

Notice Inviting e-Tender (NIT)

National Highways & Infrastructure Development Corporation Limited invites e-tenders through CPP 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 services of Office Staff (such as Stenographers, Office Assistants, Data Entry Operators, Multi-tasking Staff, etc.). The contract shall be initially for a period of one year (*likely to commence from 01.02.2022*) from the date of award of the contract, which may be further extended upon satisfactory performance, for another period of two years on the same terms & conditions or curtailed/ terminated at any time before expiry of contract period depending upon requirement of NHIDCL.

2. The complete Tender Documents can be downloaded from the website of NHIDCL www.nhidcl.com.

3. 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 on** or before the notified date (1500 hours). The physical sealed bid super scribed “**Technical bid for selection of Manpower placement agency for providing services of Office Staff (such as Stenographers, Office Assistants, Data Entry Operators, Multi- tasking Staff, etc.) for working in NHIDCL Headquarters, New Delhi**” should be dropped in the Tender Box kept for the purpose at reception of NHIDCL at 3rd Floor PTI Building, 4 Parliament Street, New Delhi-110001 on or before the prescribed time and date along with Bank Draft/ Demand Draft on account of EMD. **The Technical Bid must also be submitted through online process at <https://eprocure.gov.in>.** In case of any assistance in this regard please contact **Mr. Amit Saini on his mobile No. 9667403278**. Bids not submitted online on CPP portal shall not be considered at all.

4. **The Financial Bid for selection of Manpower Placement Agency for providing services of Office Staff (such as Stenographers, Office Assistants, Data Entry Operators, Multi-tasking Staff, etc.) for working in NHIDCL Headquarters, New Delhi should be submitted only through online process at <https://eprocure.gov.in>** In case of assistance in this regard please contact **Mr. Amit Saini on his mobile No 9667403278**.

5. Interested Companies/ Firms/ Agencies may submit their bids complete in all respect along with Earnest Money Deposit (EMD) of Rs. 6,00,000/- (Rupees Six Lakhs only), and other requisite documents on or before **the notified date and time**. Paper copy of Technical bid with EMD should be sent to **National Highways & Infrastructure Development Corporation Limited, 3rd Floor, PTI Building, 4-Parliament Street, New Delhi-110001**. Online bids should also be submitted by this time and date. *No bid shall be entertained after this deadline under any circumstance whatsoever. The Technical Bids will be opened at 4:30 PM on 21.01.2022 and Financial Bids of only technically qualified bidders will be opened on a date to be notified later on, in the presence of authorized representative of the Bidders who wish to be present.*

6. 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.

(S P Sanwal)
DGM (Admn)