

No.NHIDCL/Estt./BO-Itanagar/2015-2016/Vol I
National Highway & Infrastructure Development Corporation Limited
Branch Office - Itanagar
(A company under the Ministry of Road Transport & Highways)

TENDER DOCUMENT

For providing PA/Steno, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff (MTS), Chowkidar (Fulltime) & Safaiwala (Part time) etc. (un-skilled, semiskilled and skilled) manpower services to the office of the General Manager (Project) National Highway & Infrastructure Development Corporation Limited, Branch office – Itanagar.

Manpower Agency

Last date and time for submission of Documents: **3:00 P.M. on 18/11/2015**

Date and time for opening of Technical Bid of Tender Documents: **3:30 P.M. on 18/11/2015**

Date and time for Opening of Financial Bid of Tender Documents: **5:00 P.M. on 20/11/2015**

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No.NHIDCL/Estt./BO-Itanagar/2015-2016/Vol I
National Highway & Infrastructure Development Corporation Limited
Branch Office - Itanagar
(A company under the Ministry of Road Transport & Highways)

General Manager (Project), Branch Office: Itanagar, Near Durga Mandir, VIP Road, Niti Vihar,
Itanagar-791111, Tel: +91-360-2290099 Email: cemorthitanagar@gmail.com.

Itanagar, 12th Oct'2015

TENDER NOTICE

Sealed tenders on behalf of the National Highway and Infrastructure Development Corporation Limited, Branch Office - Itanagar are invited under **Two Bid System** 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 Operators, Multi-Tasking Staff (MTS), Chowkidar (Fulltime) and Safaiwala (Part time)** etc. (un-skilled, semi -skilled and skilled) manpower services to the National Highway and Infrastructure Development Corporation Limited , Branch Office –Itanagar a company under the Ministry of Road Transport & Highways for a 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 Operators, Multi-Tasking Staff (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).

3. Interested Companies/Firms/Agencies may submit tender documents complete in all respect along with Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees ten thousand only), and other requisite documents in separate envelop on or before 18/11/2015 by 3.00 P.M. to the General Manager (Project), Branch Office: Itanagar, Near Durga Mandir, VIP Road, Niti Vihar, Itanagar-791111. *No tender shall be entertained after this deadline under any circumstances whatsoever. The Technical Bid of tenders will be opened at 3.30 P.M. on 18/11/2015 and Financial Bid of tenders will be opened at 5:00 PM on 20/11/2015 in the presence of authorised representative 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 and Infrastructure Development Corporation Limited, Itanagar Branch office in this regard shall be final and binding on all.

General Manager (Project)
NHIDCL, Itanagar

Copy to:

1. Notice Board
2. Dr. Vaibhav Saxena, Manager (F), NHIDCL for display in web-site of National Highway and Infrastructure Development Corporation Limited.

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The National Highways & Infrastructure Development Corporation Limited, Itanagar Branch situated at Near Durga Mandir, VIP Road, Niti Vihar. Itanagar requires services of reputed, well established and financially sound Manpower Companies /Firms/Agencies to provide PA/Steno, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff (MTS), Chowkidar (Fulltime) and Safaiwala (Part time) etc. (un-skilled, semi-skilled and skilled) manpower assistance to its Office.

2. The Contract will be for a period of 1(**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 1 (one) year period depending upon requirement of Company.

3. The Company has requirement of service of **PA/Steno, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff (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) for Rs.10,000/- (Rupees ten thousand) only, in the form of Demand Draft /Pay Order drawn in the favour of **the General Manager (Project), National Highway and Infrastructure Development Corporation Limited, Itanagar Branch, Itanagar-791111, Itanagar** and other requisite documents in a sealed cover addressed to the General Manager General Manager (Project), Branch Office: Itanagar, Near Durga Mandir, VIP Road, Niti Vihar, Itanagar-791111. The last date and time for receipt of tenders is 3.00 P.M. on 18/11/2015.

5. The various crucial dates relating to “Tender for Providing PA/Steno, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff (MTS), Chowkidar (Fulltime) and Safaiwala (Part time) etc. (un-skilled, semi-skilled and skilled) manpower to the National Highway and Infrastructure Development Corporation Limited ”Itanagar Branch are cited as under:

(a) Last date and time for submission of Quotation (Technical & Financial, in SEPARATE (sealed covers)	3.00 P.M. on 18/11/2015
(b) Date and time for opening of Tender Bids	3.30 P.M on 18/11 2015
(c) Date and time for opening of Financial Bids	5.00 P.M on 20/11/2015
(d) Likely date for deployment of required manpower	1/12/2015

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:

(i) Technical Bid for providing manpower to GM (Projects) NHIDCL, BO-Itanagar

(ii) Financial Bid for providing manpower to GM (Projects) NHIDCL, BO-Itanagar

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 (Project), National Highway and Infrastructure Development Corporation Limited, Itanagar Branch”.

