

राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय

National Institute of Technology Meghalaya
(An Institute of National Importance under MHRD)

Bijni Complex, Laitumkhrah, Shillong 793 003, Meghalaya, India

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Ref: NITMGH/ES/NIQ/Manpower/Vol.II/2018-19/3403

Date 19.02.2019

NOTICE INVITING TENDER FOR PROVIDING OUTSOURCED MANPOWER SERVICE AT NIT MEGHALAYA

NIT Meghalaya invites sealed tenders in a two bid system and in prescribed format from established, reputed and experienced agencies for providing outsourced manpower service in the Institute. The first part is the **Technical Bid** which consists of technical requirements and general terms & conditions and the second part is the **Financial Bid**.

BASIC REQUIREMENTS:

1. The Agency should be registered with the Meghalaya Government and having valid labour license.
2. The Agency should have Income Tax account (PAN), GST Registration Certificate, Provident Fund Registration and other statutory registration for operating as outsourced manpower provider.
3. The Agency should have experience in providing outsourced manpower service to Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings of at least three years.
4. The Registered Office or one of the Branch Offices of the Agency should be located in Shillong.
5. The Agency should have satisfactory Completion Certificates or valid Work Orders / Contracts of at least 3 (three) similar works.
6. The Agency should not have been blacklisted in the past by any Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings.
7. The Agency should have no vigilance/CBI case pending against it.

Agencies meeting the above basic requirements may submit tenders. The prescribed Tender document, detailed fees and requirements, bid instructions and Terms & Conditions can be downloaded from the Institute website and should reach the undersigned on or before **1:00 PM on 13.03.2019**.

INSTRUCTIONS TO BIDDERS:

1. For submitting Technical and Financial bid, two separate sealed covers should be used with superscription clearly on the top of the Envelope. If two separate sealed covers are not used, the tender shall be cancelled as not conforming to the technical requirement. Both the sealed covers should be placed in the main sealed Envelope distinctly superscribed with the address of the Agency submitting the quotation and the Officer to whom the quotation is addressed to. Further, on the sealed cover, the following are to be written:

QUOTATION FOR PROVIDING OUTSOURCED MANPOWER SERVICE AT NIT MEGHALAYA

REF. No.: NITMGH/ES/NIQ/Manpower/Vol.II/2018-19/3403

Date 19.02.2019

LAST DATE OF SUBMISSION: 1:00 PM on 13.03.2019. Technical bids will be opened on the same day at 3:00 p.m.

Only those bids with all desired documents attached to the satisfaction of the Committee will be opened for financial bids. After evaluation of Technical bids, the date for opening financial bids will be notified and qualified bidders will be informed accordingly.

2. No quotation will be accepted by fax, e-mail, telex, or any other such means.
3. **The estimated cost of the tender is `1,68,00,000.00 (Rupees One Crore and Sixty Eight Lakh) approximately per annum.**
4. **Earnest Money:** Refundable earnest money deposit (EMD) of ₹3,50,000/- (Rupees Three Lakh and Fifty Thousand) only through Demand Draft/Banker's Cheque only in favour of Director, National Institute of Technology Meghalaya, payable at Shillong, must accompany the Quotation. EMD of unsuccessful bidders shall be returned after finalization of the contract without any interest. EMD of the successful bidder(s) will be released after submission of Security Deposit. Quotations not accompanied by EMD as prescribed above will be summarily rejected.
5. **Security Deposit:** Selected Bidder will have to submit a Security Deposit amounting to INR 17,00,000/- (Rupees Seventeen Lakh) only in the form of Deposit at Call/ Fixed Deposit / Bank Guarantee (in format enclosed at **Annexure-2**) pledged to NIT Meghalaya, Laitumkrah, Shillong and shall be valid till 60 (sixty) days after the contract period. The EMD of the successful bidder will be released after the Institute has received the Security Deposit.
6. **Documents to be attached:** All documents listed in **Annexure-1**.
7. The approximate number of personnel required presently in different categories of duty and minimum prescribed qualifications are shown in **Annexure -3**. The requirement is an approximation and is liable to change as per requirement from time to time.
8. Bidders are instructed to quote their rates on a "*per person per month*" basis in Indian Rupees only as given in the Format for Financial Bid at **Annexure-4**.
9. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail. Usage of "White ink" to erase and then rewrite the rates will not be accepted. Bidders are advised to strike out wrong entries and rewrite clearly beside them. In such cases, the bidder shall have to sign and place their official seal for every corrected entry.
10. **Quotations for Service Charge shall be quoted only in PERCENTAGE basis only. Quotation received in any other format will be summarily rejected.**
11. Photocopies of all documents submitted should be self-attested with seal of the bidder.
12. Bidder must unconditionally accept all terms and conditions stipulated in the tender document and all pages of the bid including all enclosures should be numbered and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers received without signature and seal on all pages of the tender document will be rejected.
13. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the bidding Agencies/ service providers. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Conditions mentioned in the tender bids submitted by vendors will not be binding on NIT Meghalaya.
14. **TDS:** Taxes as applicable on date will be deducted from the bills, unless documents are submitted along with the tender.
15. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.

