chowkidar & Safaiwala Staff etc. (Unskilled, semi-skilled and skilled).
2. The National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch is under the Union Ministry of Road Transport & Highways and has five (05) days working (i.e. Monday to Friday) in a week from 9:30 AM to 6:00 PM with a lunchbreak of ½ (half) hour from 1:30 PM to 2:00 PM. Besides, the Company also observes the Gazetted holidays notified by the Government of India from time to time. The PA/Steno, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff, Chowkidar (Full time) & Safaiwala (Part time) Staff etc. (unskilled, semi-skilled & skilled), however, may be required to attend the office on Saturdays/Sunday/Gazetted holidays or attend office before/after office working hours also in the exigencies of work for which the National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch will make payment on pro rata basis.
3. The Contracting Company/Firm/Agency shall furnish the following documents in respect of the individual PA/Steno, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff, Chowkidar & Safaiwala Staff etc. (unskilled, semi-skilled and skilled) who will be deployed by it in the National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch before the commencement of work.
  - a) List of persons deployed;
  - b) Bio-data of the person;
  - c) Attested copy of matriculation certificate containing date of birth;
  - 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.
4. In case the persons employed by the successful Company/Firm/Agency commits any act omission/Commission which amounts to misconduct /indiscipline/incompetence, the successful Company/Firm/Agency will be liable to take appropriate disciplinary /legal action against such persons, including their removal from site of work, if required by the Company.
5. The tendering Company/Firm/Agency shall replace immediately any of its personnel who are found unacceptable to the National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch because of security risks, incompetence, conflict of interest, improper conduct etc. on instructions of the National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch.
6. The persons deployed shall be required to report for work at 9:30 AM to the General Manager (Projects), NHIDCL, Mokokchung Office daily and would not leave before 6:00 PM. In case, person deployed in absent on a particular day or comes late/leaves early on



three occasions, one-day wage shall be deducted or any other action as deemed fit may be taken.

7. The agency shall depute a coordinator who would be responsible for immediate interaction with the National Highways and Infrastructure Development Corporation Limited, Mokokchung branch Office so that optimal services of the persons deployed by the agency could be availed without any disruption.
8. The selected agency shall immediately provide a substitute in the event of any person absenting for duty on any day, leaving the job or is removed. The delay by the agency in providing a substitution beyond five working days shall attract a pre- estimated agreed liquidity damage @ Rs. 200/- per day per person on the service- providing agency.
9. It will be the responsibility of the service providing agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency)in the National Highways and Infrastructure Development Corporation Limited, Mokokchung will have no liability in this regard.
10. 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 National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch. **The persons deployed by the agency in the National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch shall not have any claims of Master and Servant relationship nor have any principal and agent relationship with or against the National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch.** They shall in no case been title for claiming regularization/employment in the National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch, on the basis of having rendered services through the Contractor.
11. The Service providing Agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. The National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch shall, in no way be responsible for settlement of such issues whatsoever.
12. The National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch 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.
13. The persons deployed by the service providing agency shall not claims nor shall been titled to pay, perks and other facilities admissible to casual, ad-hoc, temporary regular/confirmed employees of the National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch during the currency or after expiry of the Contract.
14. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim or any absorption nor any relaxation for absorption in the regular/otherwise capacity in the National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch.

## LEGAL

15. The tendering agency will be responsible for compliance of all statutory provisions relating to minimum wages, Service tax, Provident Fund and Employees State Insurance etc., if applicable in respect of the persons deployed by it in the National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch.
16. The tendering agency shall also be liable for depositing any taxes, levies, Cess etc. on account of service rendered by it to the National Highways and Infrastructure Development Corporation Limited, Mokokchung branch to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
17. The tendering 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 and Infrastructure Development Corporation Limited, Mokokchung Branch or any other authority under law. A compliance certificate in this regard will be submitted along with the bills every month.
18. The Tax Deducted at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provide to the agency by the National Highways and Infrastructure Development Corporation Limited, Mokokchung branch.
19. In case, the tendering agency fails to comply with any statutory /taxation liability under appropriate law, and as a result thereof the National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch is put to any loss/obligation, monetary or otherwise, the National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch 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.

