

**National Institute of Electronics and Information Technology (NIELIT), Guwahati**

[An Autonomous Scientific Society under Ministry of Electronics and Information Technology (MeitY), Govt. of India]

Tender No: 01/36/2018/Ghy/P&A/2533

Dated: 22.03.2018

**NOTICE INVITING TENDER (NIT)**

Sealed tenders are invited from Government registered firms fulfilling all terms and conditions for **providing Manpower Services** on outsourcing basis at **NIELIT Guwahati Centre** including its Extension Centres at **City Centre Khanapara, Jorhat, Silchar, Dibrugarh, Tezpur, Kokrajhar, etc.** in the State of Assam as per requirement for a period of 1 (one) year. The estimated cost of the tender is **Rs 84.00 Lakh** (Rupees eighty four Lakhs only) (approx.). Firms willing to participate in the tender may download the tender documents from websites: <http://nielit.gov.in/guwahati> or [www.eprocurement.gov.in](http://www.eprocurement.gov.in) w.e.f **23<sup>rd</sup> March, 2018 (Friday)**. Closing date for submission of tender will be **12<sup>th</sup> April, 2018 (Thursday)** at 12:00 Noon at NIELIT Guwahati. Tender will be opened on the same day at 2:00 P.M.

For further details please contact Admin Section, NIELIT Guwahati Centre located at 1<sup>st</sup> and 2<sup>nd</sup> Floor, Vittiya Bhavan, Assam Financial Corporation (AFC) Building, Md. Shah Road, Paltan Bazar, Guwahati-781 008, Ph. No.: 0361-2131568/2732269/2731940.

**Sd/-  
Director**

### **A. INVITATION OF TENDER**

National Institute of Electronics and Information Technology (NIELIT) Guwahati Centre invites bids for providing manpower services on outsourcing basis for a period of **1 (one) year**. Interested agencies fulfilling all terms and conditions may participate and submit the bids.

### **B. FEE FOR TENDER DOCUMENTS**

The fee for tender documents will be **Rs. 2,000/-** (Rupees Two Thousand Only). This fee shall be paid in the form of electronic transfer. The details of Bank are as under. This fee is non-refundable and shall be submitted along with the technical bid.

Account Holder Name:	NIELIT GUWAHATI
Bank Name:	State Bank of India
Saving Bank A/C No:	30011246687
Branch Name:	IIBM, Khanapara, Guwahati, Dist- Kamrup, 781006
IFS Code:	SBIN0010669
MICR Code:	781002037

Proof of remittance of fee will be required to be furnished alongwith Technical Bid.

### **C. ESTIMATED COST**

The total estimated cost of the tender is **Rs 84.00 Lakh (Rupees eighty four lakhs only) (approx.)**

### **D. EARNEST MONEY DEPOSIT (EMD)**

An Earnest Money Deposit (EMD) should be submitted with the Technical bid, without which the bid shall be invalid. The amount of EMD will be **Rs. 2.10 Lakh** (Rupees two lakhs ten thousand only) payable through electronic transfer, the details of Bank are as under:

Account Holder Name:	NIELIT GUWAHATI
Bank Name:	State Bank of India
Saving Bank A/C No:	30011246687
Branch Name:	IIBM, Khanapara, Guwahati, Dist- Kamrup, 781006
IFS Code:	SBIN0010669
MICR Code:	781002037

Proof of remittance of fee will be required to be furnished along with Technical Bid.

In case of unsuccessful bidder(s), the EMD will be refunded to them without any interest accrued thereon at the earliest and after the acceptance of the contract by the successful bidder.

### **PERFORMANCE SECURITY**

Successful bidder awarded the contract will be required to furnish Performance Security for an amount of 5% of the value of the contract. The Performance Security will be furnished in the form of an Account Payee Demand Draft or Fixed Deposit Receipt from a Commercial Bank or Bank Guarantee from a Commercial Bank, in favour of "Director, NIELIT Guwahati"..

The PBG shall remain valid for the period of the contract (i.e., 12 months) with additional 60 days for claim. The PBG will be forfeited in case of non-fulfillment of any of the terms & conditions of the contract and for compensating any loss suffered.

### **E. DETAILS OF MANPOWER REQUIREMENT**

The details of manpower requirements are given at **ANNEXURE-I**.

