



**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - 620 015, TAMIL NADU**

**Web site: [www.nitt.edu](http://www.nitt.edu)**

**NOTICE INVITING TENDER FOR HIRING OF MAN POWER FOR THE OPERATION OF ELECTRICAL SUBSTATION AND ALLIED ELECTRICAL SYSTEMS (ON OUTSOURCED BASIS)**

**Estate Maintenance Department (Electrical Maintenance Centre) – NITT**

**BID SYNOPSIS**

Tender Reference Number and date	NITT/EMD/AEE (E)/AE (P&D)/ Enq.No.08 /2015 <b>dated 5/6/2015</b>
Brief Description of the Tender	Tender for hiring of Manpower / Human resources for Operation of 11/0.433 kV Substations with D.G. Sets, 11 kV Ring Main Units and Maintenance of Solar Power plants, Attending fuse of calls and other panels connected to the system (on outsourcing basis)
Type of Tender	Two Bid System
Cost of Tender Document including 5% VAT ( <b>Non- refundable</b> )	<b>Rs.525 (Rupees Five hundred and twenty five only)</b> payable through Demand Draft drawn in favour of The Director, NIT, Tiruchirappalli.
Web site address for downloading the tender document	The tender document can be downloaded from our website <b>www.nitt.edu</b>
Earnest Money Deposit ( <b>Refundable</b> )	<b>Rs. 38,525/- (Rupees thirty eight thousand five hundred and twenty five only)</b> in the form Demand Draft drawn in favour of The Director, NITT.
Date of Pre bid meeting	<b>Wednesday 17<sup>th</sup> June 2015 at 11 A.M (Venue: At A-11 Hall, Administrative Building, NITT)</b>
Last date and time for receipt of tender	<b>Friday 26<sup>th</sup> June 2015 up to 3.00 P.M</b>
Mode of submission of Tender	By Speed Post/ Register Post/ Courier or through Hand delivery at the NITT Main Office
Date, time and venue Opening of Tender	<b>Friday 26<sup>th</sup> June 2015 up to 3.30 P.M</b>
Date and time of opening of Price bids	After evaluation of technical bids, the date, time and place of opening of the Price bid will be intimated to technically qualified bidders.
Address for submission of Tender	The Director, National Institute of Technology, Tiruchirappalli-15, Tamil Nadu <b>With a kind attention to:</b> M.Sooriyamoorthy, (AEE/ Elect), Estate Maintenance Department, Electrical Maintenance Centre, NITT
Procedure for submission of Tender	<b>Envelope 1:</b> EMD and Cost of Tender Document <b>Envelope 2:</b> Technical Bid <b>Envelope 3:</b> Price Bid <b>Envelope 4:</b> Larger Size Outer Envelope (Wrapper) containing Envelope 1, 2 and 3
Performance Security Deposit	10% of the contract value
Contact Person for Technical queries	Mr. M.Sooriyamoorthy (AEE/ Elect), Estate Maintenance Department, Electrical Maintenance Centre, NIT, Tiruchy Phone: 0431 250 3835 <b>Mail ID: <a href="mailto:msoorthy@nitt.edu">msoorthy@nitt.edu</a></b>

## **Notice Inviting Tender**

National Institute of Technology, Tiruchirappalli (NITT) invites sealed tenders from reputed the Manpower Hiring Agencies for outsourcing the operation of 11/0.433 kV Substations with D.G.Sets, 11 kV Ring Main Units, attending fuse of calls and Maintenance of Solar Power Plants and other panels connected to the system. The duration of the contract initially for a period of one year and extendable, based on the satisfactory performance and at the discretion of the NITT Management.

### **SCOPE OF WORK**

The Successful Bidder has to deploy qualified and trained Manpower / personnel to perform the following jobs round the clock.

1. Operation of 11kV RMU, 11 kV/433 V Substations & allied equipment's, DG Sets, Solar power plants and UPS
2. Operation and Maintaining Solar power plants
4. Cleaning of Switch yards, equipment's etc.
5. Attending minor works
6. Attending power failure complaints
7. Receiving, issuing & attending of fuse of complaints
8. Keeping power houses, DG Sets and equipment's neatly
9. Logging and Maintaining of records/check lists
10. Issue of Line Clearance as per the Engineer in charge
11. Under emergency, immediate attention faults in SS and restoration of power within reasonable time.
12. During maintenance the Successful bidder should engage the Supervisory Competency Certificate holder in Electrical for supervision
13. Other works assigned by the Engineer in charge