16. **Enquiry during the course of evaluation not allowed:** No enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Institute Authorities may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-operation.
17. **Bid not transferable:** The bid documents are not transferable and the seal and signature of the individual/ authorized official of the firm must appear on all the pages and envelopes submitted.
18. At any time prior to the date of submission of bid, NIT Meghalaya may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment / corrigendum. Any such amendment / corrigendum will be duly notified only **through the Institute's website**. Prospective bidders are advised to check the Institute's website every now and then for any amendment / corrigendum. In order to provide reasonable time to take the amendment into account in preparing the bid, NIT Meghalaya may extend the date and time for submission of bids.
19. The acceptance of the quotation will rest solely with the Director, NIT Meghalaya, who, in the interest of the Institute, is not bound to accept the lowest quotation and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons.

SELECTION CRITERIA:

1. **Technical Bid:** Technical bid will be opened as per schedule in the office of the NIT, Meghalaya, Laitumkhrah, Shillong in the presence of tender opening committee (Bid openers). The bidders or their authorized representatives may also be present during the opening of the Technical Bid, if they desire so, at their own expenses. The documents submitted in the technical bid will be evaluated by the Committee. The bidders fulfilling the eligibility criteria mentioned in the tender will be considered to award of marks as per Technical evaluation matrix **Annexure-5**. The bidders do not meet the eligibility criteria will not be considered for further evaluation.
2. **Financial bid:** The bidders scoring more than 35 marks out of total 50 marks in the Technical Evaluation Matrix will be considered for opening of financial offers. The date of opening of financial offers will be decided by the Institute and will be communicated to eligible bidders only. In case the number of bidders remains less than three, the Committee reserve the right to may relax the minimum qualifying score of 35. The bidder who shall be offering the lowest percentage of service charges will be declared as lowest bidder.

TERMS & CONDITIONS

1. The period of contract shall initially be for a period of one year from the date of award of contract issued by NIT Meghalaya and may be renewed annually on the basis of satisfactory performance for a maximum period of three years under the same terms and conditions or with such amendments as may be mutually agreed to, and also subject to the necessary approval of the Competent Authority of NIT Meghalaya.
2. The Agency shall provide the required number of personnel within a period of 15(Fifteen) days from the date of written order issued by NIT Meghalaya.
3. The Agency has to submit a voluntary statement by way of affidavit stating that they have not been blacklisted in the past by any Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings and no case is pending against any contract and also to state that there is no vigilance/CBI case pending against the Firm/Agency. The affidavit is to be duly executed before the Notary Public or Magistrate First Class on a non-judicial stamp paper of INR 10/- (Rupees Ten) only. The bidder should have to submit that affidavit in original along with the Technical Bid.
4. The outsourced personnel offered by the Agency should be covered under Employee State Insurance (ESI) and Employees Provident Fund (EPF).

