



**National Highways & Infrastructure Development Corporation Ltd.
(A Government of India Undertaking)**

Name of Work: Providing of manpower services e.g. PA/Stenographer, Accountant, Office Assistant, Data Entry Operator, Multi-Tasking Staff (MTS), Chowkidar (Fulltime) and Safaiwala (Part time) etc. (un-skilled, semi -skilled and skilled) to NHIDCL, Branch Office - Jammu.

TENDER DOCUMENT

May, 2019

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National Highways & Infrastructure Development Corporation Limited
H. No. 11 Sec. 2, Trikuta Nagar, Jammu-180020.
Telephone No. 0191-2472926, Fax No. 0191-2476421

Notice Inviting Tender

1. Sealed bids in hard bound format are invited under two bid system from registered Placement Agencies having valid contract Labour license with a minimum of 5 years of continuous relevant work experience in supplying Short Term Placement Services to NHAI/NHIDCL/MoRT&H for providing manpower services on the terms and conditions specified herein.

Sl. No.	Name of work/Contract Package	Cost of Document (Rs.)	Bids Security (Rs.)	Average annual turnover for last 3 Years (Rs. In Lacs)	Period of Services
1	Providing of manpower services e.g. PA/Stenographer, Accountant, Office Assistant, Data Entry Operator, Multi-Tasking Staff (MTS), Chowkidar (Fulltime) and Safaiwala (Part time) etc. (un-skilled, semi -skilled and skilled) to this office.	1000.00 Non-Refundable	10000.00	500.00	02 Years

2. Interested Companies/Firms/Agencies may submit tender documents complete in all respect along with Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees ten thousand only), and other requisite documents on or before **01.07.2019 by 1600 Hrs.** to the General Manager (Project), Branch Office: Jammu , H. No. 11, Sector-2, Trikuta Nagar, Jammu-180020. No tender shall be entertained after this deadline under any circumstances whatsoever. The Technical Bid of tenders will be opened at **1100 Hrs on 02.07.2019** in the presence of authorised representative of Bidders as may wish to be personally present.
3. This Company reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu office in this regard shall be final and binding on all.
4. Date of Publishing is from 31.05.2019
5. The Tender document can be downloaded from the website www.nhidcl.com from 1100 Hrs on 31.05.2019 up to 01.07.2019 (1100 Hrs)
6. The document fee will be accepted in the form of DD in favour of The General Manager, NHIDCL, B/O-Jammu (Non-Refundable).

7. Schedule of tendering Process

Sl. No.	Description	Period
1.	Date of issue of NIT	31.05.2019
2.	Date of issue of Sale of Tender Documents	31.05.2019 (From 1100 Hrs)
3.	Date of close of sale of Tender Documents	01.07.2019 (Upto 1100 Hrs)
4.	Date of submission of Tender/Bid (hard copy)	01.07.2019 (Upto 1600 Hrs)
5.	Date of Opening of Technical Bids	02.07.2019 (Upto 1100 Hrs)
6.	Date of Opening of Financial Bids of Qualified Applicants	To be intimated later
7.	Validity of Bid	120 Days

8. For any clarification, the following office may be contacted:

(M. G. Vijay Kumar) General Manager (Project)
National Highways & Infrastructure Development Corporation Ltd.
House No. 11, Sector - 2, Trikuta Nagar, Jammu, Jammu & Kashmir-180020

9. Conditional bids would be rejected.

10. NHIDCL reserves the right to accept/reject any or all the bids without assigning any reasons thereof.

General Manager (Project)
National Highways & Infrastructure Development Corporation Ltd.
H. No. 11, Sector - 2, Trikuta Nagar,
Jammu, J&K-180020
Landline: 0191-2472926, Fax:0191-2476421