### **List of equipment's (tentatively) to be Maintained and operated by the Successful bidder**

1. 11 kV/433 V 1000 kVA -2 No's, 500 KVA -9 No's, 250 kVA -2 No's, 200 kVA -1 No
2. 11 kV HV breakers - 9 No's, LV -15 breakers.
3. 11 kV Ring Main Units – 11 No's
4. HV Panels – 4 & MV Panels & distribution panels -110
5. 11kV Generator's - 750 kVA – 2 No's & LT Generators – 500 kVA -2 No's, 250 kVA -1 No's etc.
6. HT&LT AMF Panels etc.
7. Double pole structure - 1 No

### **List of Major Locations in NITT Wherein the work has to be carried out:**

1. Receiving Station, Main Power House new & old
2. Main Sump, Boys & Girls Hostel Substation, KV School, 12<sup>th</sup> St Substation, Quarters Substation and professors Quarters Substation.
3. All dept., Hostel buildings, Messes, Quarters, Thuvakudy Annexure buildings, pump houses and Shops etc.

**The Man power requirement**

Sl. No	For	Post	Number of workers required	Category
1	Substation Operation	Substation operator	4	Highly skilled
2	Substation Operation Assistant	Technician	4	Skilled
3	Maintenance	Technical Assistant/Electrical-1No Technical Assistant / Mechanical- 1 No	2	Highly skilled
4	Solar Power Plant Operation & Maintenance	Solar plant operator	2	Skilled
	Total requirement		12	Highly skilled- 6 and skilled - 6

The requirement of actual manpower / personnel may vary according to the need and may be reviewed/ reduced/ / enhanced as and when required.

**Educational Qualifications for workmen to be deployed**

Sl. No	Name of the Post	Age Limit	Educational Qualification and Experience
1	Substation Operator	21-30	1. Degree / Diploma in Electrical and Electronics 2. Practical Experience of 2 years in Operation and Maintenance of substation preferable
2	Technician	21-30	1. ITI in Electrician Trade 2. Practical Experience of 2 years in Operation and Maintenance of substation preferable
3	Technical Assistant / Electrical	21-30	1. Diploma in Electrical / Electrical and Electronics Engineering 2. Experience in Maintenance of substation preferable
4	Technical Assistant / Mechanical	21-30	1. Diploma/Degree in Mechanical Engineering. 2. Experience in Maintenance of DG sets and Breaker preferable
5	Solar Plant operator	21-30	1. Diploma in Electrical / Electrical and Electronics/ Electronics and Communication Engineering or 2. ITI (any trade) with experience in solar plant operation and maintenance.

## TENDERING PROCESS

1. The tender document and terms and conditions can be downloaded from our website [www.nitt.edu](http://www.nitt.edu).
2. Through two separate Demand Drafts, the bidder is required to furnish **Rs.38, 525** (Rupees thirty eight thousand five hundred and twenty five) towards Earnest Money Deposit and Rs.525 (Rupees five hundred and twenty five) towards Cost of Tender Document.
3. **Without EMD and Cost of Tender Document, the technical bid will not be opened and the tender will be rejected summarily.**
4. The sealed tender should be submitted on or before **Friday 26<sup>th</sup> June 2015** upto 3 p.m through Registered Post or Speed Post or hand delivery and addressed to the Director, National Institute of Technology, Thuvakkudi, Tiruchirappalli-15, Tamil Nadu, India. **[Kind Attention: Mr.M.Sorriyamoorthy (AEE/ Elect), Estate Maintenance Department, Electrical Maintenance Centre, NIT, Tiruchy.**
5. At the first stage, the envelope containing EMD amount and Cost of Tender document will be opened and at the second stage the envelope containing Technical Bid will be opened on Friday 26<sup>th</sup> June 2015 3.30 P.M. in the presence of the bidders or their authorized representatives, who choose to be present at the time of opening.
6. At the time of opening of Tender, the names of those who have submitted their offers along with the details of their remittance of EMD and Cost of Tender Document will only be read out and no other information/ details whatsoever will be shared at this stage.
7. If in any case, unscheduled holiday occurs on prescribed closing/ opening date, the next working day shall be the prescribed date of closing/ opening.
8. Subsequent to evaluation of technical bids, price bids of the technically acceptable offers will be opened for further evaluation and ranking for award of the contract/ purchase order. The date of price bid opening will be intimated to the bidders of technically qualified bids.
9. The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender.
10. **The Tender document consisting of Technical Bid and Price Bid should be submitted in the Prescribed Format only.**
11. The bidders are not allowed to make addition or alteration in the Technical or Price Bid. Each and every page of the submitted bid shall carry the page numbers.
12. All pages of the tender document should be signed by the person or persons duly authorized to sign, on behalf of the bidder along with the official stamp of the bidder.
13. No paper / page shall be detached and No addition or alternation should be made in the tender document. Conditional tender, late and delayed tender will not be accepted/ considered.
14. Printed condition at the back of the letter or bid from the tenderer will be ignored. If it is desired to apply any particular condition to tender, the same must be clearly brought out in the body of the bid/ tender itself.
15. The NITT shall not be responsible for any postal delay in receipt of the offer. Tender should be properly sealed.

