**National Highways and Infrastructure Development Corporation Limited**

**(A Public Sector Undertaking under Ministry of Road Transport and Highways, Govt. of India)**

F.no. NHIDCL/HQ/Outsource mgt/2/2016-17 Dated:- 13.06.2016

**Subject:- Selection of Manpower Placement Agency for providing services of Office Staff (such as Stenographers, Office Assistants, Data Entry Operators, Multi-tasking Staff, etc.) for working in NHIDCL Headquarters, New Delhi.**

The following clarification is being issued to all the prospective bidders on the queries raised during the Pre bid conference held on 09.06.2016, 15:00 hrs :-

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| **Sl. No.** | **Query raised** | **Clarification to the query** |
| 1. | Is the tender cost applicable to the bidders who have previously participate\d in same tender | Bidders who have submitted the tender cost in respect of the earlier tender notice dated 31.03.2016 shall be exempt from submitting tender fee once again, provided the DD No. and dates are mentioned for reference. |
| 2. | Is the uniform applicable to all the staff asked in the tender viz.: Stenographer, Office Assistant, Data Entry Operator, Multi-Tasking Staff, Accountant, Hindi Translator, Legal Assistant, etc. | Yes, the agency shall be required to issue uniforms to all its staff and ensure that the deployed staff follows the dress code so made applicable by them. |
| 3. | What shall be the quality/cost of the uniform | As has been specified under Clause 10 of the Tender Notice. |
| 4. | Whether, all the documents are to be furnished again in the revised bid | Yes |
| 5. | What is the termination clause | The contract once entered into can be terminated by either of the party by giving three months’ notice in writing. |

The above clarifications are being issued with the Approval of the Competent Authority.

(Pradeep Chawla)

Dy. GM (HR)