SCOPE OF WORK AND GENERAL INSTRUCTIONS

1. The National Highways and Infrastructure Development Corporation Limited, B/O-Jammu situated at H. No. 11, Sector-2, Trikuta Nagar, Jammu-180020 requires reputed, well established and financially sound Manpower Companies /Firms/Agencies to provide PA/Stenographer, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff (MTS), Chowkidar (Fulltime) and Safaiwala (Part time) etc. (un-skilled, semi-skilled and skilled) manpower assistance to its Office.
2. The Contract will be for a period of (02) Two Years from the date of award of contract. The period of contract may be further extended or curtailed /terminated at any time before expiry of (02) Two Years period depending upon requirement of Company.
3. The Company has requirement of service of PA/Stenographer, Accountant, Office Assistant, Date Entry Operators, Multi-Tasking Staff (MTS), Chowkidar (Fulltime) and Safaiwala (Part time) as per the guidelines of the Company. The requirement of the Company may increase or decrease during the period of contract.
4. The interested Companies/Firms/Agencies may submit the tender document complete in all respects along with the Earnest Money Deposit (EMD) for Rs.10,000/- (Rupees ten thousand) only, in the form of Demand Draft in the favour of **The General Manager, NHIDCL, B/O-Jammu** and other requisite documents in a sealed cover addressed to the General Manager (Project), Branch Office: Jammu, H. No. 11, Sector-2, Trikuta Nagar, Jammu-180020. The last date and time for receipt of tenders is **1600 Hrs on 01.07.2019**.
5. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are required to submit two separate sealed envelopes super scribing "For Technical Bid" in one envelope and "For Financial Bid" in second envelope and should be in the hard bound format otherwise rejected out-rightly. Both sealed envelopes should be kept in a third envelope super scribing "Tender for providing PA/Stenographer, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff (MTS), Chowkidar (Fulltime) and Safaiwala (Part time) (unskilled, semi- skilled and skilled) manpower services" to this office.
6. The Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees ten thousand) only refundable (without interest) should be necessarily kept in the sealed envelope containing Technical Bid of the agency in the form of Demand Draft in the favour of "**General Manager, NHIDCL, B/O-Jammu**" failing which the tender shall be rejected summarily.
7. The tendering Companies/Firms/Agencies are required to enclose following documents along with the Technical Bid, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further:-
 - ✓ **Application - Technical Bid.**
 - ✓ **Self-attested copy of the registration certificate.**
 - ✓ **Self-attested copy of PAN Card.**
 - ✓ **Self-attested copy of latest IT return filed by the agency for last three years.**
 - ✓ **Self-attested copy of the GST registration letter/certificate.**
 - ✓ **Self-attested copy of the PF registration letter/certificate.**
 - ✓ **Self-attested copy of the ESI registration letter /certificate.**
 - ✓ **Self attested copy of Experience certificate**

- ✓ Demand Drafts for Document Fee and Bid Security.
- ✓ Certified document in support of financial turnover of the agency during the last 3 years.
- ✓ Labour license(s) of last 05 years from Central Labour Department of not less than 125 manpower.
- ✓ Certified documents in support of entries in Technical Bid application.
- ✓ Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
- ✓ Firm should give the undertaking that their firm is not blacklisted on affidavit.
- ✓ 'Near relative certificate' for no near relative in NHIDCL.
- ✓ Solvency certificate from bank of amount not less than 15 Lakh.
- ✓ Declaration of all statutory Compliances on firm's letter head.
- ✓ Power of Attorney, if applicable.
- ✓ Declaration as per the format attached.
- ✓ Details of litigation history, if any.

8. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
9. All entries in the tender form should be legible and filled clearly. If the space or furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the bidder shall be summarily rejected.** However, corrections if any, in the Technical Bid Application must be signed by the person authorized to sign the tender bids.
10. The Technical Bid of tenders shall be opened at 1100 Hrs on 02.07.2019 and opening date of Financial Bids shall be intimated separately at a later date. Bids shall be opened in the Office of the **General Manager (Project), National Highways and Infrastructure Development Corporation Limited, B/O-Jammu** in the presence of the authorized representative of the Companies/Firms/Agencies (if any) who are present on the spot at that time.
11. The Competent Authority of the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu reserves the right to cancel any or all the bids without assigning any reason.
12. Contractor/firm should have their own branch office at Jammu
13. Profile of the firm will be submitted along with the tender documents.
14. It is further certified that persons having good moral character manpower will be engaged.
15. Firms with pending litigation/court cases will not be considered for evaluation and bids will be rejected.