16. The NITT will not be responsible for pre mature opening of the tenders.
17. The offers submitted by telex/telegram/fax/ E-mail etc. Shall not be accepted and will be summarily rejected.
18. Offers should be clearly written or typed without any cutting or over writing. All cutting / over writing must be initialed and stamped. Bidders must confirm the acceptance of all the terms and conditions of the tender.
19. Making misleading or false representation in the bid document will lead to disqualification of the bidder resulting in forfeiture of EMD amount.
20. Any non-acceptance or deviations from the terms and conditions must be CLEARLY mentioned. However, bidder must note that any conditional offer or any deviation from the terms and conditions of this tender may render the bids liable for rejection.
21. **Earnest Money Deposit (EMD):** The Tenders/ Bids must be accompanied by Earnest Money Deposit. The bidders who are registered with National Small Industries Corporation (NSIC) are exempted from EMD and cost of tender document. However, for claiming this exemption, the bidders MUST furnish an attested copy of the exemption certificate indicating Date of registration, validity period of the registration, whether registered for items for which tender has been floated. The EMDs of all the unsuccessful bidders will be returned to them at the earliest after issue of purchase order. The EMD of successful bidder shall be returned on receipt of Performance Bank Guarantee. No interest will be payable by the NITT on the EMD amount.

<b>PRE BID MEETING</b>
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It is proposed to conduct a Pre - Bid meeting Wednesday 17<sup>th</sup> June 2015 at 11 A.M (Venue: A-11 Hall Administrative Building) National Institute of Technology, Tiruchirappalli-15. The purpose of the meeting is to clarify our requirements and to answer the questions of the prospective bidders on technical bid and commercial terms and conditions of this tender.

View above, prospective bidders are advised to submit their doubts/ questions/ clarifications, if any, through Mail, (Mail ID: [msmoorthy@nitt.edu](mailto:msmoorthy@nitt.edu)) before the date of Pre bid meeting. Further, on the date of the meeting, the questions should be given in writing.

Any modification of the bidding documents which may become necessary as a result of the Pre bid meeting shall be made known to all the prospective bidders by the Selection Committee through a notification of amendment in the website of the NITT. No clarifications will be entertained beyond the date of pre bid meeting. No extension of time will be given for submission of tender on any account, beyond the last date for submission of tender.

**SPECIAL INSTRUCTIONS REGARDING SEALING AND MARKING OF BIDS**

Procedure for sealing and marking of bids: The Tender / Bid Cover shall contain the following:

- 1. FIRST envelope should contain the Earnest Money Deposit and Cost of Tender Document. The envelope should be sealed and super scribed as “EMD COVER”
- 2. SECOND envelope should contain the Technical Bid along with enclosures desired in the Tender document. This envelope should be sealed and super scribed as “TECHNICAL BID” Cover.
- 3. THIRD envelope should contain the Price Bid. This envelope should be sealed and super scribed as “PRICE BID” Cover.
- 4. All the above mentioned THREE SEPARATE ENVELOPS are to be sealed and kept in one single Larger size outer envelope (FOURTH envelope) which should also be sealed and super scribed.
- 5. Each of the FOUR ENVELOPS shall be super scribed with following details:

Tender reference Number .....	for supply of Manpower
Due date of tender .....	and time .....
Name of the Department inviting this tender.....	
Name and Complete address of the Bidder .....	

- 6. If all the THREE inner envelops and the ONE outer envelope (i.e., larger envelope) are not sealed and marked as instructed, NITT will assume no responsibility for the misplacement or premature opening of any of the envelope. An envelope opened prematurely will be rejected.
- 7. There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed in the envelope super scribed, “Technical Bid”, the bid document will be summarily rejected in the first instance itself. Any offer containing both the Technical bid and Price bids in the same envelop will also be out rightly rejected.

