



**Tender No.: NIELIT/RANCHI/TENDER/062/2016**

**National Institute of Electronics & Information Technology (NIELIT)**  
An Autonomous Scientific Society of Ministry of Electronics & Information Technology,  
Government of India

**Ranchi Centre**  
RIADA Bhawan, 2<sup>nd</sup> Floor, Main Road, Ranchi - 834001

**Website:** <http://www.nielit.gov.in/ranchi>

**Contact No.- 0651-2332554**

Tender for providing Manpower Services at  
National Institute of Electronics & Information Technology, (NIELIT)  
Ranchi Centre

**Price of bid document-NIL**

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**No. NIELIT/RANCHI/TENDER/062/2016**

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION  
TECHNOLOGY**

**Ranchi Centre**

**NOTICE INVITING TENDER TO IDENTIFY AN AGENCY FOR PROVIDING  
MANPOWER/ HOUSE-KEEPING /SECURITY SERVICES**

The National Institute of Electronics & Information Technology (NIELIT), is an Autonomous Scientific Society of Ministry of Electronics & Information Technology, Government of India. NIELIT Ranchi Centre invites tender in two bid system (Technical and Financial) from well established and duly registered firms/agencies etc. based in Ranchi for providing manpower/house-keeping/security services on contract basis to NIELIT, RIADA Bhawan, 2<sup>nd</sup> Floor, Main Road, Opposite GEL Church, Ranchi – 834001.

For details of services to be provided, terms and conditions and documents/ information to be submitted, please log on to <http://www.nielit.gov.in/ranchi>

Bidders interested in providing manpower services to NIELIT and who fulfill the basic requirements may apply for Technical and Financial bids. The tender document will be downloaded from the website <http://www.nielit.gov.in/ranchi> or <http://www.eprocure.gov.in>.

**Director-In-Charge  
NIELIT Ranchi**

## NOTICE/DETAILS OF THE TENDER

<b>Tender No.</b>	NIELIT/RANCHI/TENDER/062/2016
Nature of the Work	Manpower services.
Details of Contact Person for clarifications/queries	Shri Rabin Karmakar, Scientist <del>Bq</del> <b>NIELIT</b> RIADA Bhawan, 2 <sup>nd</sup> Floor, Main Road, Ranchi - 834001 Email: rabink@nielit.gov.in
Cost of Tender Document	Nil
Estimated cost of contract over a period of one year	Rs 12 to Rs. 15 Lakhs
Earnest Money Deposit (EMD)	Rs.25,000/-
Publishing Date	17/10/2016
Website for downloading Tender Document, Corrigendum, Addendums Etc.	<a href="http://www.nielit.gov.in/ranchi">http://www.nielit.gov.in/ranchi</a> <a href="http://www.eprocure.gov.in">http://www.eprocure.gov.in</a>
Date & time upto which the queries on the Tender Document will be received	04/11/2016, 17.00 hrs
Bid Submission Start Date & Time	17/10/2016, 16.00 hrs
Bid Submission Closing Date & Time	09/11/2016, 13.00 hrs
Technical Bid Opening Date & Time	09/11/2016, 14.30 hrs
Address where the Tenders are to be submitted	<b>Director-In-Charge</b> NIELIT Ranchi RIADA Bhawan, 2 <sup>nd</sup> Floor, Opp- GEL Church, Main Road Ranchi . 834001
Venue for Technical Bid opening	NIELIT Ranchi Centre
Date, Time and Venue of opening of Financial bids	Will be intimated later to the technically qualified bidders
Bid Validity	180 Days from the closing date of bid submission

**TENDER DOCUMENT FOR IDENTIFICATION OF AN AGENCY FOR  
PROVIDING HOUSEKEEPING, SECURITY & MANPOWER SERVICES  
AT NIELIT RANCHI**

**Last date for receiving quotations: 09/11/2016 at 13:00 Hrs.**

**Date for opening of Technical Bids 09/11/2016 at 14:30 Hrs.  
in the office of NIELIT Ranchi**

**I. BACKGROUND**

NIELIT, Ranchi is located at RIADA Bhawan, 2<sup>nd</sup> Floor, Main Road, Opposite GEL Church, Ranchi – 834001. For the operations at NIELIT Ranchi Centre, the Institute has decided to float this Tender Enquiry and invite quotations. It may be mentioned here that on present scale, the annual bill of the agency providing manpower services to NIELIT Ranchi Centre is approx . Rs.12,00,000.