### **F. INSTRUCTIONS FOR SUBMISSION OF BID**

- a. The bidder should submit their bids in two sealed envelopes. One technical bid and the other financial bid. Then both the envelopes should be put into a bigger envelop as explained in point No. J below.
- b. The bidder should put serial number on each page and duly sign the bid / tender documents with their Official Seal / Stamp.
- c. Prices/charges are to be quoted in Indian Rupees only and it should be valid throughout the period of contract.
- d. Bid with overwriting, alternations will not be considered.
- e. No bid will be accepted by fax, e-mail, telex, or any other such mode.

### **G. ELIGIBILITY CRITERIA**

Only those bidders who fulfill the following eligibility criteria may submit their bids:-

1. The Manpower Outsourcing Agency should have **minimum 3(three) years of experience** in the field.
2. The Manpower Outsourcing Agency should have average annual financial turnover during the last 3 (three) years ending 31st March of the previous financial year of at least 30% of the estimated cost (Copies of IT Returns, Audited Balance Sheet and Annual Turnover Certificate duly certified by a Chartered Accountant to be enclosed).
3. The Manpower Outsourcing Agency should be registered with relevant Government agency and should have obtained necessary permission to carry out manpower outsourcing services in the State of Assam. Copies of all such relevant certificates should be enclosed.
4. The Manpower Outsourcing Agency should not have been blacklisted by any government organization or agency thereof or has not indulged in any malpractice. Documentary evidence in the form of an affidavit to be submitted.
5. The Manpower Outsourcing Agency should enclose a list of all the existing clients which should include some State/ Central Govt. offices or PSU's etc.
6. **The Manpower Outsourcing Agency should enclose documentary evidence in support of providing satisfactory service from all existing clients of current period.**
7. The Manpower Outsourcing Agency should not have any relation with any of the Employees and near relation of the employees of NIELIT Guwahati. A non-relation certificate in support is required to be enclosed in the technical bid.
8. The Manpower Outsourcing Agency should have their office located in Guwahati and shall enclose a copy of the list of their existing permanent employee (at all its offices) details (i.e. Name, Qualification, No. of years of service etc.) in the technical bid.

N.B: All the above mentioned documents are to be enclosed in the technical bid.

### **H. TERMS & CONDITIONS**

1. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria specified for each category.
  2. The manpower deployed by the agency/service provider should not have any police records/criminal cases pending against them. The agency/service provider should make adequate inquiries about the character and antecedents of the person whom they are recommending. The agency/service provider should also ensure that the personnel deployed are medically fit & Certificate of their medical fitness is to be provided at the time of joining and positively within one month.
  3. The agency/service provider shall withdraw/replace such employees who are not found suitable by NIELIT for any reasons immediately, if such request is made by NIELIT.
  4. The agency/service provider shall deploy manpower as required by NIELIT from time to time. The said employees engaged by the agency/service provider shall be the employees of the agency/service
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provider and it shall be responsibility of the agency/service provider to pay salary 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 NIELIT Guwahati.

5. The employees to be provided by the agency/service provider may have to work anywhere within Assam.
6. The manpower deployed by the agency shall not claim any benefit/ compensation/ absorption/ regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
7. The manpower deployed by the agency / service provider shall not divulge or disclose to any person, any details of office, operational processes, technical know-how, security arrangements and administrative/organizational matters.
8. The manpower deployed by the agency/service provider should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of NIELIT.
9. The manpower deployed by the agency/service provider shall maintain proper decorum in the office premises, and abstain from consumption of alcohol, paan / gutkha, smoking and loitering without work.
10. The agency/service provider shall be responsible for any act of indiscipline on the part of manpower deployed by it.
11. Manpower deployed shall not be below the age of 18 (eighteen) years.
12. The agency/service provider has to provide photo identity cards to the manpower employed by it for carrying out the work under Rule 76 of the Contract Labour (Regulation & Abolition) Act 1970.
13. The agency/service provider shall provide suitable uniforms consisting of Shoes, Dress, and Sweater to all Grade IV employees. Such Employees without complete uniform will be treated as absent.
14. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the sole responsibility of the agency/service provider.
15. Working hours would be normally 8.5 hours per day from 9:00 AM to 5:30 PM from Monday to Friday every week or as notified from time to time with an half hour lunch break in between. The manpower will be required to follow holidays of NIELIT Guwahati.
16. That the agency/service provider will be solely and exclusively responsible for payment of wages to the persons engaged by it in compliance of the statutory obligation under all related legislations as applicable to it from time to time including Minimum Wages Act, Employment Provident Fund, ESI Act etc. and NIELIT will not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of the obligation. The agency will be required to provide particulars of EPF, ESI of its employees engaged under it.
17. That the agency/service provider must ensure that the wages of their deployed staff are released within 7 (seven) days of the following month, irrespective of receipt of payment from NIELIT Guwahati.
18. The agency/service provider shall pay wages as decided by NIELIT Guwahati from time to time to all deployed staff depending on their performance and experience except those covered under minimum wages act. The agency/service provider shall issue salary slip to all deployed staff on monthly basis accordingly.
19. No wage/remuneration will be paid for those days of absence from duty if there is no leave balance in account of the employee.
20. The agency/service provider shall provide replacement within 7 (seven) days at no extra cost in case of a person quitting the job. In case of delay, a penalty amount equals to 1 (one) month salary of the concerned employee will be deducted from the payment of bills.
21. The personnel of the agency/service provider will be allowed to avail 12 (twelve) days of Leave per calendar year only.
22. NIELIT Guwahati 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.
23. That the agency/service provider on its part and through its own resources shall ensure that the goods, materials and equipments 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

