



TENDER FOR

Outsourcing Unskilled/Housekeeping & Cleaning/Horticulture Manpower

TENDER NO : NTSC/OK/ADMN/8 (316)2019-20

NSIC –Technical Services Centre

The National Small Industries Corporation Ltd.

(A Govt. of India Enterprise)

Okhla Industrial Estate, Phase – III

Near Govindpuri Metro Station,

New Delhi –110020

Tel No. 011-26826847, 26826801

Fax:- 011-26826783

Website :<https://www.nsic.co.in>

Email :ntscok@nsic.co.in

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NOTICE INVITING TENDER

Subject: - Tender for outsourcing skilled/Housekeeping/cleaning Manpower

NSIC – Technical Services Centre, Okhla Industrial Estate, New Delhi invites sealed tender in two bid system (Technical & Commercial bid in two separate envelopes) for manpower requirement.

The details are summarized below:-

Tender number	Reference number for inviting bids through this tender is NTSC/OK/ADMN./8/(316)/2019-20
Tender Documents Download	Tender documents can be downloaded from 24 th June, 2019 From website https://www.nsic.co.in/tender/Current-Tenders.aspx
Technical Bid	The details for submission of Technical Bid is placed at Annexure – “A”
Commercial Bid	The details for submission of Commercial Bid is placed at Annexure – “B”
Cost of Tender Documents	Rs. 500/- (Rupees Five Hundred only) to be submitted along with Technical Bid
Earnest Money Deposit along with Tender	Rs. 50,000/- (Rupees Fifty thousand only) to be submitted along with Technical Bid
Exemption from the payments of EMD and Tender fee	The exemption for the payment of EMD as well as tender fee will be applicable to those units having valid registration under UdyogAadhaar/ Single Point Registration Scheme of NSIC for the Services for which this tender issued.
Last date of Submission of Tender	12 th July, 2019 up to 15.00 hours
Date of opening of Technical Bid	12 th July, 2019 up to 15.15 hours
Address for Tender inquiry, opening of Bids	Centre Head, NSIC-Technical Services Centre, Okhla Industrial Estate, Phase-III, NearGovindpuri Metro Station, New Delhi – 110020 Telephone no. 011-26826847, 26826801
Centre Head Tender Inviting Authority	

Note: In case of any further details required, the same can be collected from the office of Centre Head, NSIC-Technical Services Centre, Okhla, Phase III, New Delhi – 110020 from 27th June 2019 (except Saturday & Sunday) between 10:00 hours to 15:00 hours, up to 12th July 2019.

INSTRUCTIONS TO THE TENDERER

The Tender shall be submitted in accordance with these instructions, as under.

1. Abbreviations/ words used throughout this tender document are explained below:

Throughout this tender document, the word/ term:

- a) "NTSC" means NSIC-Technical ServicesCentre
- b) "NSIC" means The National Small Industries Corporation Ltd.
- c) "Day" means Calendarday
- d) "Workingday"means Mondayto Fridayin a week
- e) "Tender" means tender number NTSC/OK/ADMN/8(316)/2019-20
- f) If contextso requires, "Singular"means "Plural"andvice versa.
- g) "EMD" means Earnest MoneyDeposit.
- h) "Purchaser"meansNSIC Technical Services Centre, NSIC Ltd., (A Govt. of India Enterprise)
- i) "Bid"meansthe tender documentandfinancialdetailssubmittedby bidder.
- j) "Bidder" / "Tenderer" means the eligible Service Provider of Manpower
- k) "Contract" means the Service Order issued by the Purchaser and accepted by the successful bidder (Service Provider) with terms & conditions stipulated here in this tender.
- l) "Agreement"means a legal documentto be signed by the Purchaser & Service Provider for the service delivery in compliance with parameters defined under clause 2 ofTerms & Conditions of this tender.

2. Tender Documents download:-

The tender documents can be downloaded from our website <https://www.nsic.co.in/tender/Current-Tenders.aspx> w.e.f. 27th June, 2019 to 12th July, 2019 up to 14.00 hours.