NIELIT, Ranchi requires the services of reputed, well established and financially sound Professional Staffing and Manpower Sourcing Organizations to provide professional support services in the category of unskilled, semi-skilled and skilled personnel at different levels including personnel to function as Security Guards, as and when required, to cater to the administrative needs and security requirement of NIELIT on need-based basis.

The educational qualification, proficiency and experience, etc. shall be intimated by NIELIT while requesting for deployment. On receipt of the request, the selected agency will be required to sponsor sufficient number of personnel for the interview with duly constituted Committee of NIELIT. The consolidated salary and other allowances to be paid in respect of each personnel shall be decided by NIELIT based on qualifications, experience and performance in the interview while keeping in view the provisions of Minimum Wage Act.

Presently, the number of persons hired by NIELIT Ranchi through placement agency is six at different levels and may increase depending upon the need of the organization.

Sealed tenders are invited from reputed agencies under **“Two-bid” system- Technical Bid (unpriced) and Financial Bid (priced)** to provide services for House Keeping, Security and Manpower Services for office on contract basis to the National Institute of Electronics & Information Technology (NIELIT), Ranchi, RIADA Bhawan, 2<sup>nd</sup> Floor, Main Road, Opposite GEL Church, Ranchi - 834001.

Detailed information of the Tender Document can be downloaded from the NIELIT Ranchi website [nielit.gov.in/ranchi](http://nielit.gov.in/ranchi). Technical bids will be opened on 09/11/2016 at 14:30 Hrs at NIELIT, Ranchi Centre. The tenders received late/Conditional tenders/Incomplete Tenders in any respect would be rejected. NIELIT reserves the right to accept or reject any or all tenders without assigning any reason. The finalized bidder will have to enter into a legal contract/agreement with the NIELIT before rendering its services.

## II. ELIGIBILITY CRITERIA

Technical bid should contain the following:-

1. The Bidder must be a legally constituted Proprietary firm, Partnership firm, Limited Company or Corporate Body, who possess the required licenses, registrations etc., as per law valid at least for 12 months from the date of the opening of tender for providing House Keeping / Security & Manpower Services.
2. The Bidder shall have experience of providing House Keeping, Security and Manpower Services for at least 3 years ending March, 2016.
3. Financial Turnover during the last 3 years ending 31st March 2016 should be at least 40 lakhs per year.
4. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Bidder). An undertaking in this regard is to be provided.
5. The Bidder shall have the following Registrations and details of the same be provided in the Technical Bid: (i) Company Registration (ii) EPF Registration (iii). ESIC Registration (iv) Service Tax Registration (v) License issued by the Dept. of Labour, Govt. of Jharkhand.

## III. PROCEDURE

1. The tender shall be submitted in two parts, viz., technical bid and price bid.

**A. Technical Bid** - The following documents are to be furnished by the bidder along with **Technical Bid** as per the tender document:

A copy of the valid Service Tax Registration No. of the bidder from Service Tax Department of the Government of India, a copy of the valid registration number of the firm along with the CST/VAT No. allotted by the sales tax department, as well as PAN number of the firm allotted by the income tax department and Tender Acceptance Letter (Annexure-2) failing which bidder's bid may be rejected.