**GENERAL TERMS AND CONDITIONS**

**Duration of the Contract:** The contract is initially for a period of one year. The contract will be reviewed yearly, and may be extended for a maximum period of 2 more years, purely based on the discretion of the NITT management.

**Termination:** The contract may be terminated before the expiry of contract period owing to deficiency in service or substandard quality of the service provided by the successful bidding Company / Firm /Successful bidder. Further, NITT reserves the right to terminate contract at any time by giving **two months (60 days)** notice to the successful bidder.

**Subletting:** The bidder shall not be allowed to transfer, assign, or sub-contract its rights and liabilities under this contract to any other successful bidder without the prior written consent of NITT.

**License:** The bidder shall obtain and produce license under the “The contract Labour (Regulation &abolition Act 1970) from the labour department.

**Registers:** The bidder shall maintain and if necessary submit to the Institute for inspection on demand the records such as Muster roll, Payment register etc.

**Breach of Contract:** The bidder will be bound by the details furnished by them to NITT, while submitting the bid or at subsequent stage. In case, if, any of such document/s furnished by the firm is found to be false, it would amount to breach of terms of contract and the successful bidder is liable for legal action besides termination of contract.

The bidder shall ensure that the manpower / human resources deployed at NITT conform to the standards prescribed in the Tender Document.

**Disciplinary action:** In case, the manpower / personnel employed by the successful bidder commits any act of omission / commission that amounts to misconduct /indiscipline/ incompetence / security risks, the selected successful bidder shall take appropriate disciplinary action against such personnel immediately being brought to his notice, failing which it would amount to breach of contract and may lead to termination of contract.

**Identity card:** The bidder shall provide identity cards to the personnel deployed at the Institute having the photograph of the personnel and personal information such as name, designation, address and identification mark etc attested by the Security officer at the Institute.

**Confidentiality:** The bidder shall ensure that any information related to Research, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by their personnel deployed at the Institute

The bidder shall ensure proper conduct of its personnel at Institute campus, and do not indulge in consumption of alcohol/ smoking while on duty

**Facility:** NITT is not liable at any stage to provide accommodation, transport, food, medical and any other requirement of their personnel deployed at the Institute.

**Payment** of bills will be made to the contractor on a monthly basis as per actual services. The contractor has to submit invoices/bills by the third week of the next month for the services rendered in the preceding month along with ESI/PF/Service Tax challans, as applicable, pertaining to that month.

NITT 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 notice or assigning any reason The Director, NITT is the final authority for settling any disputes and the decision of the Director in this regard shall be final and binding on all.

## **CONTRACT- SPECIFIC TERMS AND CONDITIONS**

The manpower / human resources deployed by the successful bidder shall be required to work in 3 shifts of 8 hours duration on all seven days in a week with staggered weekly off.

The human resources deployed shall be required to report for work at specified shift hours and remain in the designated post till the end of the shift. In case, any post is vacant on any shift/day the wages for that shift/day shall be deducted.

The duty hours should not exceed eight hours at a stretch. Continuous shifts by the same person are not allowed and no post should remain unmanned. Odd duties/shifts may be required according to exigencies, which are to be provided by the successful bidder.

No accommodation will be provided on the campus for the successful bidder personnel and the successful bidder shall make its own arrangements.

The Manpower service Provider shall furnish to NITT the full particulars of the personnel deputed including details like name, fathers' name, age, photograph, permanent address, Mobile No and they will also ensure the verification of the antecedents of such personnel the requisite academic / technical qualifications and experience for rendering the services of NITT. Any violation of discipline or irregularity in attendance or indulgence in misconduct on the part of personnel deployed shall be immediately withdrawn as per the instructions of the Director, NITT

The bidder shall ensure good behavior, conduct, application and discharge of duty of personnel engaged by him.

The human resources of the bidder shall perform their duties effectively and diligently in accordance with the general procedure laid down by the Institute from time to time to uphold the dignity of the Institute.

The bidder shall give a notice of 3 months (90 days) before withdrawing their services from the Institute during the contract period.

The bidder shall ensure that the human resources deployed at the Institute are solely deployed only at the Institute, and shall not be shared across organizations.

The bidder shall not involve in any bribery or other unethical activities with anyone employed at the Institute. The involvement in any such activity shall entail a penalty of Rs. 10,000/- for each such incident.

If the bidder fails to provide services to the satisfaction of the Institute on any of the above counts, the same will be communicated to the successful bidder in writing. If three such notices are issued to the successful bidder, the contract will be terminated and the successful bidder shall forfeit the Performance Security.