NIELIT Guwahati 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/service provider shall be liable to compensate for the same. The agency/service provider shall keep fully indemnified against any such loss or damage.

24. NIELIT Guwahati will maintain an attendance register (Bio-metric Attendance System & Aadhaar Enabled Bio-metric Attendance System) in respect of the manpower deployed by the agency/service provider on the basis of which wages/remuneration will be decided in respect of the outsourced staff at the approved rates.
25. No part of the contract nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the agency/service provider directly or indirectly to any person, firm or whosoever.
26. Either party can terminate the agreement by giving 1 (one) month notice in advance. If the agency fails to give 1 (one) month notice in writing for termination of the agreement, then Performance Bank Guarantee (PBG) / EMD will be forfeited.
27. That on the expiry of the agreement, unless extended formally, the agency will withdraw all its manpower and clear their accounts by paying them all their legal dues.
28. In the event of any dispute arising out of any clauses of the agreement, the matter will be referred to the Competent Authority of NIELIT Guwahati, whose decision shall be binding on both the parties.
29. The manpower of the agency/service provider shall not join any labour union or resort to strikes or demonstrations or any other agitation of this nature. The manpower deployed 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 manpower deployed must not in any way act against interest of NIELIT Guwahati.
30. The Contract shall be interpreted and have effect in accordance with the law of India and any suit or other proceeding relating to this contract lies within the jurisdiction of High Court of Assam.

### **I. MANDATORY DOCUMENTS TO BE SUBMITTED**

The bidders are required to submit the following self-certified copies of documents along with the Technical bid. The documents are:-

1. Certificate of Registration of firm. Copy of registration certificate under the Company Act or Indian Partnership Act, 1932.
2. Proof of office address (telephone bill, electricity bill etc.).
3. Labour license.
4. Details of Bank Account of the firm. A cancelled cheque of the account of the firm to be enclosed.
5. PAN Card.
6. GST Registration Certificate.
7. Provident Fund Registration Certificate.
8. ESI registration Certificate.
9. Professional Tax Registration Certificate.
10. Annual Turnover Certificate of last 3 (three) financial years duly certified by the Chartered Accountants.
11. Income Tax Return and Audited Balance Sheet of the last 3 (three) financial year.
12. Non-relation certificate with the employees of NIELIT Guwahati on the letterhead of the firm.
13. Not blacklisted certificate in the form of affidavit.
14. Satisfactory completion certificate of manpower services provided to three organizations.
15. An undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender in the Firm's Letter Head.
16. List of existing permanent employees.
17. List of existing clients.
18. Proof of payment of tender fee and Earnest Money Deposit. i.e. Rs. 2,000/- and Rs. 210000/- respectively.

**N.B.: Tender without requisite tender fee and EMD will be summarily rejected.**

**J. TYPE OF BIDS TO BE SUBMITTED**

The bidders are required to submit the bid in two sealed covers (envelops) along with necessary supporting documents as listed below:-

1. The first sealed bid should be superscripted as "TECHNICAL BID FOR SUPPLY OF MANPOWER" and should include the following:-
  - i. Bid documents fee as mentioned at point No. **B.**
  - ii. Earnest Money Deposit (EMD) as mentioned at point No. **D.**
  - iii. Mandatory Documents as mentioned at point No. **I.**

The format of 'Technical Bid' to be submitted on the letterhead of the bidder is given as at **ANNEXURES-II.**

2. The second sealed bid should be superscripted with "FINANCIAL BID FOR SUPPLY OF MANPOWER" and should contain only the signed "service charges percentage sheet". The format of Financial Bid to be submitted on the letterhead of the bidder is given as at **ANNEXURES-III.**

The Technical and Financial bids should be placed in a large sealed envelope which should be superscripted with "**Tender For Providing Manpower Services On Outsourcing Basis**" and should be addressed to The Director, National Institute of Electronics and Information Technology (NIELIT), 1<sup>st</sup> and 2<sup>nd</sup> Floor, Vittiya Bhavan, Assam Financial Corporation (AFC) Building, Md. Shah Road, Paltan Bazar, Guwahati-781 008.