### **b. Financial Bid – Schedule of price bid in the form at Appendix - II**

The Financial Proposal/Commercial bid format is provided along with this tender document . Bidders are advised to quote their offer/rates in the permitted column and submit the bids. **Bidder shall not tamper/modify price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.

2. The Bids must be submitted on or before the due date, i.e., **09/11/2016** by **13:00 Hrs.** Bids, submitted after the due date & time are liable to be rejected. 'Technical Bid' of all the Bids received by the closing time will be opened on **09/11/2016** at **14:30 Hrs.**

3. The Bidder shall acquaint himself fully with NIELIT premises conditions and the working environment before quoting the rates. He is advised to do a complete survey at his own of the premises before offering rates. No compensation on account of any difficulties will be entertained at a later date after award of works.

4. The technical bid shall be opened first and only the eligible bidders selected by Tender Committee shall participate in the Financial bid which shall be communicated after finalization of Technical bids.

5. In case the Bid being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so or in the case of a company, the tender be signed in the manner laid down in the said Company's Article of the Association. The signatures on the tenders will be deemed to be the authorized signatures.

6. An Index page showing contents/annexure & page no. should be annexed first followed by relevant documents with proper page numbering & signed by the owner of the firm or his Authorized Signatory as token of acceptance of Terms & Conditions. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/ authorization may be enclosed along with tender.

7. The bidder must ensure that the conditions laid down for submissions of offers are complete and correctly filled. The rates and units shall not be overwritten and shall be in both i.e. figures and words.

8. In case two or more agencies are found to have quoted the same rates, the Tender Committee shall recommend about the Bidder to which the offer shall be granted based on the NEGOTIATIONS to become lowest rate bidder. The decision of the Director-In-Charge, NIELIT Ranchi shall be final.

9. Any changes with respect to this tender will be notified through website <http://www.nielit.gov.in/ranchi> and <http://www.eprocure.gov.in>.

10. NIELIT Ranchi reserves the right to accept or reject any or all the tenders without assigning any reason.

#### **IV. SCOPE OF WORK – FOR SERVICES**

1. Contractor's personnel shall be deployed in various Divisions/ Sections of NIELIT Ranchi.

2. Personnel of Contractor are required to be fully conversant with the desired standards of jobs on which they are to be engaged as per the requirements of the Client.

3. While providing all the Services, Contractor shall ensure that all duties are performed invariably as per the desired standards of the Client, failing which it shall invoke penalty clauses of this Bidding Document.

4. The working hours, holidays and leave for the personnel deployed by the Contractor shall be as below:

(a) Office Working Hours:

- (i) Housekeeping (Safaiwalas): 8:30 AM to 05:00 PM from Monday to Saturday
- (ii) Office Executive, Accounts Assistant, Project Assistant, Office Attendant: 09:00 AM to 05:30 PM from Monday to Saturday
- (iii) Security Guards: Round the clock duty – 08 hours duty per Security Guard.

5. **Holidays:** As applicable to NIELIT Ranchi.

6. In the event of Safaiwalas/ Office Attendants being called to duties in the exigencies of work on Sundays and other Gazetted holidays, amount of overtime will be made by NIELIT Ranchi for extra hours of duty.

7. In case of absence on any working day other than holidays and leave as stated above, the monthly wages of the deployed manpower will be reduced on pro-rata basis.

8. Approximately 1 no. of Office Executive, Accounts Assistant and Project Assistant each, 1 no. of housekeeping staff, 3 no. of Guards and 1 no of Office Attendant will be required at NIELIT Ranchi.

## **V. TERMS AND CONDITIONS**

1. The bidder must provide information about his Agency as per **Annexure-I** i.e., Technical Bid.

2. NIELIT Ranchi requires **unskilled labour i.e. Office Attendants, Sweeper & Security Guard etc.** Security Guard will be treated as unskilled labour. The services of the Security Guard are to be provided as per requirement for eight hours a day and seven days a week.