## FINANCIAL

20. The Technical bid should be accompanied with Earnest Money Deposit (EMD), refundable, or Rs.10,000/- (Rupees ten thousand Only), in the form of Demand Draft/Pay Order drawn *“in favour of the General Manager (Projects), National Highway and Infrastructure Development Corporation Limited, Mokokchung Branch “failing which the tender shall be rejected out rightly. The Annual Turn Over of the company should not less than Rs.10 lakhs.*
21. 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 adjusted towards the Performance Security Deposit. **Further, if agency fails to deploy required number of manpower against the initial requirement within 05 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.**
22. After issue of letter of acceptance, the successful bidder has to submit performance security, amounting to Rs 20000.00 (Rs. Twenty Thousand) in the form of Demand Draft/Pay Order drawn *“in favour of the General Manager (Projects), National Highway and Infrastructure Development Corporation Limited, Mokokchung, within three days.*

23. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by the National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch besides annulment of the contract.
24. The agency shall raise the bill, in triplicate, along with attendance sheet duly verified by the General Manager (Projects) NHIDCL Mokokchung Branch in respect of the persons deployed and submit the same to the General Manager (Projects) NHIDCL Mokokchung Branch 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. The payment to the manpower should be made by the agency through their individual bank accounts and the photocopies of disbursed cheque/documents, along with proof of receipt thereof by the workers will be submitted to the National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch office before the end of each month. National Highways and Infrastructure Development Corporation Limited, Mokokchung branch 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.
25. The amount of pre-estimated agreed liquidated damages calculated @Rs.200/- 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 Company/Firm/Agency in the following month.
26. In case of revision of rates prescribed by the appropriate authority as minimum wage, revision of rates to the extent of increase/decrease in the minimum wage may be allowed by the National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch.
27. The National Highways and Infrastructure Development Corporation Limited, Mokokchung Branch reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

**(B.D. Jangade)**  
**General Manager (Projects)**  
**NHIDCL**  
**Branch Office- Mokokchung**

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## **ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID**

- i. Application – Technical Bid.
- ii. Self-attested copy of the registration certificate.
- iii. Self-attested copy of PAN/GIR Card.
- iv. Self-attested copy of latest IT return filed by the agency.
- v. The Company/Firm/Agency should be registered with Service Tax Department.
- vi. Self-attested copy of the PF registration letter/certificate, if any.
- vii. Self-attested copy of the ESI registration letter /certificate, if any.
- viii. Certified document in support of financial turnover of the agency during the last 3years.
- ix. Certified documents in support of entries in pages 8-9 of Technical Bid application.
- x. Copy of the terms and conditions at page 13-18 in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

List of workers short listed by the agency for PA/ Steno, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff (MTS), Chowkidar (Full time) & Safaiwala (Part time) etc. (unskilled, Semi-skilled and skilled) Service in the National Highway and Infrastructure Development Corporation Limited, Mokokchung Branch containing full details i.e. date of birth, marital status, address etc.

1. Bio-Data of all persons.
2. Character Certificate from two Group “A” /Class-I Gazetted Officers of the Central/State Government in respect of each person.
3. Certificate of verification of antecedents of all persons by local authority.

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## **FINANCIAL BID**

### **ANNEXURE: I**

The requirements as mentioned will be filled up for following office:

General Manager (Projects), NHIDCL, Mokokchung:

Sl No.	Designation	Consolidated Emolument to be given (in Rs.)
1.	PA/Steno	₹
2.	Accountant	₹
3.	Office Assistant	₹
4.	Data Entry Operator	Not below minimum wages prescribed in the minimum wages act of Nagaland
5.	MTS	Not below minimum wages prescribed in the minimum wages act of Nagaland
6.	Chowkidar	Not below minimum wages prescribed in the minimum wages act of Nagaland
7.	Safaiwala	Not below minimum wages prescribed in the minimum wages act of Nagaland

## **FINANCIAL BID**

Rates of gross wages of all categories are fixed as given above Contractor/ Placement agency should quote only their percentage profit margin including all taxes and other liabilities. No amount expects percentage profit margin quoted by the Contractors/ Placement agency on total gross amount will be paid by NHIDCL to the placement agency. This % quoted shall include all liabilities of the placement agencies against staff being provided by them over and above their gross salaries and all tax liabilities of the placement firm.

Sl No.	Office of General Manager (P)	% to be quoted by the firms (on total emoluments to be paid to various staffs)
1.	Mokokchung	

\*\*\*\*\*End of the document\*\*\*\*\*