3. Tender Fee & EMD

- a) Tender fee of Rs.500/- (Rupees Five Hundred Only) and Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty Thousandonly) shall be paid by DD/RTGS/NEFT/Digital means on or before 12th July, 2019 up to 15.00 hours. The detail of bank account is as under:-

Name (Favouring	NSIC Ltd.-NTSC A/c
Bank Address	Punjab National Bank, NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020
A/c No.	0602002100009880
MICR Code	110024073
IFS Code	PUNB0060200

In case of transfer of money towards EMD/Tender Fee by above means, participating unit name should be clearly reflected in narration and information must be forwarded through E-mail: ntscok@nsic.co.in along with bank detailsby mentioning in subject"**EMD towards Manpower requirement for allied services**".

- b) The offers without EMD will be rejected
- c) However, there is exemption of EMD applicable to the units bearing UdyogAadhaar number /DIC or registered with National Small Industries Corporation Ltd. (NSIC) or the concerned Ministry
- d) To avail exemption of EMD, a photo copy of valid certificate shallbe submitted with Technical Bid
- e) Any request by the bidders to consider their EMD furnished by them to NSIC – Technical Services Centre for any other contract/tender shall not be considered as EMD for this tender.
- f) No interest shall be paid for earnest money deposited by the tenderer.

- g) EMD will be refunded to the unsuccessful bidders after the service order placed on the successful bidder.
- h) In case of successful bidder, the EMD will be refunded subject to completion of documentation for the award of contract.
- i) **The EMD will be forfeited in following cases:-**
 - If the successful bidder fails to furnish the acceptance in writing within **3 calendar days** of award of service order.
 - If bidder fails to abide by the Instructions, Terms & Conditions of the award of this Tender.
 - If the bidder withdraws the bid during the period of bid validity specified in the tender.

4. Acceptance of Tender:-

Any cutting/over writing in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. The financial figures in Commercial Bid shall always be both in figures and words. In case of any discrepancy in figures and works, the amount written in words shall be considered.

5. Signed and Sealed:-

- a) Tender shall be duly filled in all respect. All pages of the Tender should be signed by the Authorized Signatory of Tenderer with Company Seal.
- b) Authorization letter of signatory/ Power of Attorney/ Board resolution from the company in favour of authorized person to deal with tender and tender proceedings shall be submitted with Technical Bid.

6. Submission of registration documents:-

The Tenderer shall submit the copy of PAN, GST No. EPF, ESIC etc. registration along with the Technical Bid of the Tender document.

7. Undertaking on Tender:-

An undertaking should be furnished and submitted along with the Technical Bid by the bidder on their company letter head as per the format enclosed at **Annexure "C"**.

8. Submission of Tender:-

- a) The Tender shall be placed in a properly sealed bigger envelope addressed to Centre Head, NSIC – Technical Services Centre, Okhla Industrial Estate, Phase-III, Near Govindpuri Metro Station, New Delhi – 110020 and the said bigger envelope shall contain two separately sealed envelopes containing Technical Bid and Commercial Bid.

The bigger envelope shall be super-scribed as “Tender for Manpower requirement for allied services with its due date. The two sealed envelopes inside the bigger envelope must be super-scribed as:-

Envelope No.-1:- The said envelope is for Technical Bid & shall be super-scribed as “Tender for Manpower requirement for allied services – **“TECHNICAL BID”**.”

AND

Envelope No.-2:- The said envelope is for Commercial Bid and shall be super-scribed as “Tender for Manpower requirement for allied services – **“COMMERCIAL BID”**.”

- b) While submitting the Tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the Tender is liable to be rejected.

9. Financial Bid Submission:

- a) The rate quoted in financial bid shall be firm and shall be exclusive include of applicable taxes.
- b) No extra payment shall be paid on account of any discrepancy in nomenclature of items. The Bidder shall seek clarifications if any before submitting the tender.

- c) No representation for the enhancement of the rates of the accepted tender or alteration of the terms and conditions will be entertained during the contract period.

10. Last date of submission of Tender:

- a) The tender should reach the office of the Centre Head, NSIC-Technical Services Centre, Okhla, Phase-3, New Delhi by 12th July 2019 up to 15.00 hours.
- b) The purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Tender Documents, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. The prospective bidders are advised to remain in touch with website for any update in respect of their tender.
- c) Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected and returned unopened to the Bidder.

11. Validity:

- a) The tender shall be valid for a period of 90 days from the date of opening of the Technical Bid of tender. Terms and financial details submitted in the bid shall be treated as firm during the said period of 60 days.
- b) In exceptional circumstances, prior to the expiry of the bid validity period, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.