3. The number of persons required may vary from time to time and it may vary as per needs. NIELIT Ranchi reserves the right to reduce or increase the manpower, if considered necessary. In either case the contract amount payable to the Agency shall stand modified under the Contract on pro-rata basis.

4. The payment details to be provided as per the format attached as **Annexure-II** i.e., Financial Bid.

5. Basic rate (Minimum Wages) will be as per Minimum Wages Act of Jharkhand, EPF and ESIC will be as per Govt. rules, Service tax+SBC+KKC will be applicable as per Govt. rules (current Service tax + SBC + KKC is 15%). Vendor has to give only his service charges in percentage. Rest of the figures will be taken from current minimum wages, ESI, EPF and Service tax.



6. **Service Charges will be calculated on basic rate (excluding EPF, ESI etc.) and should be given in percentage only. Service Charges given in rupees will not be accepted and the bid will be rejected.**

7. **"Service Charges of the agency should be viable that can incorporate all the statutory expenditure of the bidder for his employee and should not violate any clause of the tender document."**

8. The staff employed by the agency will always keep identity cards with them for verification while working.

9. NIELIT Ranchi shall have the right to replace or stop any person without assigning any reason whatsoever and the substitute shall have to be provided by the contractor immediately, if required.

10. The staff to be provided by the Agency should be physically fit, healthy for performing manual & assigned duties and shall not be below 18 years of age.

11. The manpower will be screened by NIELIT Ranchi. All the persons to be provided should have good moral character. No criminal case be pending against any of the persons employed by the Agency. The Agency should ensure that his worker does not smoke, not indulge in drinking alcohol or intoxicants or in gambling.

12. The details of the persons deployed by the Agency with Bio-data, attested proof of Identity and the latest photographs of all the persons shall be supplied to the NIELIT Ranchi office for record.

13. Obtain necessary license, permit, consent, sanction etc., as may be required or called for from / by local or any other authority for doing such work. The Agency shall comply at its own cost with all applicable laws, rules and regulations in force from time to time whether of Central or State Govt. as applicable to him or to this contract without any liability and responsibility to NIELIT Ranchi, whatsoever it may be.

14. The administration of NIELIT Ranchi shall be at liberty to check any time the deployment of persons by the Agency and in case of default shall deduct the wages of absentee personnel from monthly payment due to the Agency and impose penalty as deemed fit by him. The penalty can be imposed for the same as per decided. The decision of the Centre-In-Charge, NIELIT Ranchi shall be final in this regard.

15. The Agency shall be liable for full fidelity of the personnel to be provided and in case any pilferage/damage/theft/shortage is caused to the property of NIELIT Ranchi due to the carelessness of the persons deployed by the Agency, the value as assessed shall be recovered from the payment due to the Agency under the contract. If some amount is still found recoverable, the Agency shall deposit the same within 15 days from service of notice by the NIELIT Ranchi.

16. The Agency shall not pay to the persons engaged by him less than the minimum wages as approved under effective Minimum Wages Act.