**K. BID OPENING AND EVALUATION**

All the bids will be opened and evaluated as per standard procedure & time, date and place as mentioned above by a committee constituted by the Competent Authority of NIELIT Guwahati in the presence of the participating bidders, if any. Only one authorized representative from each bidder will be allowed to attend the bid opening and evaluation process on submission of the authorization letter.

In case the date fixed for opening of bids is subsequently declared as holiday by the government or the office remains closed on that day for any other reason, the bids will be opened on next working day, the time and venue remaining unaltered. The committee will open and evaluate the 'Technical Bids' of the bidders.

The 'Financial Bids' of only those bidders who qualify in the 'Technical Bids' shall be opened.

**L. AWARD OF CONTRACT/SELECTION OF VENDOR**

Merely being the lowest (L1) Bidder will not qualify for award/selection of contract. Competent Authority reserves the right to disqualify any abnormal bids (very low or very high). In case of a tie in the Financial Bid the lowest bidder will be selected on the basis of the following conditions.

- a. Numbers of years of experience.
- b. Annual turnover during the last financial year.
- c. Number of manpower outsourced at present to other organization.

However, selection of bidder will be considered in accordance with prevailing Rules/Provisions as applicable in the matter, etc.

The Competent Authority of NIELIT Guwahati reserves the right to disqualify any or all the bids without assigning any reasons thereof.

**M. SIGNING OF CONTRACT**

The selected bidder(s) shall be required to enter into a contract with NIELIT Guwahati within 7 (seven) days of the award of the contract or within such extended time period as may be specified. The contract will be for a period of 12 (twelve) months. The contract may be extended for further period depending upon the requirement and performance of the agency/service provider and same will be purely on discretion of the Competent Authority of NIELIT Guwahati.

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**N. PENALTY FOR NON-PERFORMANCE OF THE CONTRACT**

There will be a levy of an appropriate penalty upon the agency/service provider for non-performance of the contract and violation of any terms & conditions of the contract. The extent and amount of penalty will be decided by the Competent Authority of NIELIT Guwahati which will be binding upon the bidder.

**O. PAYMENT TERMS**

The agency/service provider will raise invoice in triplicate in respect of a particular month in the subsequent month and it should be addressed to "The Director, National Institute of Electronics and Information Technology (NIELIT), Guwahati, 1<sup>st</sup> and 2<sup>nd</sup> Floor, Vittiya Bhavan, Assam Financial Corporation (AFC) Building, Md. Shah Road, Paltan Bazar, Guwahati-781 008.

The payment will normally be released within 10 (ten) days from the date of receipt of invoice after necessary deductions at source. On the basis of duly certified attendance sheets by NIELIT Guwahati the agency/service provider will first release salary of their deployed manpower and then raise the invoice for payment.

**P. AMENDMENTS & WITHDRAWAL OF TENDER DOCUMENTS**

The Competent Authority of NIELIT Guwahati reserves all the rights for the amendment & withdrawal of the tender documents. The amendment & withdrawal of the tender documents may be done by issuing corrigendum/addendum. Any corrigendum/addendum issued in this regard will be intimated through proper notice.