7. The Earnest Money Deposit (EMD) of Rs. 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 **“the General Manager (Project), National Highway and Infrastructure Development Corporation Limited, Itanagar 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 their 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.

iii. Self-attested copy of PAN/GIR Card.

iv. Self-attested copy of latest IT return filed by the agency, for last three years.

v. Self-attested copy of the Service Tax registration letter/certificate, if any.

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 3 years.

ix. Certified documents in support of entries in page 10-11 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.

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 or 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 Bid of tenders shall be opened at **3.30P.M. on 18/11/2015** and Financial Bids shall be opened on the schedule date and time **5:00 P.M. on 20/11/2015 in the Office of the General Manager (Project), National Highway & Infrastructure Development Corporation Limited, Itanagar 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 Highway & Infrastructure Development Corporation Limited, Itanagar 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 fulfill the following technical specifications 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 manpower to reputed Private Companies/Public Sector Companies/Banks and Government Department etc. proof of which should be enclosed with the technical bid.
- (c) The Company/Firm/Agency should be registered with Service Tax Department.
- (d) The Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.
- (e) Copy of PAN card / IT return.
- (f) Proof of working with Ministries/Government officers/organizations for 3(**three**) years and the number of persons deployed by the agency each year in the **last 3 years**.
- (g) Certificate of annual return form CA. **The Annual Turn Over of the company should not be less than Rupees 10 lakhs.**
- (h) The manpower Company/Firm/Agency should have pool, at least 3 number each for Steno, PA, Accountant & Data Entry Operator, with desirable qualification and experience, who are ready to be deployed within 5 days of award of work. A list of such manpower shall be furnished as per **Annexure I of this RFP**.

2. Self-attested copies of the documents indicating compliance with the above specifications/requirements should be kept in the sealed envelope containing Technical Bids.

TECHNICAL REQUIREMENT FOR PA/STENO, ACCOUNTANT, OFFICE ASSISTANT, DATA ENTRY OPERATORS ETC. TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/FIRM/AGENCY IN THE OFFICE OF THE GENERAL MANAGER (PROJECT), NATIONAL HIGHWAYS AND INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED, ITANAGAR BRANCH OFFICE WITH PROPER DOCUMENTARY PROOF.

As per guidelines issued by the NHIDCL authority vide order no.NHI/HR/29 dt.27th March, 2015.The staff should have the following -

(i) PA/Steno - 3nos.

a) Essential Qualification:-

- Matriculation or equivalent Examination of recognized University /Board.
- Shorthand 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 a recognized university
- Diploma/Certificate in Office Management/Secretarial Practice or equivalent/similar qualifications from Govt. polytechnic or other reputed institutions.

(ii) For Accountant - 1 no.

(a) Essential Qualifications:-

- Degree in Commerce.
- Five Years Working Experience in Commercial Accounting.

(b) Desirable Qualifications:-

- Degree in Commerce with 1st 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) For Office Assistant -1 no.

(a) Essential Qualifications:-

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

(b) Desirable Qualifications:-

- At least 6 months certificate course in computer application, internet, MS-Office etc. and well versed in the field of Administration and Establishment.

iv) Data Entry Operators-3 nos.

- a) He/she should be Matriculation or equivalent Examination of Recognized University/Board minimum 18 year of age completed.
- b) He/she should shorthand speed of 80 wpm and typing speed of 40 wpm in English
- c) 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.
- d) He/she should submit Character Certificate from two Group "A" or class- I Gazetted Officer of the Central Government/ State Government.
- e) His/her antecedents should have been got verified by the agency from the local Police authorities.
- f) He/she should have preferably 2 years' experience of in reputed Public/Private Institution/Central/State Government Offices.

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, ITANAGAR BRANCH OFFICE WITH PROPER DOCUMENTARY PROOF

i) Multi-Tasking Staff (MTS) - 2nos.

- 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) - 1no. each

- 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 1 years working experience in reputed Public/Private institution /Central /State Government offices.