17. NIELIT Ranchi will not be liable to pay any amount other than settled in the contract. Any payment under provision of the ESI Act, 1948, Workman Compensation Act 1923, payment of Gratuity Act, 1948 and Employee's Provident Fund and Miscellaneous Provisions, Act 1952 or any other statutory liability shall be made by the Agency and challans/receipts may be enclosed with the monthly bill. The agency shall be solely responsible and liable for his persons under the provisions of Contract Labour (R&A) Act and the labour and services laws. A certificate to this effect will have to be submitted by the agency in separate challan in respect of manpower employed by him. The certified copy of challans may be submitted next month along with the bill.
18. NIELIT Ranchi agrees to pay the contractor @ minimum wages as fixed by the Govt. of Jharkhand from time to time under the Minimum Wages Act 1948.
19. The statutory charges will be paid to the contractor as per Labour Laws on the minimum wages as prescribed by the Govt. subject to production of supporting documents in token having discharged the liabilities (EPF & ESI) by the contractor for the previous month(s).
20. In addition, administrative charges as per the final tender in respect of both technical and financial bids will be paid by NIELIT Ranchi. Also, service tax will be payable at the prescribed rates on this amount of administrative charges. These charges will not be enhanced during the contract.
21. The Agency shall maintain daily shift-wise attendance record of the personnel deployed showing their arrival and departure time and submit to NIELIT Ranchi an attested photocopy of the attendance record with the monthly bill.
22. The Agency shall ensure that the payment of persons deployed by the Agency have been made for the billed period after getting the payment.
23. Under no circumstances Agency is entitled to claim any charges over and above the charges prescribed in the terms of this contract.
24. TDS and other taxes as applicable will be deducted from agency's bill as per Govt. instructions from time to time.
25. In case of any change of constitution of the Agency, the rights of NIELIT Ranchi should not suffer.
26. All personnel engaged under this contract by the Agency shall not be employees of NIELIT Ranchi and shall not have any liability/responsibility to absorb the persons engaged by the Agency and/or to extend any type of recommendation etc. for obtaining any job in NIELIT Ranchi or elsewhere.
27. Agency shall maintain all records/registers as required to be maintained under various labour laws and other statutory laws in force and as amended from time to time.

28. A local representative of agency shall be In-charge of the entire contract and shall be responsible for the efficient rendering of the services under the contract. While working at the premise of NIELIT Ranchi, they shall work under the directives and guidance of the NIELIT Ranchi. This will, however, not diminish in any way, the Agency's responsibility under contract to the NIELIT Ranchi.

29. The Personnel deployed by the Agency should be disciplined and will not participate in any activity prejudicial to the interest of NIELIT /Govt. of India /any State/ or any Union Territory.

30. In case any personnel of the Agency is implicated in any law suit or is injured by any person or group of persons agitating mob etc. during the course of performing his duty/their duties for NIELIT Ranchi, it shall be the sole responsibility of the agency to defend its personnel in the court of law or to extend all medical and financial help etc. without charging any cost to the NIELIT Ranchi.

31. In case NIELIT Ranchi is implicated in any law/suit on account of not fulfilling of any or all obligations under any law or due to performing the duties by any personnel of the Agency, all cost of defending such suit settlement of claims penalty etc. shall be borne by the Agency or recovered from the due amounts payable to the Agency and/or from the security deposit held by NIELIT Ranchi.

32. In the event of any accident and/or injury, in respect of which compensation may become payable under the Workman's Compensation Act-VIII of 1923 including all amendments thereof, NIELIT Ranchi shall have full powers to retain out of any sums payable/becoming payable to the Agency, any sum as may be deemed sufficient to meet such liability on receipt of award of compensation from the competent authority under the said act, and the same shall be adjusted from this amount. Any shortfall shall be recovered and any excesses shall be refunded. The opinion of the Centre-In-Charge of NIELIT Ranchi shall be final in regard to all matters arising under this clause.

33. The decision of Centre-In-Charge, NIELIT Ranchi in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.

34. An agreement shall be signed with the designated/authorized person of the successful agency.

35. The Centre-In-Charge, NIELIT Ranchi shall be the sole authority to decide and judge the quality of the service rendered by the Agency and all other matters and his decision shall be final and binding.

36. At the end of Contract Period/Termination of the Contract, the agency shall handover the charge to the new service provider (appointed by NIELIT Ranchi) without any hindrance.

37. The contract will be valid for a period of two years initially and can be further extended if agreed to by both the parties. However, extension will be given on yearly basis. Also, extension will be given on same percentage of service charges.

**VI. Termination:** The Contract may be terminated by giving one months notice, in case the agency:

- a. Assigns or sub-contracts any of this service.
- b. Violation/contravention of any of the terms and conditions mentioned herein.
- c. Does not improve the performance of the services in spite of instructions.
- d. Any violation of instruction/agreement or suppression of facts.
- e. Contractor being declared insolvent by competent court of law.