5. All the payments to be made for the services provided by the Agency shall be made directly to the Agency who will raise the bills accordingly on monthly basis. No payments shall be made directly to the personnel so deputed by the Agency.
6. The rates to be paid to the Agency should not be less than rates prescribed in the Minimum Wages Act and other rules and regulations as applicable and notified from time to time in the official gazette/ Ministry of Labour & Employment, Govt. of India, for the State of Meghalaya. In case of revision of minimum wages by the competent authority or increase in DA etc., as also of the employer's contributions towards EPF and ESI, the pro-rata increase in the rates will be acceptable to the Institute authority. A copy of the latest Notification/Circular based on which the wages have been proposed has to be enclosed with the Technical Bid.
7. It shall be the responsibility of the Agency to ensure that the outsourced personnel deployed, at no point of time will be paid less than the minimum rates of wages as prescribed and revised from time to time. The agency shall pay the exact monthly salary / remuneration, to the contractual employees deployed by the agency after deduction of the statutory amount like EPF, ESI etc. from the amount received from NIT Meghalaya. Therefore the agency shall quote the service charges keeping the above in mind.
8. NIT Meghalaya will maintain an attendance register in respect of the staff deployed by the Agency on the basis of which wages/remuneration will be decided in respect of the outsourced staff at the approved rates.
9. Bill shall be raised by the Agency in accordance with the rates quoted on or before the 5th day of every month and non-payment of wages by and any malpractice if noticed, will invite a penalty which may lead to termination of contract and blacklisting of the firm or any other decision deemed fit by the Competent Authority. The Agency will also be liable to pay the disputed outstanding amount. The NIT Meghalaya shall not be directly responsible for the payment of wages to the employees. It will be the responsibility of the Agency to make regular payment to the workers engaged by him as per the minimum wages notified by the Government and applicable to the Meghalaya. In case the 5th day of a month falls on a holiday, then the bill shall be submitted on the next working day. Necessary receipts of depositing ESI and EPF should be attached along with the bills when raised. In case, the previous month's ESI and EPF challans do not accompany the bill as a documentary proof, the Institute shall withhold salary for the month till such proof is produced.
10. The salary/ wages of deployed manpower for each month must be paid to the employees on or before **the 7th day of the following month by the agency. Penalty of `5,000/- per day shall be imposed, if wages are not paid before the 7th day of each month.**
11. In case of continuous failure (i.e. more than three times) to make payment of wages to the workers within the prescribed period or making a short payment or non-compliance of statutory dues by Agency, the security deposit amount deposited with NIT Meghalaya shall be forfeited and the firm shall also be blacklisted, subjected to approval by the Competent Authority.
12. The Agency has to produce monthly bill in prescribed format only (**Annexure V**). The bill should be submitted on or before 5th of following month so that payment can be released at the earliest. Agency has to ensure that all requisite documents/receipt/certificate are enclosed with the original invoice (in triplicate) as prescribed by the Institute. The Agency must ensure that the wages of their deployed staff are released within the 7th day of the following month, irrespective of receipt of payment from NIT Meghalaya.
13. Service / Administrative charges quoted by the agency would be valid for a period of two years from the date of award of the contract and the request for increase in rates during the currency of the contract shall not be entertained under any circumstances.
14. All persons deployed shall not be below the age of 18 (eighteen) years.

15. All services shall be performed by persons qualified and skilled in performing such services as per the qualifications and eligibility criteria indicated for each category at Annexure-3. The approximate number of personnel to be deployed in each category is given at Annexure-3. However, it may vary, subject to requirement. In case of need, the agency shall provide the contractual employees with higher or specialised qualification and experience on the basis of monthly consolidated salary / remuneration.
16. The persons supplied by the Agency should not have any police records/criminal cases pending against them. The Agency should make adequate enquires about the character and antecedents of the person whom they are recommending. The Agency should also ensure that the personnel deployed are medically fit and certificate of their medical fitness is to be provided whenever called for.
17. Based on the requirement of each job, the candidates recommended by the Agency for engagement/deployment will be decided by NIT Meghalaya and decision of the NIT Meghalaya will be final in this regard. In case NIT Meghalaya in its discretion finds any deployed person as not desirable and not suitable for whatever reasons, it will be at the sole discretion of the NIT Meghalaya and upon so being notified by NIT Meghalaya, the agency/service provider shall be liable to withdraw such person(s) forthwith and substitute by a person(s) acceptable to NIT Meghalaya.
18. In case of any deficiency in services by outsourced staff so deployed or provision of lesser number of manpower than the minimum required or in the case of disobedience by the staff so deployed on duty, the Competent Authority of NIT Meghalaya shall be at liberty to impose penalty as may be deemed fit up to `10,000/- (Rupees ten thousand only) for each such occasion after giving him an opportunity of being heard in person. The decision of the Director, NIT Meghalaya shall be final and binding on the contractor.
19. The outsourced employees engaged at NIT Meghalaya by the Agency shall be the employees of the Agency and it shall be Agency's duty to pay salary and other dues as applicable every month. There is no master & servant relationship and further that the said person of the service provider shall not have any claim for absorption in NIT Meghalaya.
20. The Agency's personnel shall not claim any benefit/ compensation/absorption/regularization of services in NIT Meghalaya. Further, the deployed personnel shall not automatically qualify for absorption in the event of the post for which he/she is serving is declared a sanctioned post.
21. The Agency's personnel shall not divulge or disclose to any person, any details of office, operational processes, technical know-how, security arrangements and administrative/organizational matters as most are of confidential/ secret in nature.
22. The Agency's personnel should be polite, cordial, positive and efficient while handling the assigned work so that their actions promote goodwill and enhance the image of the office.
23. The Agency shall ensure proper conduct of his personnel in the office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
24. The personnel of the Agency shall not join any labour union or resort to strikes or demonstrations or any other agitation of this nature. The personnel shall neither directly or indirectly join nor assist any commotion of civil nature and they will render their sincere services during any kind of natural calamities to their best extent. The personnel must not in any way act against interest of NIT Meghalaya.
25. In case the outsourced personnel deployed by the Agency commit/commits any act of omission or commission constituting misconduct or indiscipline, the agency/service provider will take appropriate action against the personnel.
26. In the event of any malpractice on the part of the Agency or his employees, vis-a- vis any Institute staff or otherwise, the contract shall be liable to be terminated.
27. The Agency has to provide photo identity cards to the persons employed by it for carrying out the works.