Arrangement made with the Manpower Service Provider for engaging personnel, would not



entitle any of those personnel for regular or contract appointment at NITT for any post at any point of time.

### **LEGAL TERMS AND CONDITIONS**

There is no employer employee relationship between NITT and the workmen/ human resources deployed by the successful bidder under this contract. The personnel engaged for the services of NITT through the service provider (i.e., successful bidder) shall be employees of the Service Provider (outsourced contractor) and will take remuneration / wages from the Service provider (outsourced contractor).

For all intents and purposes, the bidder shall be the “Employer” within the meaning of various Labour Legislations in respect of manpower / personnel so employed and deployed at NITT, under this contract. Workmen deployed by the Manpower Service Provider cannot claim master and servant relationship with NITT. Also, the service providers’ staff shall not claim any benefit/ compensation/ absorption/ regularization of service with NIT, Tiruchy. The bidder shall alone be solely responsible for the redressal of grievances / resolving of disputes relating to individual deployed.

**NITT, shall in no way, be responsible for any damages, losses, financial or other injury claims to any person/ workmen deployed by the successful bidder in the course of their performing the functions/duties, or for payment towards any compensation.**

The manpower / personnel deployed by the contractor shall not have any claims of Master and Servant relationship with NITT nor have any principal and agent relationship with or against the NITT.

The workers of the bidder shall not be treated or considered as employees of the Institute under any circumstances. personnel

The manpower / workers deployed by the contractor for the contract shall not be entitled for claim, pay, perks and other facilities which may be admissible to casual, ad-hoc regular / confirmed employees of NITT, during the currency or after expiry of the contract. In case of termination of the contract also, the persons deployed by the contractor shall not be entitled to any or and will have any claim for absorption or relaxation for absorption in the regular / otherwise in any capacity at NITT.

**The bidder shall alone be liable to pay compensation for any damage/death /injury sustained by the personnel/ workmen/ labourers or any other members of the bidder as sustained by them in the course of their work/duty at the Institute and outside the Institute during the contract period.** Liability / responsibility in case of any accident causing injury / death to mess worker/s or any of his staff shall be of the Caterer. The NITT shall not be responsible by any means in such cases.

In the event of theft, pilferage, Mis operation losses or damage to the Institute’s property, after necessary investigations, if proved that the Successful bidder/their personnel are responsible, the bidder shall be responsible for all the losses /damage.

**The bidder will be required to pay minimum wages as prescribed under the Minimum**

**Wages Act of Central Government. The bidder will maintain proper record as required under the Law / Acts.**

The bidder will be responsible for compliance of all statutory provisions relating to Provident Fund, and Employees State Insurance or obligations under any other labour laws in respect of the workmen/ personnel deployed by them at NITT.

The bidder shall maintain all statutory registers applicable under the Law. The bidder shall produce the records on demand to the concerned authority of NITT or any other authority under Law.

The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of the Tax Department by the Institute and a certificate to this effect shall be provided to the bidder by NITT.

In case, the bidder fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof NITT is put to any loss / obligation, monetary or otherwise, NITT will be entitled to recover such damage/loss out of the outstanding bills or from the Performance Security Deposit of the bidder.

The bidder **will indemnify** NITT from all legal, financial, statutory, taxation, and any other liabilities.

Any or all disputes arising out of these clauses shall be settled by arbitration at Tiruchirappalli under The Arbitration & Conciliation Act by a single Arbitrator to be appointed by the Director, NIT, Tiruchy,

On all matters pertaining to this tender, the decision of the Director of the Institute shall be final and binding. The Successful bidder/ contractor is required execute an agreement on a prescribed format immediately on the award of the contract.

### **FINANCIAL TERMS AND CONDITIONS**

The Technical and Price bid should be submitted in the format prescribed in the Tender document.

**Bids offering rates which are lower than the minimum wages (as indicated in the commercial bid) for the pertinent category would be summarily rejected.**

The proof of remittance of statutory deductions of PF, ESI, Service Tax, as appropriate, to the respective successful bidder, for those employed at NITT, must be provided by the successful bidder to NITT every month along with the bill, failing which the claim bill shall not be settled. These remittances/payments must be made in a separate challan specifically for the contract personnel deployed at NITT in the name of NITT.

The rates agreed upon except the Minimum wages as notified from time to time by the Central

Government shall remain unchanged until the expiry of contract period.