If agency willing to exit this contract, a two months notice in advance should be produced by the agency. On termination of the contract, it shall be the responsibility of the agency to remove his men within days as per order. NIELIT Ranchi shall not indemnify any loss caused to the agency by such terminations, whatsoever it may be. During the notice period for termination of the contract in the situation contemplated above, the agency shall keep on discharging his duties till the expiry of notice period.

**Penalty:** In case of pre mature termination of the contract due to any of the clauses of Termination, security amount submitted by the final bidder shall be forfeited.

**Arbitration:** In case of any dispute or differences arising on terms and conditions, the same shall be settled by reference to arbitration by the Sole Arbitrator to be appointed by Director-In-Charge, NIELIT Ranchi.

**Jurisdiction:** In case of any dispute, the jurisdiction shall be the Court at Ranchi only.

Read and accepted

**(Full Name, Signature & Stamp of the Bidder)**

## **VII PERFORMANCE SECURITY**

1. Successful bidder will have to provide Security Deposit of an amount equal to 10% of the annual cost of the tender calculated based on the cost of existing manpower hired by NIELIT from present contract plus the rates quoted and accepted by NIELIT. The security deposit can be submitted in the form of DD or FDR in favour of NIELIT Ranchi payable at Ranchi . The DD/ FDR should be valid for a period 26 months from the date of award of the contract. The Security Deposit will be forfeited in case the Empanelled Bidders fails to meet its obligations under this contract. The DD/ FDR must contain appropriate provisions for invocation of the same by NIELIT at its discretion

2. The successful bidder shall submit the performance security within 10 days of the issue of the offer made by NIELIT, failing which the tender may be cancelled.

### **VIII EMD**

Earnest Money Deposit (EMD) of Rs. 25,000/- by Demand Draft favouring NIELIT Ranchi, payable at Ranchi must be attached with the offer. While the EMD deposited by the unsuccessful bidders would be refunded after the bidding process is over and EMD deposited by the successful bidders would be refunded after receipt of Performance Security. In case any bidder withdraws after opening of Technical Bids, EMD shall be forfeited. No interest on EMD shall be paid by NIELIT.

### **IX PAYMENTS:**

1. Payments shall be released on a monthly basis against the pre-receipted bills received from the Empanelled Bidders after ascertaining that the quality of the services rendered by the Empanelled Bidders were satisfactory and all personnel deployed were present on all working days during the period covered by the bill.
2. The payment to be made to each employee shall be decided by NIELIT. Social Securities shall be paid by NIELIT, thus, the Empanelled Bidders should quote for their Service Charges in terms of percentage. Employees will be compensated for extra work on the basis of his/ her per hour wages, subject to an upper ceiling of Rs 500/- per day.
3. The Empanelled Bidders shall submit the Attendance Sheet, Payment Receipt, EPF deposit challan, ECR for EPF deposits, ESIC Deposit Challans along with ECR for ESIC deposits, of the personnel deployed along with bill for every month.
4. The Empanelled Bidders shall make payment of Salary to the employees deployed in NIELIT through account payee Cheque/ Bank Transfer by 7<sup>th</sup> of the following month. In case the payment is made in cash, the Empanelled Bidders shall make all such payments in presence of an employee nominated by NIELIT.
5. The Empanelled Bidders shall provide ESIC cards to all the deployed personnel, wherever ESIC is applicable.
6. The Empanelled Bidders shall provide EPF A/c no. to all the deployed personnel, wherever EPF is applicable.
7. The Empanelled Bidders will submit a copy of the appointment letter issued to the deployed resources along with the first bill for claiming reimbursement for the services provided to NIELIT or its clients or any other authority at NIELIT's advice.
8. No increase in the rates during the contract period shall be entertained for whatsoever reasons except that in case of increase in minimum wages by Government of Jharkhand, the manpower rates will be revised proportionately.
9. The Empanelled Bidders has to ensure and furnish a Certificate along with the monthly bill that payments to the personnel deployed at the request of NIELIT have been made in strict compliance of the provisions of the Minimum Wage Act and that necessary payments on account of statutory provisions, for e.g. ESI / EPF / Gratuity, etc., have been deposited with the concerned authorities, failing which the contract shall not only be terminated and security deposits forfeited, but also any other action, as deemed fit by NIELIT shall be taken.