28. The transportation, food, medical and other statutory requirements in respect of each personnel of the Agency shall be the sole responsibility of the Agency.
29. The personnel shall observe such timings as are prescribed by NIT Meghalaya from time to time. In the absence of any specific times having been provided for by NIT Meghalaya normal office timings shall be followed. In case on certain occasion the office needs to be operated over time, no overtime shall be payable. Cleaning personnel may have a different work schedule, but the daily working hours will not exceed the daily stipulated man-hours. The personnel will be required to follow holidays of NIT Meghalaya.
30. The Acquittance Roll/ Salary Register of the deployed personnel shall be furnished for inspection whenever called upon by NIT Meghalaya authorities.
31. No wage/remuneration will be paid to any staff for the days of absence from duty.
32. The Agency shall provide suitable replacement of any person leaving the job at the earliest at no extra cost.
33. There will be penalty upon personnel of the Agency for availing any unauthorized leave (i.e. leave without proper advance information) which will be equivalent to 1 (one) day salary of the concerned personnel of the agency/service provider.
34. The Institute shall not be responsible financially or otherwise for any injury or death to the outsourced personnel in the course of their performing their duties. In case, compensation is awarded by a Court of Law, payment of the same shall be the sole responsibility of the agency/service provider.
35. NIT Meghalaya will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the agency/service provider.
36. That the Agency on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff. If NIT Meghalaya suffer any loss or damage on account of negligence, default or theft on the part of the employees/agents of the Agency, then the Agency shall be liable to compensate for the same. The agency/service provider shall keep NIT Meghalaya fully indemnified against any such loss or damage.
37. The Agency shall not be permitted to transfer, sublet or assign their rights and obligations in part or full under this contract to any other person or organization.
38. **Termination for default:** Default is said to have occurred
 - a. If the Agency fails to perform any or all of the services specified in the contract.
 - b. Under the above circumstances NIT Meghalaya may terminate the contract in whole or in part and forfeit the Security Deposit. In addition to above, NIT may at its discretion also take the following actions: NIT Meghalaya may make alternate arrangements with another qualified Agency in such manner as it deems appropriate and the defaulting Agency shall be liable to compensate NIT Meghalaya for any extra expenditure involved towards services obtained.
39. The Director, NIT Meghalaya has the absolute right to terminate the contract at any time before the due date of expiry specified in Clause 1 hereinabove, without assigning any reason, by giving one month's notice in advance to the Agency in writing. The Director, NIT Meghalaya shall also have the right to extend the contract in writing on the same terms and conditions with some addition/deletion for a further period of one year or for a shorter period until such time as a new Agency takes over in the event of the Institute resorting to the process of appointing a fresh Agency, subject to the maximum of three years in total.
40. The Competent Authority has the right to impose a penalty upon the agency for Non Performance of the Contract and violations of the Contract. The extent and amount of penalty will be decided by the Director NIT Meghalaya which will be binding upon the bidder