TECHNICAL REQUIREMENT FOR THE TENDERING COMPANY/FIRM/AGENCY

1. The tendering manpower Company/Firm/Agency should fulfil the following technical specifications and furnish self-attested copies of documents evidencing compliance with the specifications:-
 - a) The manpower Company/Firm/Agency should be registered with the appropriate registration authority.
 - b) The Company/Firm/Agency should have at least three years' experience in providing manpower to reputed Private Companies/Public Sector Companies/Banks and Government Department etc. and proof of which should be enclosed with the technical bid.
 - c) The Company/Firm/Agency should be registered under GST.
 - d) The Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.
 - e) Copy of PAN card and last 03 year IT return.
 - f) Proof of working with NHAI/NHIDCL/MoRT&H for 03 (three) years and the number of persons deployed by the agency each year in the last 3 years. Firms must have working experience with NHAI/NHIDCL/MoRT&H for at least 03 years.
 - g) Certificate of annual return form CA. The Annual Turn Over of the company should not be less than 5 Crore from last 03 years
 - h) The manpower Company/Firm/Agency should provide different category of manpower given at page no 20 of tender document with desirable qualification and experience, who are ready to be deployed within 7 days of award of work.
 - i) Other Documents as per Para 7 of General Instructions.
2. Self-attested copies of the documents indicating compliance with the above specifications/requirements should be kept in the sealed envelope containing Technical Bids.

TECHNICAL REQUIREMENT FOR PA/STENOGRAPHER, ACCOUNTANT, OFFICE ASSISTANT, DATA ENTRY OPERATORS ETC. TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/FIRM/AGENCY IN THE OFFICE OF THE GENERAL MANAGER (PROJECT), NATIONAL HIGHWAYS AND INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED, B/O-JAMMU OFFICE WITH PROPER DOCUMENTARY PROOF.

As per guidelines issued by the NHIDCL authority vide order no.NHI/HR/29 dt.27th March, 2015

.The staff should have the following -

(i) PA/Stenographer

a) Essential Qualification:-

- Matriculation or equivalent Examination of recognized University /Board.
- Shorthand Speed: 80 wpm (Hindi or English).
- Transcription speed of 30 wpm (English) or 25 wpm (Hindi) on computer.
- Three years' experience in relevant field (secretarial assistant)
- Good working knowledge of MS-Office.

b) Desirable Qualification:-

- Degree from a recognized university
- Diploma/Certificate in Office Management/Secretarial Practice or equivalent/similar qualifications from Govt. polytechnic or other reputed institutions.

(ii) Accountant

a) Essential Qualifications:-

- Degree in Commerce.
- Five Years Working Experience in Commercial Accounting.

b) Desirable Qualifications:-

- Degree in Commerce with 1st Division (60% Marks).
- Pass in Intermediate Examination of the Institute of Chartered Accountants of India (ICAI) or Institute of Costs and Works Accountants of India (ICWAI).

(iii) Office Assistant

a) Essential Qualifications:-

- Degree from a recognised university/ institute.
- Two years Working Experience in relevant field.

b) Desirable Qualifications:-

- At least 6 months certificate course in computer application, internet, MS-Office etc. and well versed in the field of Administration and Establishment.

(iv) Data Entry Operator

a) He/she should be Matriculation or equivalent Examination of Recognized University/Board minimum 18 year of age completed.

b) He/she should shorthand speed of 80 wpm and typing speed of 30 wpm in English.

c) He/she should be well conversant with the working of the computers and knowledge of MS word is essential. Knowledge of LAN function, MS excel and MS Power Point application is preferable.

d) He/she should have preferably 2 years' experience of in reputed Public/Private Institution/Central/State Government Offices.

TECHNICAL REQUIREMENT FOR MULTI-TASKING STAFF, CHOWKIDAR (FULL TIME) AND SAFAIWALA (PART TIME) ETC. TO BE DEPLOYED BY THE SUCCESSFUL COMPANY/FIRM/AGENCY IN THE NATIONAL HIGHWAYS AND INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED, B/O-JAMMU OFFICE WITH PROPER DOCUMENTARY PROOF

(i) Multi-Tasking Staff (MTS)

- a) He/she should be preferably 8th class pass and minimum 18 years of age completed.
- b) He/she should be physically fit for doing all types of Multi-Tasking Staff jobs.
- c) He/she should have preferably 01 year working experience in reputed Public/Private institution /Central /State Government offices.

(ii) Chowkidar (Full time) & Safaiwala (Part-time)

- a) He/she should be preferably minimum 18 years of age completed.
- b) He/she should be physically fit for doing all types of Chowkidar /Safaiwala related jobs.
- c) He/she should have preferably 01 year working experience in reputed Public/Private institution /Central /State Government offices.

APPLICATION-TECHNICAL BID

For providing PA/Stenographer, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff(MTS) , Chowkidar (Full time) & Safaiwala (Part time) etc. (un-skilled, semi -skilled and skilled) Manpower Services to the office of the General Manager (Project), National Highways and Infrastructure Development Corporation Limited., B/O-Jammu Office.