10. The Empanelled Bidders shall furnish a comprehensive list of all employees deployed by it at NIELIT with the details of EPF account numbers and ESI card numbers of each employee and as and when a new personnel is deployed by the Empanelled Bidders, such details in respect of the said personnel shall be furnished within a month from the date of his/ her deployment.

Final bill shall be paid after 30 days from the completion/ termination of the contract

## **X TIMINGS & HOLIDAYS**

1. The employees of the Empanelled Bidders deployed at the premises of NIELIT shall report for duty at 9:00 AM and shall remain on duty till 5:30 PM on all working days. The employees shall be eligible for a lunch break of 1/2 an hour between from 1.00 PM and 1.30 PM. NIELIT shall, however, have the right to detain all or some of the employees of the Empanelled Bidders, beyond the above hours, on need basis.
2. The employees of the Empanelled Bidders deployed at the premises of NIELIT will be entitled for Casual Leave (CL) of 12 days per annum and Privilege Leave (PL) of 15 days in a year, subject to the condition that one CL will be due after completing one month's continuous service and 5 days of PL will be due after completing 4 months of continuous service. The employees will be eligible for accumulating PL upto 30 days while no accumulation of CL will be allowed beyond a calendar year. In case, of employees joining during mid of a month, a period of less than 20 days will be ignored while the period of 20 or more than 20 days shall be considered as a completed month for the purposes of calculation of Leave entitlement. Further, in a case an employee leaves or is retrenched/ removed from job without completing 4 months of deployment, he/ she would be eligible for encashment of balance PL at his/ her credit calculated on proportionate basis. Less than 0.5 shall be ignored while 0.5 or more shall be rounded off to next whole number.

## **XI BID VALIDITY:**

**The bids submitted should be valid for at least 90 days. However, NIELIT shall have the right to extend the validity, in which case, the bidders not willing for extension will be allowed to withdraw without forfeiture of EMD.**

## **XII BID EVALUATION CRITERIA**

1. In the first instance, the Technical Bids shall be opened by the authorized representatives of NIELIT in the presence of representatives of bidders, if available.
2. The date, time and venue for opening of the Technical Bids is given on cover page of this document;
3. The bidders may depute their representative for the Technical Bid opening event.
4. The Technical Bids will then be evaluated by NIELIT, internally on the basis of following parameters and for each parameter marks shall be awarded as mentioned against each:-

5. Once the Technical Bids are accepted, the Financial Bids of the bidders (whose Technical Bids have been accepted) shall be opened. The date, time and venue for opening of Financial Bids shall be communicated to the bidders through e-mail/ phone.
6. If any bidder so desires, it may depute its representative for Financial Bid opening event also.
7. The decision of the Director-In-Charge, NIELIT Ranchi shall be final and binding. However, the bidders are free to question the bidding conditions, bidding process and/or rejection of the Bid.