12. Opening & Evaluation of Technical Bid:-

- a) Technical Bids will be opened on **12th July, 2019 at 15.15 hours** in the office of Centre Head, NSIC – Technical Services Centre, Okhla Industrial Estate, Phase-III, New Delhi – 110020.
- b) Bidder, whose Technical Bid is qualified as per terms & conditions specified in this tender documents, will be eligible to consider for opening of Commercial Bid.
- c) An authorized representative of the bidder who may attend the bid opening will sign the attendance register as a proof of having attended the opening of bid.
- d) The date of opening of commercial bid will be intimated to the qualifying bidders separately.

13. Award of Service Order:-

- a) The committee shall prepare the comparative statement (CST) based on services charges (in percent) offered in the commercial bid.
- b) NSIC Technical Services Centre shall award the Supply Order to the eligible bidder whose Commercial Bid has been accepted and determined as the lowest evaluated service charge percentage per person.
- c) If more than one bidder happens to quote the same lowest commercial, bidder having comparatively high turnover shall get priority. No representation in this regard shall be entertained for any reason.

14. Special Provision for Micro & Small enterprises:-

Micro and Small Enterprises (MSEs) participating in the tender will be given benefit as per Public Procurement Policy, 2012. Further, the MSEs owned by SC/ST entrepreneurs will also given benefits as per Public Procurement Policy, 2012. The definition of MSE owned by SC/ST is as given under:-

- a) In case of Proprietary MSE, Proprietor shall be SC/ST.
- b) In case of partnership MSE, the SC/ST one of the partners should hold at least 51% shares in the unit.

c) In case of Pvt.. Ltd. companies at least 51% share shall be held by SC/ST promoters.

15. NSIC reserves the right to accept or reject any or all of the bids received in response to the above referred invitation at any point of time, without assigning any reason.

16. Address for communication:

All the communication with respect to the tender shall be addressed to:

The Centre Head,
NSIC- Technical Services Centre,
Okhla, Phase-III,
New Delhi-110020.

17. Document to claim benefits shall be enclosed in Technical Bid.

We confirm that the Instructions to the tenderers at S.No-1 to 17 as stated above have been thoroughly read while filling up the tender form.

TERMS & CONDITIONS

1. ELIGIBILITY CRITERIA FOR BIDDERS:-

1.1 The agencies based in Delhi/NCR only will be eligible for submission of Tender. The tenderers shall be registered with all the following Govt. Departments and will submit copies of registration documents along with Technical Bid: -

- a) Registration with EPFO.
- b) Registration under Contract Labour (Regulation & Abolition) Act 1970
- c) Registration with ESI Department.
- d) Registration with GST

1.2 Prospective Bidders with minimum five years of continuous experience preceding the current calendar year of in Govt. Departments/ PSUs/ other reputed national level organization/ reputed institutions for providing manpower for allied services may submit their tender. Statement of experience which includes Names of minimum three Firms along with their contact details, Period (From ____ to ____), value of the contract & total no. of manpower deployed etc. shall be submitted along with Technical Bid.

1.3 The bidder shall have annual turnover of Rs.100/- Lakhs (Rupees One Hundred akhs only) duly supported by the IT return submitted with tax authorities and the audited annual accounts of the bidder for the last three financial year 2015-16, 2016-17 and 2017-18.

2 SCOPE OF SERVICES:-

2.1 The successful bidder shall engage and depute manpower at NSIC – Technical Services Centre, Okhla Industrial Estate, Phase-III, New Delhi – 110020.

The services will include the following:-

- a) Housekeeping/Cleaning Manpower/Supervisor
- b) Horticulture
- c) Mason etc.

Scope of the work for Unskilled Cleaning/Housekeeping Services. The services are to be provided as under:

- a) Cleaning, Dusting/mopping of all rooms of NSIC-Technical Services Centre, ceilings, furniture, fixtures, electrical items, glass window panes, electrical items etc. The cleaning would be through mechanised instruments which would be the subject property of the service provider.
- b) Scrubbing and cleaning of all corridors, Drinking Water Tanks, water Areas and galleries including wet and dry mopping of the centre.
- c) Cleaning and disinfecting of all toilets, bathroom including floor cleaning side walls, cleaning of washbasins etc.
- d) Collection of sweepings, dustbins collection and garbage from both inside and outside.
- e) Up keeping of gardens, lawns Seasonal plants to be planted in the lawns.
- f) Required material for the said purposes will be provided by NSIC-Technical Services Centre, Okhla Industrial Estate, New Delhi – 20

2.2 The selected agency shall provide the necessary personnel at the NSIC-Technical Services Centre as per labour laws prevalent in the NCT of Delhi. The agency shall employ reliable persons with good health in the age group of 21 and preferable up to 55. In case any of the personnel so provided is not found suitable by the NSIC-Technical Services Centre the NSIC-Technical Services Centre shall have the right to ask for replacement without giving any reason thereof and the agency shall have to replace such personnel immediately.