The successful bidder shall submit the bill, in triplicate, along with attendance sheet (duly verified and attested by competent authority of NITT) in respect of the persons deployed and submit to Accounts at Institute by the third week of the subsequent month. The payment will be released within two weeks from the date of submission of such bills in order. *The claims in bills* regarding service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount will be held up till such proof is furnished, at the discretion of NITT. The payment of the bill will be effected only on production of copy of the months wage sheet, ESI, EPF, and service tax remittance and half yearly/yearly return under the respective Acts.

The successful bidder will have to deposit a Performance Security Deposit as specified in Schedule A, subject to the revision at the time of placing the work order, within 15 days of the receipt of the formal order. The performance security will be furnished in the form of an account payee Demand Draft or Bank Guarantee drawn in favor of the Director, NITT, payable at Tiruchirappalli. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the successful bidder. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the successful bidder will be liable to be forfeited besides annulment of the contract.

In order to ensure that the workmen/ human resources get their entitled wages on the last working day of the month, the following schedule is recommended. (1) Monthly bill cycle will be from 24<sup>th</sup> day of the previous month to 23<sup>rd</sup> day of the current month (20 Monthly bill as per above cycle, will be submitted by the successful bidders on 26<sup>th</sup> of the current month.

The contractor must ensure that entitled wages of the workers are credited to their bank account on the last working day of the month. Contractor shall not enjoy any relaxation in this matter.

While submitting the bill, the successful bidder must file a certificate certifying the following:

- ✓ Wages of the workers were credited to their bank account on (date) (proof enclosed)
- ✓ ESI Contribution relating to workers amounting to Rs-----was deposited on (date) (Copy of the Challan enclosed)
- ✓ EPF contribution relating to workers amounting to Rs.-..... was deposited on (date) (Copy of the challan enclosed)
- ✓ Compliance to all statutory requirements including those under Labour Laws, Minimum wages act etc.,

The decision of the Director, NIT, Tiruchy in any matter relating to the contact shall be final.

**CHAPTER 6: FORMAT FOR SUBMITTING TECHNICAL BID**

**(To be submitted in a separate sealed envelope-2)**

<b>Sl. No.</b>	<b>Description</b>	<b>Information/ Compliance</b>
1.	Do you unconditionally agree with all Terms and Conditions stipulated in the Tender Document?  (Yes/No)	
2.	<b>Details of Tender Fees remittance</b>	Amount: Rs.: DD Number : Date : Name of Bank : Payable at :
3.	<b>Details of EMD remittance</b>	Amount: Rs.: DD Number : Date : Name of Bank : Payable at :
4.	<b>Name and Address</b> of the Applicant/ bidder with Telephone/ Fax/ Mobile and Mail ID	
5.	<b>Year of Establishment / Incorporation / commencement of Concern</b>	
6.	<b>Registration/ Incorporation Particulars</b> (Please attach attested copies of documents of registration/ incorporation of your firm/ Company as required under business law)	
7.	<b>Legal Status</b> of the bidder (In the case of Partnership Firm, authenticated copy of Partnership Deed, in the case of Private or Public Limited Company authenticated copy of Memorandum and Articles of Association and in the case of Proprietary concern, Proprietary Firm Registration Certificate should be enclosed as documentary proof)	
8.	<b>Profile</b> containing name, educational qualifications, occupation and postal address of Proprietor / Partners/ Directors/ Managing Director/ Chairman and Managing Director ( please use separate sheet if found necessary)	

9.	<b>Name, designation and Phone number of persons authorized to sign the documents</b> on behalf of the Proprietary concern/ Partnership Firm/ Private or Public Limited company (Please attach Power of Attorney / authorization for signing the document. In the case of Proprietary concern bidder may submit attested copy of the PAN card / Election Commission Card / Passport of the Proprietor and authorized signatory in case of proprietor is not signing the tender document)		
10.	<b>Name and Designation of the Contact Person/ Representative/ Manager</b> of the Successful bidder/ firm/ company with mobile number & email ID		
12.	<b>Annual Turnover from Manpower / personnel Services</b> during the last three years. (Copy of the Annual Accounts duly certified by the Chartered Accountant to be enclosed)	Year	<b>Annual Turnover of the bidder from Manpower Services (Rupees in Lakhs)</b>
		2011-12	
		2012-13	
		2013-14	
13	<b>Average Annual Turnover</b> in last three years from Manpower / personnel hiring Business	Rs. _____ in lakhs	
14	<b>Are your firm/ company carrying out any other trade/ business in addition to Manpower / personnel hiring services?</b> Furnish particulars of other trade/ business carried out.		
15	<b>Total experience</b> (years/ months) in this field		
16	<b>Have your concern/ firm/ company ever changed its name any time?</b> If yes, provide the previous name and the reasons there for?		
17	<b>Were the company /firm ever required to suspend Manpower / Personnel hiring services for a period of more than six months</b> continuously after you commenced the Manpower Services? If yes, state the reasons.		
18	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.		