**XXXXX-----XXXXX-----XXXXXX-----XXXXXX**

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head )

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: **Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work: -**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sir,**

**1.** I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' namely:

\_\_\_\_\_  
\_\_\_\_\_

**2.** I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

**3.** The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

**4.** I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

**5.** In case any provisions of this tender are found violated , then your department / organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**



**ANNEXURE-I**

**TECHNICAL BID  
PROFORMA FOR HOUSEKEEPING (CLEANING)/ SECURITY & MANPOWER  
SERVICES AT NIELIT RANCHI**

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

1. Name of Firm/Agency: \_\_\_\_\_
2. Registered address: \_\_\_\_\_
3. Branch Address, if any: \_\_\_\_\_
4. Phone/Fax No. \_\_\_\_\_
5. Email Address: \_\_\_\_\_
6. Type of Organization: \_\_\_\_\_  
(whether sole proprietorship/partnership/society/Private Limited for Cooperative body etc. attach proof)
7. Name of Proprietor/Partners/  
Directors of the Organization/Firm. \_\_\_\_\_
8. Details of E.M.D. (enclose D.D.) : D.D. No. \_\_\_\_\_ dated \_\_\_\_\_ for  
Rs.25,000/- drawn on \_\_\_\_\_  
\_\_\_\_\_ Bank in favour  
of NIELIT Ranchi, payable at Ranchi.

Sl. No.	Documentary Proof of	Registration No. with Date & validity upto	Proof Attached ( Yes /No)
1.	Proof of incorporation/inception of the Agency		
2.	Registration for manpower supply/License to act as Housekeeping & Manpower Services Agency		
3.	EPF Registration Proof		
4.	ESI Registration Proof		
5.	PAN Number		
6.	Income Tax Return for the last 3 years		
7.	Service Tax Registration Proof		
8.	Proof of Registration with the Labour Commissioner		
9.	Satisfactory Performance certificate from at least three organizations where the contractor has supplied a group of more than 10 persons at a time for Housekeeping and Manpower Services during the last 3 years		
8.	Any other relevant information		

**DECLARATION:**

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
- c) We understand that the decision of the NIELIT to accept/ reject "the points of disagreements and proposed solution provided by us" would be final and binding.
- d) The signatory to this bid is authorized to sign such bid on behalf of the organization.

**Signature** : \_\_\_\_\_

**Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Seal of the Company** : \_\_\_\_\_

**Place** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ANNEXURE-II

### FINANCIAL BID

#### Proforma for Scheduled Rate for Housekeeping, Security & Manpower Services at NIELIT Ranchi

Sl. No.	Description	Basic Rate (Minimum Wages)	EPF	ESI	Service Charges of Agency (in percentage only)	Services tax+SBC+KKC
<b>1</b>	Housekeeping, Office Attendant, Security Guard					
1.01	Housekeeping	Will be taken from current rate of minimum wages act. EPF, ESI as per current govt. rates				As per current govt. rates
1.02	Office Attendant					
1.03	Security Guard					

- Basic rate (Minimum Wages) will be as per Minimum Wages Act of Jharkhand, EPF and ESI will be as per Govt. rules, Service tax +SBC+KKC will be applicable as per Govt. rules (current Service tax + SBC + KKC is 15%)

#### DECLARATION:

1. We understand that:
  - i) The payment to the employees will be made as per rates prescribed by Govt. Jharkhand from time to time under Minimum Wage Act and applicable statutory payments on account of Provident fund, Gratuity, ESI, Leave salary and Bonus.
  - (ii) NIELIT reserves the right to cancel this Tender in case no satisfactory bid is received. In that case, it can re-tender the requirement.
  - (iii) NIELIT can accept or reject any offer without assigning any reason whatsoever.
  - (iv) The vendor awarded the contract shall not be allowed to withdraw or transfer the contract in the name of some other company or its principal. In case, it withdraws its offer, the E.M.D. will stand forfeited.
2. It is certified that the information furnished above is correct.
3. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. A copy of the Tender Document with its each page signed, in token of acceptance of the terms and conditions, is enclosed.
4. It is confirmed that the signatory to this document is authorized to sign the contracts on behalf of the applicant organization and the commitments made herein are binding on them.

**Signature** : \_\_\_\_\_

**Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Seal of the Company** : \_\_\_\_\_

**Place** \_\_\_\_\_

**Date:** \_\_\_\_\_