APPLICATION-TECHNICAL BID

For providing PA/Steno, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff (MTS) , Chowkidar (Full time) & Safaiwala (Part time) etc. (un-skilled, semi -skilled and skilled) manpower Services to the office of the General Manager (Project), National Highway and Infrastructure Development Corporation Limited., Itanagar Branch Office

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 Operating Branch:

Telephone No:

Fax No.:

E-Mail Address:

5. (a) Banker of Company/Firm /Agency
(Full Address)

(Attach certified copy of statement of
of A/c for the last three years)

(b) Telephone Number of Banker

6. PAN/GIR No.

(Attach attested copy)

7. Service Tax Registration No., if any
(Attach attested copy)

8. E.P.F. Registration Number, if any
(Attach attested copy)

9. E.S.I. Registration Number, 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
2012-13		
2013-14		
2014-15		

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

Sl. No	Details of client along address, telephone and FAX numbers	Amount value of Contract (Rs. in Lakhs)	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:
Place:

Name:
Seal:

DECLARATION

1. I,..... Son/Daughter/Wife of Shri..... signatory of the 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 and undertake to abide by them:
3. **My agency has not been blacklisted/debarred from participating 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 (s)

Date:

Name:

Place:

Seal:

APPLICATION – FINANCIAL BID

For providing PA/Steno, Accountant, Office Assistant, Data Entry Operators, Multi- Tasking Staff (MTS), Chowkidar(Full time) & Safaiwala (part time) etc. (un-skilled, semiskilled and skilled) manpower Services to the office of the General Manager (Project), National Highways and Infrastructure Development Corporation Limited, Itanagar

1. Name of tendering Company/Firm/Agency:

2. Details of Earnest Money Deposit: Rs.10, 000/-(Rupees ten thousand) only D.D/P.O. No.& Date:
Drawn Bank:

3. All the PA/Steno, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff,(MTS), Chowkidar (Full time) & Safaiwala (part time) etc. (un-skilled, semi-skilled and skilled) deployed in the office of the General Manager (Project), National Highway and Infrastructure Development Corporation Limited, Itanagar will be paid their wages on monthly basis by the Company/Firm/Agency through individual bank accounts opened at **Syndicate Bank, Itanagar** and the photocopies of disbursed cheque/documents, along with proof of receipt thereof by the workers will be submitted to the National Highway and Infrastructure Development Corporation Limited, Itanagar branch office before the end of each month. National Highway and Infrastructure Development Corporation Limited Itanagar 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.

4. The Administrative /Service Charge/transportation/ Medical/ any other liability/charges, to be charged by the service provider per person per month, will be the indicator of selection of L-1 bidder. The amount so quoted should include liabilities viz. Office uniforms (2 sets for each Multi-Tasking Staff (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 , (MTS), Chowkidar (Full time) & 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 Adm./Service Charge/Any other liability/charges , as mentioned in para 4 above: Rs.(In Figure and in Words) Per person per month.

Signature of authorized person (s)

Date:
Place:

Name:
Seal:

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 28th 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.

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 Highway and Infrastructure Development Corporation Limited., Itanagar 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 Highway and Infrastructure Development Corporation Limited, Itanagar Branch at present, is in requirement of manpower on urgent basis. The requirement of the National Highway and Infrastructure Development Corporation Limited, Itanagar 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 Highway and Infrastructure Development Corporation Limited, Itanagar 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. The National Highway and Infrastructure Development Corporation Limited, Itanagar Branch 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 Highway and Infrastructure Development Corporation Limited, Itanagar 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. The bidder shall furnish, in the format enclosed at **Annexure- II**, rate per person/per month for PA/Steno, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff (MTS), Chowkidar (Full time) & Safaiwala (part time) etc. (un-skilled, semi- skilled and skilled) (8 hours excluding ½ hour lunch) as applicable for state of Arunachal Pradesh/Central Government Minimum Wages rates (inclusive of minimum wages, plus all statutory payments such as EPC, Service tax showing the individual components). **Separate table may be prepared as per minimum wage rate for State of Arunachal Pradesh and that for Central Government.**
10. Service provider will pay the wages to the persons deployed through individual bank account opened at **Syndicate Bank at Itanagar.**

11. **The administrative/Service Charge/Any other liability/charges (mentioned in para-5 (v) of page 11) to be charged by the service provider to be quoted separately which will be the indicator of selection of L-1 bidder. The amount so quoted should include liabilities viz. Office uniforms (2 sets for each, Multi-Tasking Staff, Chowkidar & Safaiwala etc. (unskilled, semi-skilled and skilled), bonus (if any), of contractor towards deputed PA/Steno, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff, Chowkidar & Safaiwala Staff etc. (unskilled, semiskilled and skilled) and also include expenses towards their day to day stationery/administrative work/duties.**

12. **Whenever minimum wage is revised by the Government of Arunachal Pradesh/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.**

13. National Highway and Infrastructure Development Corporation Limited, Itanagar 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.

14. 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.

15. All the documents shall be arranged in the order, indicated on page no.19 of this RFP, indexed, page numbered and shall be submitted in hard bound cover.

16. After issue of letter of acceptance to the successful bidder, the Steno/PA, Accountant/ Data Entry Operator/MTS/Chowkidar/Safaiwala 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.

LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

1. The contracting agency shall ensure that the individual manpower deployed in the National Highway & Infrastructure Development Corporation Limited, Itanagar 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 Highway and Infrastructure Development Corporation Limited, Itanagar Branch is under the Union Ministry of Road Transport & Highways and has five days working (i.e. Monday to Friday) in a week from : **9:30 AM to :6:00 PM with a lunch break of ½ 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 Highway and Infrastructure Development Corporation Limited, Itanagar 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 Highway and Infrastructure Development Corporation Limited, Itanagar 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 Highway and Infrastructure Development Corporation Limited, Itanagar Branch because of security risks, incompetence, conflict of interest, improper conduct etc. on instructions of the National Highway and Infrastructure Development Corporation Limited, Itanagar Branch.

6. The persons deployed shall be required to report for work at 9:30 AM to the General Manager (Project), NHIDCL, Itanagar Office daily and would not leave before 6:00 PM. In case, person deployed is 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 Highway and Infrastructure Development Corporation Limited, Itanagar 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 three 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) National Highway & Infrastructure Development Corporation Limited, Itanagar 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 Highway and Infrastructure Development Corporation Limited, Itanagar Branch. **The persons deployed by the agency in the National Highway & Infrastructure Development Corporation Limited , Itanagar Branch shall not have any claims of Master and Servant relationship nor have any principal and agent relationship with or against the National Highway & Infrastructure Development Corporation Limited, Itanagar Branch .** They shall in no case be entitled for claiming regularization/employment in the National Highway & Infrastructure Development Corporation Limited, Itanagar 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 Highway and Infrastructure Development Corporation Limited, Itanagar Branch shall, in no way be responsible for settlement of such issues whatsoever.

12. The National Highway & Infrastructure Development Corporation Limited, Itanagar 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 claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad-hoc, temporary regular/confirmed employees of the National Highway and Infrastructure Development Corporation Limited , Itanagar 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 Highway and Infrastructure Development Corporation Limited, Itanagar 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 Highway and Infrastructure Development Corporation Limited, Itanagar 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 Highway and Infrastructure Development Corporation Limited, Itanagar 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 Highway and Infrastructure Development Corporation Limited, Itanagar 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 Highway and Infrastructure Development Corporation Limited, Itanagar 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 Highway and Infrastructure Development Corporation Limited, Itanagar Branch is put to any loss/obligation, monetary or otherwise, the National Highway and Infrastructure Development Corporation Limited, Itanagar 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 (Project), National Highway & Infrastructure Development Corporation Limited, Itanagar 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 5 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 (Project), National Highway and Infrastructure Development Corporation Limited, Itanagar, 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 Highway and Infrastructure Development Corporation Limited, Itanagar 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 (Project) NHIDCL Itanagar Branch in respect of the persons deployed and submit the same to the General Manager (Project) NHIDCL Itanagar 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 opened at Syndicate Bank, Itanagar, Itanagar and the photocopies of disbursed cheque/documents, along with proof of receipt thereof by the workers will be submitted to the National Highway and Infrastructure Development Corporation Limited, Itanagar Branch office before the end of each month. National Highway and Infrastructure Development Corporation Limited, Itanagar 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.

24. 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.

25. 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 Highway and Infrastructure Development Corporation Limited, Itanagar Branch.

26. The National Highway and Infrastructure Development Corporation Limited, Itanagar 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.

(Vivek Srivastava)
General Manager (Project)
National Highway & Infrastructure
Development Corporation Limited
Branch office- Itanagar

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 3 years.**
- 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, Itanagar 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.**

Sl. No.	Designation	Name	Qualification	Experience	Minimum expected take home salary
1	Steno/PA				
2	Steno/PA				
3	Steno/PA				
4	Accountant				
5	Office Accountant				
6	Data Entry Operator				
7	Data Entry Operator				
8	Data Entry Operator				
9	MTS				
10	MTS				
11	Chowkidar				
12	Safaiwala				

Sl. No	Support Staff	Minimum /monthly wages rate(in accordance with minimum Wage Act,1948 and Minimum wages notified by Govt. of Arunachal Pradesh	Component of Rate							Total Amount (Column 4 to 10) in Rs. Per person/ per month
			Monthly Remuneration including existing Dearness Allowance (in accordance with Minimum Wage Act 1948	All others statutory Charges and Perks etc.			Service Tax Liability @ % of	Any Other Liability/ Charges (pl. indicate)	Contractors Adm/Service Charge	
				EPF	ESI	Others				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1	PA/Steno									
2	Accountant									
3	Office Assistant									
4	Data Entry Operator									
5	MTS									
6	Chowkidar (full time)									
7	Safaiwala (Part time)									