41. In the event of Agency desiring an earlier termination of the contract, they shall have to give three months advance notice to the Institute Authority.
42. The Agency, if in any manner defaults in the performance or in making good any losses, damages or expenses or any part thereof, then it shall be lawful for the Institute to forfeit or dispose off said security deposit in and towards the liquidation of liability of the agency/service provider in respect of such default. Further, in case Institute is put to any monetary loss or liability as a result of any act of omission or commission of the Agency or personnel deployed by him, the Institute shall have the right to get itself reimbursed to the extent of the liability or loss out of the bills and/or the security deposit.
43. The Agency is bound by the details and documents as furnished by them to the Institute while submitting the tender or at any other time. In case any of the details of such documents furnished by them, is found to be false at any stage this would be deemed to be a breach of the terms of contract making them liable for action deemed fit by the Director, NIT Meghalaya.
44. That on the expiry of the agreement, unless extended formally, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency/service provider, it shall be the entire responsibility of the agency/service provider to pay and settle the same.
45. The service provider shall be contactable at all times and messages sent by phone /e-mail/ fax/special messenger from this office shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Department in fulfilment of the contract from time to time.

46. **Force Majeure:**

If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned, that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:

- a. Any law, statute or ordinance, order action or regulations of the Government of India,
- b. Any kind of natural disaster, and
- c. Strikes, acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

47. **Applicable Law:**

- a. The contract shall be interpreted and governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Shillong only.
- b. Any dispute arising out of this contract shall be referred to the Director NIT Meghalaya, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

Sd/-
Registrar

Enclosures:

- i. ANNEXURE -1: DOCUMENTS TO BE ATTACHED WITH THE TECHNICAL BID
- ii. ANNEXURE -2: PERFORMANCE BANK GUARANTEE
- iii. ANNEXURE -3: APPROXIMATE NUMBER OF MANPOWER REQUIRED
- iv. ANNEXURE -4: FORMAT OF FINANCIAL BID
- v. ANNEXURE -5: TECHNICAL EVALUATION MATRIX FOR BIDDER
- vi. ANNEXURE -6: FORMAT OF INVOICE
- vii. ANNEXURE -7 :BIDDER'S GENERAL INFORMATION
- viii. ANNEXURE – 8: JOB RESPONSIBILITIES OF MANPOWER REQUIRED

ANNEXURE-1

Documents to be attached with the Technical Bid (first envelope)

1. Proof of ownership/partnership etc.
2. Proof of address, telephone and fax numbers.
3. Copy of valid labour license.
4. Copy of Income Tax account (PAN).
5. Copy of GST Registration Certificate
6. Copy of Provident Fund Registration.
7. Copy of ESI Registration.
8. Copy of valid Trading License issued by the KHADC, Shillong (if applicable).
9. Copy of Professional Tax Registration Number.
10. Copy of Income Tax Return and Audited Balance Sheet of the last 3 (three) Financial Year.
11. An undertaking by the Agency for acceptance & compliance of all terms & conditions mentioned in this tender.
12. Documentary evidence in support of providing satisfactory service from all existing clients of 03 (three) years.
13. Annual turnover certificates of **last three financial years** duly certified by a Chartered Accountant.
14. Copies of **at least 3 (three)** work order / agreement / certificates from the Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings where they have deployed security personnel with details of Organization and number of security personnel deployed.
15. Affidavit stating that the agency/service provider has not been blacklisted in the past by any Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings and no case is pending against any contract and also to state that there is no vigilance/CBI case pending against the Firm/Agency. The affidavit is to be duly executed before the Notary Public or Magistrate First Class on a non-judicial stamp paper of INR 10/- (Rupees Ten) only.
16. Earnest money deposit (EMD) of ₹3,50,000/- (Rupees Three Lakh and Fifty Thousand) only through Demand Draft/Banker's Cheque in favour of Director, National Institute of Technology Meghalaya, payable at Shillong.
17. Copy of the latest Notification/Circular based on which the wages have been proposed.

ANNEXURE-2

PERFORMANCE BANK GUARANTEE

To:

The Director,
National Institute of Technology Meghalaya
Bijni Complex, Laitumkhrah, Shillong-793003
Meghalaya

WHEREAS (Name of Agency / Service Provider)
herein after called "the Service Provider " has undertaken, in pursuance of Contract No.....
dated,..... 20... to provide (Description of Services)
hereinafter called "the order".

AND WHEREAS it has been stipulated by you in the said order that the Service Provider shall furnish
you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance
with the Service Provider's performance obligations in accordance with the order.