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### ANNEXURE-I

Details of Manpower requirement at NIELIT Guwahati

Sl. No.	Position	Minimum Qualification (from recognized institute/university)	Experience
1	IT Faculty (CTC – Group B City Rs. 25,000/- & Group C City 10% less than the Group B category per month)	B.E./ B.Tech (IT/ CSE/ Electronics) or MCA or M.Sc. (IT/Comp. Sc.) or DOEACC 'B' level	Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise.  <b>Desirable:</b> At least one year experience in relevant field.
2	Junior IT Faculty (CTC – Group B City Rs. 22,000/- & Group C City 10% less than the Group B category per month)	B.E./ B.Tech (IT/ CSE/ Electronics) or MCA or M.Sc. (IT/Comp. Sc.) or DOEACC 'B' level.	Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise.  <b>Desirable:</b> At least one year experience in relevant field.
3	Technical Assistant/Lab Assistant (CTC – Group B City Rs. 20,000/- & Group C City 10% less than the Group B category per month)	BCA/BSc. IT or Graduate with DOEACC 'A' level or Govt. recognized Diploma or equivalent.	Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise/Computer knowledge.  <b>Desirable:</b> 1-2 years in relevant field.
4	Faculty (Bio Informatics) (CTC – Group B City Rs 22,000/- & Group C City 10% less than the Group B category per month)	M. Sc (Biotechnology, Molecular Biology, Zoology, Botany, Life Sciences, Pharmaceutical Sciences, or allied branches) with ((DOEACC Bio-A level, or post graduate diploma in Bioinformatics from Govt recognized or BINC (DBT Certified)) / DOEACC BIO-'B' level/ M.Sc (Tech) in Bioinformatics / B. Tech / M. Tech in Bioinformatics / Biotechnology or MCA with DOEACC Bio A level	Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise.  <b>Desirable:</b> At least one year experience in relevant field.



Sl. No.	Position	Minimum Qualification (from recognized institute/university)	Experience
5	Faculty (Communicative English & Softskills / ITeS Faculty/ Tally)  (CTC – Group B City Rs. 20,000/- & Group C City 10% less than the Group B category per month)	Graduate in any discipline with relevant experience of at least one year.	Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise. (Knowledge of Financial Accounting Software Tally ERP is essential for Tally Faculty)  <b>Desirable:</b> Graduate in Commerce for Tally. For others – Master's degree in relevant stream.
6	Accountant (CTC – Group B City Rs. 25,000/- & Group C City 10% less than the Group B category per month)	B.Com with 5 years' relevant experience Or Master in Commerce /CA(Inter)/ICWA(Inter) with 2 years' relevant experience.	Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes  Knowledge of Financial Accounting Software Tally. ERP is essential.
7	Accounts Assistant (wages as per Minimum Wages Act of Ministry of Labour and Employment as applicable)	Graduate in Commerce.	1-2 years in relevant field.  Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes  Knowledge of Financial Accounting Software Tally. ERP is essential.
8	Receptionist/ Counselor (wages as per Minimum Wages Act of Ministry of Labour and Employment as applicable)	Graduate with knowledge of computer operation.	Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes.  Knowledge of computer operation and internet. Should be well versed in word and excel.  <b>Desirable:</b> 1-2 years in relevant field.
9	Office Assistant (wages as per Minimum Wages Act of Ministry of Labour and Employment as applicable)	Graduate with knowledge of computer operation.	Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise/Computer knowledge.  <b>Desirable:</b> 1-2 years in relevant field.

Sl. No.	Position	Minimum Qualification (from recognized institute/university)	Experience
10.	Office Attendant (wages as per Minimum Wages Act of Ministry of Labour and Employment as applicable)	Minimum Class-VIII Passed, Matriculation Preferred.	Experience in relevant field is desirable. Should be able to understand Local Language, knowledge of Hindi & English preferred. Should have pleasant personality and good behavior/etiquettes.
11	Cleaner / Sweeper (wages as per Minimum Wages Act of Ministry of Labour and Employment as applicable)	Should be able to read and write.	Experience in relevant field is desirable. Should be able to understand Local Language, knowledge of Hindi & English preferred. Should have pleasant personality and good behavior/etiquettes.
12	Driver (wages as per Minimum Wages Act of Ministry of Labour and Employment as applicable)	VIII Pass and should be able to read and write Hindi, English and local language.	Minimum 2 years' experience of driving light motor vehicle. Should be able to understand Local Language, knowledge of Hindi & English preferred. Should have pleasant personality and good behavior/etiquettes.
13	Stenographer (CTC – Group B City Rs 20,000/- & Group C City 10% less than the Group B category per month)	Graduate in any discipline with knowledge of typing and stenography with a speed of 30/80 word per minute.	Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise/Computer knowledge. <b>Desirable:</b> 1-2 years in relevant field.
14	Hindi Assistant (wages as per Minimum Wages Act of Ministry of Labour and Employment as applicable)	Graduate in any discipline with knowledge of Hindi and Hindi typing with a minimum speed of 25 words per minute.	Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise/Computer knowledge. <b>Desirable:</b> 1-2 years in relevant field.
15	Hindi Translator (CTC – Group B City Rs 20,000/- & Group C City 10% less than the Group B category per month)	Graduate in any discipline with knowledge of Hindi and English. Person with typing in Hindi and English with minimum speed of 25/30 words per minute will be preferred.	Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise/Computer knowledge. <b>Desirable:</b> Retired person will be preferred with 1-2 years' experience in relevant field.