1. Name of Tendering
Company/Firm/Agency:

2. Name of proprietor/Director of
Company/Firm/Agency:

3. Full Address of Regd. Office:

Telephone No.:
Fax No.:
E-Mail address:
4. Full Address of Operating Branch:

Telephone No.:
Fax No.:
E-Mail address:
5. a) Banker of Company/Firm/Agency:
(Full address)
(Attach certified copy of statement of
A/C for the last three years)

b) Telephone Number of Banker:

6. PAN No.:

7. GST No.:

8. EPF Registration Number:

9. ESI Registration Number:

10. Financial turnover of the tendering Company/Firm/Agency for the last three Financial Years with documentary proof thereof. (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lakhs)	Remarks, if any
2014-15		
2015-16		
2016-17		

11. Give details of the major similar contracts handled by the tendering Company/Firm/Agency during the last three years in the following format:

Sl. No.	Details of Client along Address, Telephone and Fax Numbers	Amount value of Contract (Rs. In Lacs)	Duration of Contract	
			From	To
1.				
2.				
3.				
4.				
5.				

(If the space provided is insufficient, a separate sheet may be attached)

12. Additional information, if any (Attach separate sheet, if required)

Signature of authorized person

Date:
Place:

Name:
Seal:

DECLARATION

1. I,.....Son/Daughter/Wife of Shri.....
signatory of the agency/firm mentioned above, is competent to sign this declaration
and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them:
3. My agency has not been blacklisted/debarred from participating in tender of any
Ministry/Department of Government of India and Government of India undertaking in
the last Three Years.
4. The information/documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I/we am/are well aware of the fact
that furnishing of any false information/fabricated document would lead to rejection of
my tender at any stage besides liabilities towards prosecution under appropriate law:

Signature of authorized person (s)

Date:
Place:

Name:
Seal:

APPLICATION - FINANCIAL BID

For providing PA/Stenographer, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff (MTS), Chowkidar(Full time) & Safaiwala (part time) etc. (un-skilled, semiskilled and skilled) Manpower Services to the office of the General Manager (Project),National Highways and Infrastructure Development Corporation Limited, Jammu.

1. Name of tendering Company/Firm/Agency:
2. Details of Earnest Money Deposit: Rs.10,000/- (Rupees ten thousand), only Demand Draft

Drawn Bank:

No. & Date:

3. All the PA/Stenographer, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff,(MTS), Chowkidar (Full time) & Safaiwala (part time) etc. (un-skilled, semi-skilled and skilled) deployed in the office of the General Manager (Project), National Highways and Infrastructure Development Corporation Limited, Jammu will be paid their wages on monthly basis by the Company/Firm/Agency through individual bank accounts and the photocopies of disbursed cheque/documents, along with proof of receipt thereof by the workers will be submitted to the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu office before the end of each month. National Highways and Infrastructure Development Corporation Limited B/O-Jammu shall verify the actual payment of statutory payments periodically and if not satisfied shall withhold the payments due to the service provider in addition to other legal action.
4. The Service provider has to quote single percentage maximum upto two decimal places on the total of Administrative /Service Charge/transportation/ Medical/ any other liability/charges, to be charged by the service provider per person per month. The lowest quoted percentage will be the indicator of selection of L-1 bidder. The percentage so quoted should be based on the amount to be occurred on liabilities viz. Office uniforms (2 sets for each office staff including Multi Tasking Staff (MTS), Chowkidar, Sweeper (un-skilled, semi-skilled and skilled), bonus (if any), of contractor towards deputed PA/Stenographer, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff , (MTS), Chowkidar (Full time) & Safaiwala (Part time) etc. and also include expenses towards their day to day stationery/administrative work/duties.
5. Contractors should quote his service charges in % including his liabilities towards employees and tax liabilities.
6. GST as per applicable rates will be paid by the NHIDCL on total bill amount.

Date:

Place:

Notes:

Signature of authorized person(s)

Name:

Seal:

1. In cases where the bidder has submitted “NIL” Charge/Amount over and above the minimum wages, the bid shall be treated as unresponsive and will not be considered in terms of the provision of Ministry of Finance, Department of Expenditure OM NO. 29(1)/2014-PPD dated 28th January, 2014.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each manpower.