- 2.3 The contractor/agency will furnish to the NSIC-Technical Services Centre full particulars of the personnel deployed, including details like name, father's name, age photograph, permanent address, telephone number etc. and will also ensure the verification of the antecedents of such personnel from their ex-employer/police and also ensure that they should have possessed two years' experience in similar field.
- 2.4 The manpower deployed to this office by the Contracting agency will be adjudged for their suitability for this work.
- 2.5 The Service Provider will discharge all his legal obligations in respect of the Workers/supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations, provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the NSIC-Technical Services Centre from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Centre Head shall be final and binding on the contractor.
- 2.6 The personnel provided shall be under the direct control and supervision of the contractor/agency. However, they shall comply with the oral and written instructions given on day to day basis, by the officer (s) authorized by the NSIC-Technical Services Centre from time to time. They will be bound by office timing, duty, placement, locations etc., as decided by the Board.
- 2.7 The manpower deployed shall follow strict attendance and alternative arrangements are to be made by the agency whenever they go on leave under intimation to this office.
- 2.8 Deployment and changes, if any, of manpower shall be done in consultation with Administration Incharge.
- 2.9 Collection of sweeping, dustbin collections and garbage from both inside and outside premises of the building and placing them at designated places outside Campus, as per MCD guidelines. The cost of this shall be born by the Contracting Agency, itself.
- 2.10 Service provider will depute a coordinator who would be stationed in the Centre and the coordinator would be responsible for monitoring the staff deployed, taking their attendance through bio-metric system and will also be responsible for the directions as and when imparted by the NSIC-Technical Services Centre.
- 2.11 The Contractor shall keep a complaint register with his authorised representative, at the site and it shall be open to verification by the authorized officer of NSIC-Technical Services Centre for the purpose. All complaints should be immediately attended to by Agency.
- 2.12 The service provider agency shall be solely responsible for the redressal of grievances/resolution of dispute related to personnel deployed and NSIC-Technical Services Centre shall in no way be responsible for settlement of such issue whatsoever.
- 2.13 The contractor shall be responsible for all injury and accident to persons employed by him while on duty. It is desirable that all employees are covered under an insurance cover and as per various acts and laws governing the same.
- 2.14 The contractor/agency shall make payment of remuneration/wages to its personnel before 7th of every month by RTGS/ECS directly in the Bank Accounts of the deployed personnel. After making the payment, the Contractor shall raise the bill to NSIC-Technical Services centre for payment of the settled amount. They will submit to the NSIC-Technical Services Centre a copy of the bank statement showing detail of payment made in the Bank Account of the personnel alongwith vouchers duly signed by the worker for each month alongwith copy of challans for submission of EPF and ESI contribution.

- 2.15 Income Tax, if any, in respect of deployed individuals will be deducted from the payment due for the work done as per rule by the Contractor.
- 2.16 The tendering agency shall be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the NSIC-Technical Services Centre to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- 2.17 The successful tenderer shall deposit security deposit of an amount equal to 10% of the total estimated annual value of the contract with this department. The security deposit will be in the form of Bank Guarantee from any Nationalized Bank which shall only be released after three months from the date of the completion of the contract. The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the currency of the contract.
- 2.18 The contractor shall not sublet the work without prior written permission of the NSIC Technical Services Centre, Okhla, New Delhi.
- 2.19 The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- 2.20 Any loss, theft or damage to the life and/or damage to the life and/or property of the NSIC-Technical Services Centre shall be compensated by the contractor/agency if the cause of such loss, theft or damage is on account of default, negligence and/or lapse of the personnel deployed by contractor/agency.
- 3 The personnel so provided by the agency under this contract will not be employees of the NSIC-Technical Service Centre, Okhla, New Delhi and there will be no employer-employee relationship between the NSIC-Technical Services Centre and the persons so engaged by the contractor in the aforesaid services. They shall be employees of the contractor for all purposes.
- 4 NSIC-Technical Services Centre reserves the right to increase decrease the manpower deployed to the organization.
- 5 Centre Head, NSIC– Technical Services Centre Okhla, New Delhi-20 reserves the right to reject any or all quotations in whole or in part without assigning any reasons therefore. The decision of Centre Head shall be final and binding on the contractor/agency in respect of clauses covered under the under the contract.
- 6 DURATION OF CONTRACT:-**