Sl. No.	Position	Minimum Qualification (from recognized institute/university)	Experience
16	Library Assistant (CTC – Group B City Rs 20,000/- & Group C City 10% less than the Group B category per month)	B. Lib/Diploma in Library Science	1-2 years in relevant field.  Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise/Computer knowledge.
17	Data Entry Operator (wages as per Minimum Wages Act of Ministry of Labour and Employment as applicable)	Graduate in any discipline with knowledge of Computer operations and with a good speed of typing/key operations.	1-2 years in relevant field.  Should be well conversant in English, Hindi & Local language, should have pleasant personality and good behavior/ etiquettes & good communication skill along with good command in the field of expertise/Computer knowledge.

**ANNEXURE-II (FORMAT OF TECHNICAL BID)  
(To be submitted on letterhead of the firm)**

**To:** The Director,  
National Institute of Electronics and Information Technology (NIELIT) Guwahati  
1<sup>st</sup> and 2<sup>nd</sup> Floor, Vittiya Bhavan, Assam Financial Corporation (AFC) Building, Md. Shah Road, Paltan Bazar, Guwahati-781 008

**Sub:** Submission of technical bid for providing manpower services on outsourcing basis.

**Ref:** Your tender no. 01/36/2018/Ghy/P&A/2533 dated: 22/03/2018.

**Sir,**  
With response to your tender mentioned above, the technical bid of our firm to provide manpower service on outsourcing basis at NIELIT Guwahati and its Extension Centres is submitted herewith along with the following mandatory documents as mentioned in the tender documents.

SL NO.	DOCUMENTS NEED TO BE SUBMITTED	WHETHER SUBMITTED (Tick YES/NO)		Ref. Page No.	RELEVANT DETAILS	REMARKS
		Yes	No			
1	Tender Document fee	Yes	No		Amount: Rs. 2000/- (proof of electronic transfer to be furnished)	
2	Earnest Money Deposit (EMD)	Yes	No		Amount: Rs. 210000/- (proof of electronic transfer to be furnished)	
3	Documentary evidence in support of providing satisfactory service from all existing clients of current period	Yes	No			
4	Certificate of Registration of firm	Yes	No			
5	Proof of office address (telephone bill, electricity bill etc.)	Yes	No			
6	Labour license.	Yes	No			
7	Details of Bank Account of the firm. A cancelled cheque of the account of the firm to be enclosed.	Yes	No			
8	PAN Card	Yes	No			
9	GST Registration Certificate	Yes	No			
10	Provident Fund Registration Number.	Yes	No			

11	ESI Registration Number.	Yes	No			
12	Professional Tax Registration Number.	Yes	No			
13	Annual turnover certificate of last 3 (three) financial year duly certified by the Chartered Accountants	Yes	No			
14	Income Tax Return and Audited Balance Sheet of the last 3 (three) financial year.	Yes	No			
15	Non-relation certificate with the employees of NIELIT Guwahati on the letterhead of the firm	Yes	No			
16	Not blacklisted certificate in the form of affidavit.	Yes	No			
17	An undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender.	Yes	No			
18	List of existing permanent employees	Yes	No			
19	List of existing clients	YES	NO			

Thanking you,  
Yours faithfully,

**Name and Signature of authorized signatory**

**Date:-  
(Seal of the firm)**

**ANNEXURE-III (FORMAT OF FINANCIAL BID)**  
**(To be submitted on letterhead of the firm)****To**

The Director,  
National Institute of Electronics and Information Technology (NIELIT) Guwahati  
1<sup>st</sup> and 2<sup>nd</sup> Floor, Vittiya Bhavan, Assam Financial Corporation (AFC) Building, Md. Shah Road, Paltan  
Bazar, Guwahati-781 008

**Sub:** Submission of financial bid for providing manpower services on outsourcing basis.**Ref:** Your tender no. 01/36/2018/Ghy/P&A/2533 dated: 22/3/2018.**Sir,**

With response to your tender mentioned above, our firm will be pleased to provide the manpower service on outsourcing basis at NIELIT Guwahati and its Extension Centres. Our quote for % of Service charges is as under.

% of Service charges on CTC (in both figure and words)	Remarks
	% of service charges should be same for all categories of manpower

Thanking you,

Yours faithfully,

**Name and Signature of authorized signatory****Date:-****(Seal of the firm)**