AND WHEREAS we have agreed to give the Service Provider a Guarantee:
THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the
Service Provider, up to a total of (Amount of the
Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring
the Supplier to be in default under the order and without cavil or argument, any sum or sums within the
limit of (Amount of Guarantee) as aforesaid, without your needing to prove or to
show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of.....20.....

Signature and Seal of Guarantors

.....

Date.....20.....

Address:.....

.....
.....

All correspondence with reference to this guarantee shall be made at the following address:

The Director,
National Institute of Technology Meghalaya
Bijni Complex, Laitumkhrah, Shillong-793003
Meghalaya

ANNEXURE-3

Approximate number of manpower required

Sl. No.	Designation	Qualification	Category	Approximate No. of personnel required presently
1	Technician Grade-I	<ul style="list-style-type: none"> 3 years Diploma in relevant field with minimum 2 yrs experience or Minimum 2 years' experience in the respective category B. Tech in relevant field 	Highly Skilled	8
2.	Office Assistant/Lab Assistant/ Hostel Caretaker	<ul style="list-style-type: none"> Graduation or above Minimum 2 years' experience in the respective category Proficiency in use of Office Automation Software 	Clerical	18 for Office Asst./Lab. Asst. 01
3.	Office Attendant	Minimum 10 th pass Minimum 2 years' experience in the respective category		1
4.	Carpenter	<ul style="list-style-type: none"> Minimum 10th pass with ITI Certificate of relevant trade from recognised Institution Minimum 2 years' experience in the respective category License of the requisite trade 	Skilled	1
5.	Driver (LMV/ Medium Vehicle & Heavy Vehicle)	<ul style="list-style-type: none"> Minimum 10th pass Minimum 2 years' experience in the respective category Valid Driving Licence 		3
6.	Cook/ Gardener	<ul style="list-style-type: none"> Minimum 10th pass Minimum 2 years' experience in the respective category 		2
7.	Peon	<ul style="list-style-type: none"> Minimum 8th pass 		Unskilled
8	Cleaner	<ul style="list-style-type: none"> Minimum 8th pass 	25	
			TOTAL =	74 (Seventy Four)

The number may vary depending upon the requirement by the Institute from time to time

ANNEXURE-4

Format of Financial Bid

(to be submitted in the Agency's letterhead)

Sl. No.	Particulars of Manpower	Salary per person per month	EPF	ESI	Bidder/ service charge in percentage on basic amount	Agency charge in percentage on basic amount	Total Salary per person per month
1	Highly Skilled						
2	Skilled						
3	Semi-skilled						
4	Unskilled						

Date:

(Signature of the Authorised signatory)
(Seal of the Agency)

***Note:**

1. The wage rates may change in future as per Government Order, since Minimum wages are subjected to increase. Rate quoted per person per month should be inclusive of all statutory requirements as per the Minimum Wages Act, 1948 and in accordance with statutory provisions and requirements laid down by all Labour Acts applicable or any other statutory requirement in force at the applicable time.
2. The outsourced personnel requirement is an approximation and is liable to change from time to time.

ANNEXURE-5

TECHNICAL EVALUATION MATRIX FOR BIDDER

Name of the bidder:

(Sr. No. I to III, to be filled in by the Agency/Contractor)

Evaluation Matrix:

Total Marks: 50

Sl. No.	Description	Documentary Proof attached at Page No.	Documentary Proof attached at Page No.
1	Certification and Credentials (Max. Marks – 10)		
a.	(i) Government Organisation, Autonomous Institutes, PSUs, CFTIs, etc, (10 Marks) (ii) Non- Government Organisation, Private Ltd./Ltd.Company/Corporation (5 Marks) (iii) Proprietary firm (3 Marks)		
b.	Assessment of average turnover for the preceding three financial years on the basis of audited balance sheets and certificates of ITR (Max. Marks - 10)		
	(i) Turnover of >= `50lacs<`1Crore (3Marks) (ii) Turnover of >= `1 Crore<`5 Crores (5Marks) (iii) Turnover of >= `5 Crores<`10 Crores(7Marks) (iv) Turnover of >= `10 Crores and above (10Marks)		
c.	Does agency comply with the statutory requirements such as valid registration with EPF/ESI/PAN/TAN & GST, etc. (Max. Marks –10)		
	(i) EPF Registration (2 Marks) (ii) ESI Registration (2 Marks) (iii) PAN Registration (2 Marks) (iv) GST Registration (2 Marks) (v) Trading License (2 Marks)		
2	Worker strength and Experience in large volume, multistate relevant assignments (Max. Marks - 10)		
	Total workers continuously on rolls for last six months, will be verified (i) 50 workers = (2 Marks) (ii) 50 – 100 workers = (5Marks) (iii) 100 – 200 workers = (7Marks) (iv) >200 workers = (10Marks)		
3	Working Experience (Max. Marks - 10)		
	Whether implemented at least 3 contracts of deployment for Ministerial Staff, Technical Staff, Lab Staff & Labourers etc. To IITs/NITs/ISCs/ISSER/IIM/IITs during the last three years. (Max. Marks – 10)		
	(i) Implemented 3 contracts during last three years (5Marks) (ii) Implemented 4–7 contracts during last three years (7Marks) (iii) Implemented 8 or more contracts during last three years (10)		