The duration of this contract shall be 24 (Twenty Four) Months from the date of award of the services as is to be mentioned in the services order to be placed on the successful party. However the duration can be extended further with same terms and conditions on mutual consent and subject to satisfactory performance of the Service Provider towards service delivery under this contract.
- 7 TERMINATION:-**
 - 7.1 In case it is found that the service provider is not complying with the provisions of Minimum Wages Act, Employees Provident Fund Act, ESI Act and or any other statutory provisions as mentioned in tender, is liable to be terminated at any time by giving 30 days advance notice to the service provider.
 - 7.2 Service provider shall have the right of coming out of the contract by giving a notice for 90 days in advance during its validity.
 - 7.3 NSIC-Technical Services Centre shall have the absolute discretion to terminate the contract for any reason by giving 30 day notice.
 - 7.4 In case of termination of this contract on its expiry or otherwise, the personnel deployed by the service provider shall not be entitled to and have claim for any absorption in the regular/otherwise capacity in NSIC-Technical Service Centre, Okhla, New Delhi.
- 8 NSIC –Technical Service Centre reserves the right to discontinue the services at any time of the agency, if the services are found unsatisfactory, by giving a show-cause notice to be replied within a

week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of the awarding the contract to other agency can be recovered from security deposit or pending bills or by raising a separate claim to current agency.

9 PAYMENT TERMS:-

9.1 The service provider will deposit applicable taxes with the concerned authorities as per rates applicable from time to time. Monthly payment will be released on submission of all the bills supported by the proof of payment of wages based on attendance and receipts of EPF & ESI and GST in evidence of his having made payments to these accounts. All documents and bills shall bear sign and stamp of firm. Further signature of coordinator appointed to deal with NSIC-Technical Services Centre shall also be provided. TDS will be deducted as per rules applicable.

9.2 In case it is noticed and found at any stage that the statutory regulations relating to EPF, ESI bonus etc. are not being complied with NSIC-Technical Services Centre shall have the right to deduct and withhold upto 50% of total monthly dues of the service provider till the time the proper documents showing proof of compliance are submitted.

10 LIQUIDATED DAMAGES CLAUSES:

10.1 An amount equivalent to two days of contract amount subject to a minimum of Rs.500/- will be levied as liquidated damages per day, whenever and wherever it is found that the work is not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by NSIC-Technical Services Centre and if no action is taken within one hour, liquidated damages clause will be invoked.

10.2 The firm will not charge placement charges on any other account from the manpower deployed with the NSIC-Technical Services Centre from the payment to be made to the outsourced staff as per quoted rates. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at any stage, reports are received that the Contractor/Contracting Firm has charged the manpower on any account.

10.3 Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be acceptable and such persons will have to be replaced immediately.

10.4 If the required number of workers/supervisor are less than the minimum required as a penalty of Rs.500/- per worker per day will be deducted from the bill.

11 LEGAL OBLIGATIONS:-

11.1 All manpower employed by service provider shall be engaged by him as his own employees in all respect i.e. expressed or implied. The responsibilities whatsoever, incidental or direct, arising out of or for compliance with or enforcement of the provisions of various Labour Laws/Industrial Laws of the County, shall be that of the service provider. The service provider shall specifically ensure compliance with the following Laws/ Acts and their Enactments/ Amendments:-

- a) The contract Labour (Regulation & Abolition) Act, 1970
- b) The contract Labour (Regulation & Abolition) Central Rules, 1971
- c) The Minimum Wages Act, 1948
- c) The payment of Wages Act, 1936
- d) The Manpower's Compensation Act, 1923
- e) The employees Provident Funds and Misc. Provisions Act, 1952
- f) The ESI Act, 1948
- g) The Payment of Bonus Act, 1965
- i) The Payment of Gratuity Act, 1976

Service provider shall abide by provisions of the other rules and regulations of Government issued from time to time to this effect. Any payment due to the manpower employed by the service provider shall be sole responsibility of the service provider. If penalized for non-compliance of any of the legal requirements, the service provider shall be responsible for the same and deal with them at its own level and cost, in no way putting any liability on the NSIC-Technical Services Centre.