19	<b>Income Tax Permanent Account Number</b> (Self attested Copy of PAN Card to be enclosed)	
20	<b>Income Tax Assessment Completion Certificates/ Assessment Orders for the financial years 2010-11, 2011-12 and 2012-13</b> (In the event of assessment of the years indicated having not been completed the certificate of the latest assessment completed may be enclosed and the reasons for non completion of the assessment for the required years may be indicated)	
21	<b>Have you registered under Employees State Insurance Corporation Act (ESI) Act?</b> If so, enclose copy of the registration certificate. Also provide a copy of latest remittance made by your successful bidder/ firm/ company	
22	<b>Have you registered Under Employees Provident Fund (EPF) and Miscellaneous Provisions Act?</b> If so, enclose copy of the registration certificate. Also provide a copy of the latest remittance, if any, made by your firm towards EPF.	
23	<b>Service Tax Registration Number</b> (Self attested Proof to be attached).	
26	Name and address of your banker	
28	Brief details of Litigations, if any, connected with Manpower Hiring Services work, Current or during the last three years, the opposite party and the disputed amount.	
29	Specify whether there are any issues / disputes against your successful bidder/ firm/ company before the commissioner of Provident Fund, Employees State Insurance, Labour Tribunal Authorities, etc.,	
30	Give details of Termination of previous contract, <b>if any</b>	
31	Give information, if any, regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder <b>is / was</b> involved	
32	Details of <b>ONGOING CONTRACTS</b> : The following should be enclosed: (a) Work Orders and Contract/ Agreement copies (b) Attach separate sheet for each job/ work	

	Serial No.	Name and address of the client Institution with name, address, mobile number and Email ID of the Officer to whom reference may be made.	Nature or type of Manpower hiring Services (viz., Hiring Services to educational institutions, Factory, etc., )	Work order Value (Rs. )	Number of workmen personnel deployed	Period of contract	
						From	To
33	Details of COMPLETED CONTRACTS during the last three Years: (a) Order Copy, Contract/ Agreement copy should be enclosed. If required, please attach extra sheets. (b) Attach separate sheet for each job/ work						
	Serial No.	Name and address of the client organization with name, address, mobile number and Email ID of the Officer to whom reference may be made.	Nature or type of Manpower Hiring Services (viz., Manpower Hiring Services to educational institutions, Factory, etc., )	Work order Value (Rs. )	Number of workmen and personnel deployed	Period of contract	
						From	To
34	Any other information, document which may help NITT in assessing your capabilities, may be enclosed .The bidder may add any further information that he considers relevant for the evaluation of their bid.						
35	Details of quality certifications, if any, obtained viz						
36	Details of Awards, if any received or Reviews in the Media, if any						

**DECLARATION BY THE BIDDER**

- ✓ I/ we hereby certify that the information furnished in this tender document is complete and correct to the best of my knowledge. I/ we understand that furnishing of false information could result in disqualifying for the award of the contract.
- ✓ I/ We have submitted the requisite solvency certificate and authorize the NITT to approach the Bank issuing the solvency certificate to confirm the correctness thereof.
- ✓ I/ We also authorize the NITT or its authorized representative to approach individuals, employers, firms and corporation to visit the works completed by us in the past or are in progress at present, to verify the competence and general reputation.
- ✓ I/ We do hereby offer to perform and execute the Manpower Hiring Services contract in conformity with terms and conditions of the contract.
- ✓ I / We agree that the acceptance of any tender shall be at the sole and absolute discretion of the NIT, Trichirappalli and they do not bind themselves to accept the lowest tender or any tender and may reject any or all tenders received.