Marks)		
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ANNEXURE-6

FORMAT OF INVOICE

(The agency is bound to produce monthly bill in the format prescribed hereunder failing which the Institute will not settle the bill.)

Sl. No.	Particulars	Actual Payments
1	Basic Amount (x)	
2	Service Charge on basic amount (x*% of service charge)	
3	EPF (x*% of EPF including administrative charges)	
4	ESI (x*% of ESI)	
5	TOTAL (1+2+3+4) = y	
6	GST (y*% of GST)	
7	GRAND TOTAL (5+6)	

(All the figures in total must be rounded to the nearest rupees. All the figures must be rounded of in two digits after points as per the standard rounding of rules i.e. less than five should be omitted and five & above should be rounded to the next figure.)

Date and Signature of Agency with Seal

NB:** Quotations for Service Charge shall be quoted only in PERCENTAGE basis. Quotation received in any other format will be summarily rejected.

ANNEXURE-7
BIDDER'S GENERAL INFORMATION

Bidder should indicate following information along with the self-attested photocopies of supporting documents:

1	Name of Firm/Agency/Contractor	
2	Number of Years in Operation	
3	Registered address	
4	Operational Address if different from above	
5	Telephone No. (Landline)	
6	Tele fax No.	
7	Mobile No.	
8	Official Email Address	
9	Name & Address of Branch, if any	
10	Type of Organization (whether Private limited/Partnership/Sole Proprietorship) as per attached proof.	
11	Name of Proprietor/ Partners/Designated Partners/Directors of the Organization/Firm	
12	ISO Certification, if any { If yes, please furnish details }	

ANNEXURE: 8

Job Responsibilities of Manpower required

1. Technician Grade –I:

- a. Managing equipment, machinery etc.
- b. Recording information as needed.
- c. Updating paperwork, maintaining documents and word processing.
- d. Good attention to detail.
- e. Ability to work alone and as part of a team and excellent communication skills.
- f. Any other works assign.

2. Office Assistant/Lab Assistant/ Hostel Caretaker:

- a. Handling incoming calls and other communications.
- b. Managing filing system.
- c. Recording information as needed.
- d. Greeting clients and visitors as needed.
- e. Updating paperwork, maintaining documents and word processing.
- f. Helping organize and maintain office common areas.
- g. Performing general office clerk duties / laboratory works and errands.
- h. Coordinating events as necessary.
- i. Maintaining supply inventory.
- j. Maintaining office equipment as needed.
- k. Aiding with client reception as needed.
- l. Creating, maintaining, and entering information into databases.
- m. Good attention to detail,
- n. Ability to work alone and as part of a team and excellent communication skills.
- o. Any other works assign.

3. Office Attendant:

- a. Keeping files in orderly and organized way
- b. Passing on official documents between various departments
- c. Making sure officers staff has all the basic needs at their desks
- d. Making entries of the incoming documents/letter for other official centres and more.
- e. To serve Water, Tea/Coffee to the employees and visitors of NIT Meghalaya, as and when required
- f. Any other works assign.

4. Carpenter:

- a. Install structures and fixtures, such as windows and moulding
- b. Measure, cut, or shape wood, plastic, and other materials
- c. Construct building frameworks, including walls, floors, and doorframes
- d. Help erect, level, and install building framework with the aid of rigging hardware and cranes
- e. Inspect and replace damaged framework or other structures and fixtures
- f. Instruct and direct labourers and other construction helpers.
- g. Any other works assign.