- 11.2 Service provider shall fully indemnify NSIC-Technical Services Centre against all the payments, claims and liabilities whatsoever, incidental or direct arising out of or for compliance with or enforcement of the provisions of any of the Laws/ Acts in relation to the Contract.
- 11.3 The Contract Labour (Regulation & Abolition) Act, 1970, and Rules, 1971 thereafter and the Central/ State Rules as modified from time to time are applicable to this Contract. The service provider shall comply with these and take steps for getting the Agreement registered under the Act. He shall also indemnify NSIC-Technical Services Centre from and against any claims under the aforesaid Act and the Rules.
- 11.4 The service provider shall also ensure that no manpower below the age of 18 years are employed by him for the above mentioned jobs.
- 11.5 The service provider will deposit the tax (GST etc.) with concerned authority as applicable and submit the documentary proof of same to NSIC-Technical Services Centre.
- 11.6 The service provider shall ensure that the payment of wages is made to the manpower employed by him after necessary deductions like TDS, PF, ESI etc. and the requisite documents are provided along with the bills. Further the amount shall be made by cheque/ECS. Issuance of Form 16 PF, ESI cards, experience certificates etc. is the responsibility of the service provider. No cash payments shall be made to any of the manpower employed through him.
- 11.7 NSIC-Technical Services Centre shall have the right to check and call documents for the implementation of labour welfare laws and rules.
- 11.8 All the persons employed by service provider shall be considered as employees of the service provider and they shall not make any claim in respect of employment and or other service benefits from the NSIC-Technical Services Centre in any manner either outside the court or in the court of law. It is further provided that any kind of dispute arising between the service provider and the employees shall be entirely the dispute between them only. The NSIC-Technical Services Centre shall not in any manner be a party to it. The service provider will take all responsible for the outcome.

12 JURISDICTION:

In case of any dispute arising out of this tender clauses the matter shall be subjected to jurisdiction of Delhi Court only.

- 13 The terms and conditions as stipulated in the Tender documents and enclosed herewith, shall be part of the Contract.

We confirm with our acceptance to the Terms & Conditions stated from (1) to (13) above.

TECHNICAL BID

- 1) Name & Address of the Tenderer: _____
(with Tel. No. & Fax No.)
- 2) i) EMD (DD No., Date & Bank Detail) : _____

ii) Tender Fee (Detail) : _____

iii) NSIC/DIC/UdyogAadhar No. : _____
- 3) Registration No. with EPF : _____
- 4) Registration No. with ESI : _____
- 5) Registration No. with LabourDeptt. : _____
- 6) PAN No. : _____
- 7) Registration No. (GST) : _____
- 8) Statement of experience includes name of the Firm along with contact detail,
Period (From _____ to _____), No. of years value of the contract & manpower
Deployed
- 9) IT return and audited annual accounts for the last three financial year
(2015-16, 2016-17 and 2017-18)
- 10) Authorization letter of signatory! Power of Attorney! Board resolution from the company in favour of
Authorized person to deal with tender and tender proceeding.
- 11) Duly signed and stamped copy of all pages of tender documents as an acceptance of all terms and
Conditions tender documents.

COMMERCIAL BID

Percentage of Service Charges (in %) (on the gross monthly amount payable to per person engaged)

- **Percentage of Service Charges per month payable for each manpower before taxes/GST are mentioned considering the number of personnel to be engaged in the range of 15 to 20.**

For M/s. (_____)

Authorized Signatory with Seal

Date:

Name:

Place:

Designation:

Note:

The tender will not be accepted in case the format is deviated or if the bidder stipulates its own conditions.

UNDERTAKING
(On Company Letter Head)

- We declare that we are not a defaulter to any Govt. Organization/PSU since last 2 years from the date of issue of this tender on NTSC/OK/ADMN./8(316)/2019-20 due to non-compliance of order.
- We confirm with acceptance the Instructions to the Tenderer & Terms & Conditions of Tender.
- We also confirm that this Tender has been thoroughly read while filling up the Tender and all information filled and documents provided by us are true & best of our knowledge.

(Signature of bidder)

*******END OF TENDER DOCUMENT*******