**Place:**

**Signature of the bidder with Name  
and seal**

**Date:**

**Name**

**Designation**

**Seal**



## PRICE BID

Name of the Bidder \_\_\_\_\_

Sl.no Column 1	Particulars Column 2	Per shift in charge(Highly skilled- TA/SS operator) for 26 shifts of 8 Hours Column 3	Skilled (SP operator/Technician) for 26 shifts of 8 Hours Column 4
1.	Basic wage + Variable Dearness Allowance	₹ 424 X 26 shifts = ₹ 11,024.00	₹ 385X 26 shifts = ₹ 10010.00
2.	ESI @ 4.75% of Basic +VDA	₹ 523.64	₹ 475.48
3.	Bonus@8.33% payable yearly ( <b>Limited to first ₹3500</b> )	₹ 291.67	₹ 291.67
4.	Provident fund @ 13.61% ( <b>Limited to first ₹15000</b> )	₹ 1500.37	₹ 1362.36
5.	<b>Sub Total of Row 1+2+3+4</b>	<b>₹ 13339.67</b>	<b>₹ 12139.50</b>
6.	SERVICE CHARGES/ADMINISTRATION CHARGES/ESTABLISHMENT CHARGES/CHARGES TOWARDS PROVISION OF UNIFORM, UPKEEP OF UNIFORM, WAGES TOWARDS NATIONAL HOLIDAYS, ANY OTHER CHARGES AND PROFIT MARGIN ( <b>To be Quoted as a fixed amount for 26 shifts for 8hours</b> )		
7.	Total cost per head( <b>Total of Row 5and Row 6</b> )		
8.	Number of personnel required for our institute under each category.	3Shift in charge+1Releiver+2 Maintenance =Total 6	3Shift in charge+1Releiver+2 Maintenance =Total 6
9.	Total amount for the required personnel(respective columns of row 7 to be multiplied with those of row 8)		
10.	<b>Grand Total (Sum total of column 3,and column 4 of Row 9)</b>		

1. All columns are mandatory and, therefore, no row should be left blank .if no charges are applicable, clearly state zero in the row.
2. The minimum Wages given in the row is, as on 1<sup>st</sup> April 2015.Variation in minimum wages due to variable clearness allowance as and when notified by the government will be reimbursed by the NITT. Similarly, other statutory increase will also be considered.
3. As per statutory norms, Provident fund will be limited to the first ₹15000.Thus the MAXIMUM PF per personnel is ₹2041.00
4. As per statutory norms, Bonus payment will be limited to the first ₹ 3,500.Thus the MAXIMUM BONUS per personnel is ₹ 291.67
5. Housekeeping contracts of Educational Institutions are exempted from service tax. Therefore service tax not be quoted.

**CHECK LIST AND IMPORTANT DATES FOR BIDDERS**  
**(To be enclosed with the Technical Bid)**

No	Particulars	Compliance – Wherever applicable indicate page number
1	Whether a Demand Draft for EMD ( <b>Rs. 38,525/-</b> ) and another Demand Draft towards Cost of Tender Document ( <b>Rs. 525/-</b> ) has been submitted in a <b>SEPARATE ENVELOPE</b> ?	
2	In respect of Bidders who are seeking exemption from EMD amount and Cost of Tender Document, whether a registration certificate with NSIC has been furnished? What is the validity period for the certificate? Does the certificate hold good for job tendered in our notice inviting tender?	
3	Whether Technical Bid along with <b>ANNEXURES</b> is kept inside a <b>SEPARATE ENVELOPE</b> ?	
4	Whether Price Bid has been submitted in the format given in the tender?	
5	Whether the Price bid has been submitted under the Letter Head of the bidding firm/ company/ successful bidder?	
6	Whether the Price Bid has been kept inside a <b>SEPARATE ENVELOPE</b> and the said envelope is super scribed as per the instructions?	
7	Whether all the pages of the tender document (technical bid, its enclosures and Price bid) duly signed and stamped by the Authorized signatory?	
8	Whether the <b>THREE SEPARATE ENVELOPES</b> containing (a) Cost of Tender Document + EMD (b) Technical Bid and (c) Price Bid are placed and wrapped in a Larger Size Outer Envelope <b>AND ALL THE FOUR ENVELOPES</b> are sealed and super scribed as instructed?	
9	Whether the following documents have been enclosed with the Technical Bid: 1. Documents evidencing legal status of the bidder 2. Registration with Labour Department 3. Income tax PAN Number (Xerox) 4. Income tax Return Acknowledgement for the last three years. 5. ESI registration certificate and proof for latest remittances 6. EPF registration Certificate and proof for latest remittance 7. List of completed and ongoing Manpower contracts with performance certification from the clientele.	
	<b>Important dates</b>	
	Tender Notification date	5 <sup>th</sup> June 2015
	Pre bid meeting date and time:	17 <sup>th</sup> June 2015 Wednesday
	Last date for submission of tender.	26 <sup>th</sup> June 2015 up to 3 P.M Friday
	Date of opening of Technical Bid.	26 <sup>th</sup> June 2015 up to 3.30 P.M.