5. Driver (LMV/ Medium Vehicle & Heavy Vehicle):

- a. Provide transportation for Head of Office, other employees and VIP visitors.
- b. Facilitate airport pickups for VIP visitors and transportation during official visits.
- c. Schedule annual vehicle examination for service vehicles with the Transportation Department and apply for the renewal for the vehicle license
- d. Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition
- e. Ensure sound running of the vehicles assigned and arrange minor repairs where necessary
- f. Check oil and tyres properly and keep the service vehicles in clean condition, both inside and outside.
- g. Keep track of timely car insurance renewals.
- h. Update monthly mileage records.
- i. Maintain log book of each service vehicle on daily basis.
- j. Any other works assign.

6. Cook:

- a. Cleans food preparation areas as required.
- b. Prepares foods to the specifications of the client.
- c. Prepares food before the arrival of guests.
- d. Makes adjustments to food items to accommodate guests with allergies or specific diet concerns.
- e. Manages other employees in the kitchen.
- f. Acts as liaison to front-of-house employees to ensure proper food service temperature.
- g. Seasons food according to recipes needs.
- h. Orders ingredients and spices as needed.
- i. Operates various kitchen appliances such as a blender, oven, grill, or stand mixer.
- j. Portions, arranges, and garnishes food based on client preference.
- k. Devises new recipes
- l. Estimates expected food consumption and organises preparation
- m. Keeps records and accounts of food purchases
- n. Orders new menu items for specials or cheap deals
- o. Any other works assign.

7. Gardener:

- a. Soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, seed sowing, bed preparation and planting.
- b. The use and maintenance of hand tools and basic light machinery.
- c. To be aware of Health and Safety requirements noting that all duties must be carried out to comply with current Health & Safety at Work legislation.
- d. To ensure all equipment, machinery are stored securely and clean after use.
- e. Plant and transplant flowers, shrubs, trees and lawns.
- f. Maintain gardens by naturally fertilising, trimming and making sure that plants are receiving adequate water.
- g. Prune trees and hedges in ways that help the plants' health, are safe and look good.
- h. Maintain lawn and grass areas using machinery, natural fertilisers but no chemicals.
- i. To keep the gardens, thoroughfares and footpaths clear and free from litter at all times.
- j. Planting (purchasing, organising etc.)
- k. Pruning and cutting hedges.
- l. Keep the tool shed / store room clean and tidy.
- m. Good knowledge of plants must be organised and able to follow schedule.

n. Any other works assign.

8. Peon:

- a. Keeping files in orderly and organized way
- b. Passing on official documents between various departments
- c. Making sure officers staff has all the basic needs at their desks
- d. Making entries of the incoming documents/letter for other official centres and more.
- e. Any other works assign.

9. Cleaners:

- a. Cleaning / Dusting of furniture etc., of the entire office before 9.00 AM
- b. Removal of waste paper and any other garbage from the entire premises.
- c. Dusting of cupboards, telephone equipment first with dry cloth and then if required with detergent spray, such as Colin.
- d. Mopping of common areas.
- e. Cleaning of Planters.
- f. Air freshener spray in all cabins, toilets and corridors, at least twice in a day.
- g. Re-stock toiletries in toilets after daily check-ups in the mornings, afternoons and on call basis during day time.
- h. Cleaning / mopping of sitting area and reception area and passages on a continuous basis.
- i. Cleaning and refilling of water jugs in all Sections / Officers' Rooms.
- j. Shifting / adjustments of furniture and other items etc., within the premises.
- k. Acid cleaning and scrubbing of toilets, washbasins, sanitary fittings, glasses and toilet floors.
- l. Thorough cleanliness Services to be provided on every Saturday and any other days on specific call basis:
- m. Cleaning of window glasses, frames and grills with Colin or any other good quality detergent;
- n. Vacuum cleaning of carpeted floor, brushing of carpets and the office equipment on every Saturday, as and when required;
- o. Cleaning of panels, posters and paintings, wooden cupboards including adjustments where needed;
- p. Removal of cobwebs;
- q. Window sponging and cleaning;
- r. Cleaning of dustbins and buckets with detergent;
- s. Cleaning of name-plates;
- t. Disinfectant spray in rooms / cabins on requirement basis;
- u. Cleaning of roof-tops;
- v. Vacuuming of curtains / up holdings etc
- w. To move furniture and other items, as and when required.
- x. Any other works assign.