General Terms and conditions of contract

1. The contract may be extended, on the same terms and conditions or with some addition/deletion/modification, for a further specific period mutually agreed upon by the successful service providing Company/Firm/Agency and National Highways and Infrastructure Development Corporation Limited., Branch Office-Jammu.
2. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Company.
3. The National Highways and Infrastructure Development Corporation Limited, B/O-Jammu at present, is in requirement of manpower on urgent basis. The requirement of the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu may increase or decrease during the period of initial contract also and the bidder would have to provide additional manpower, if required on the same terms and conditions.
4. The bidder will be bound by the details furnished by him/her to the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu while submitting the tender or at subsequent stage. In case, any document furnished by him/her is found to be false at any stage, it would be deemed to be breach of terms of Contract making him/her liable for legal action besides termination of contract immediately and blacklisting of the firm.
5. Duly authorized representative of Bidders will be allowed to participate in the bidding process on production of authorization letter.
6. National Highways and Infrastructure Development Corporation Limited, B/O-Jammu may ask for documentary evidence in respect of payment of statutory liabilities as and when required.
7. The successful agency will have to furnish an Affidavit that it is complying with all statutory liabilities relating to taxes, payment of minimum wages and other statutory liabilities before issue of work order.
8. Contractor should quote his service charges in % including his liabilities towards employees and tax liabilities.
9. Service provider will pay the wages to the persons deployed through individual bank account. Whenever minimum wage is revised by the Government of Jammu & Kashmir/Central Government, the rate in the Contract and the consequential statutory payments shall automatically get revised keeping the Contractors Adm. /Contractor Service Charge/Contractor any other liability charges unchanged.
10. National Highways and Infrastructure Development Corporation Limited, B/O-Jammu shall verify the actual payment of statutory payments periodically, and if not satisfied, shall withhold the payments due to the service provider in addition to other legal action.
11. The contracting Company/Firm/Agency shall furnish and undertaking that it has not been debarred/ blacklisted/ censored for violating statutory norms and /or deficiency in providing service as per the attached format.

12. All the documents shall be arranged in the order, indexed, page numbered. Financial bid should be submitted in different envelope and both envelope of technical and financial bid should be put in larger size envelope where name of work and the name of the firm should be mentioned.
13. After issue of letter of acceptance to the successful bidder, the Stenographer/PA, Accountant/Data Entry Operator shall be interviewed by the authority to judge their suitability for the post. The successful bidder has to send the candidates, as mentioned in Annexure I, for the interview at their own cost. The authority reserves the right to accept or reject the candidature on the basis of interview.
14. Final selection of all staff being provided by placement agency will be done by General Manager (P), Jammu on interview basis. Staff already deputed in office may be continued in case suitable staff is not provided by placement agency.
15. In case of any representation against the contract/ NHIDCL-BO, Jammu, it should be first reported to the NHIDCL, HQ & the decision of NHIDCL, HQ will be final and binding to the both of the parties i.e. NHIDCL & Placement Agency.
16. NHIDCL reserves the right to terminate the agreement without giving any reasons whatsoever and without giving any notice, at any point of time during the contract period.
17. The contract may be terminated by the placement agency at any stage by giving one month notice period.
18. Right to accept any tender or reject all tenders:
Employer/Engineer reserves the right to accept, split, divide, negotiate, cancel or reject any tender or to annul and reject all tenders at any time prior to the award of the contract without incurring any liability to the affected tenderers or any obligation to inform affected tenderer, the grounds of such action.
19. No tenderer is permitted to canvass to Employer on any matter relating to this tender. Any tenderer found doing so may be disqualified and his bid may be rejected.
20. Employer/Engineer reserves the right to accept, split, divide, negotiate, cancel or reject any tender or to annul and reject all tenders at any time prior to the award of the contract without incurring any liability to the affected tenderers or any obligation to inform affected tenderer, the grounds of such action.
21. NHIDCL reserves the right to accept or reject the lowest bid or any bid without assigning any reasons.

LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

1. The contracting agency shall ensure that the individual manpower deployed in the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu is physically fit to discharge duties of PA/Stenographer, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff, Chowkidar & Safaiwala Staff etc.(Unskilled, semi-skilled and skilled.)
2. The National Highways and Infrastructure Development Corporation Limited, Jammu Branch has 05 days working (i.e. Monday to Friday) in a week from: 09:30 AM to 06:00 PM with a lunch break of ½ hour from 1:30 PM to 2:00 PM or as per office order time to time. The office will remain closed on every Saturday and Sunday of every month. Besides, the Company also observes the Gazetted holidays notified by the Government of India from time to time. The PA/Stenographer, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff, Chowkidar(Full time) & Safaiwala (Part time) Staff etc. (unskilled, semi-skilled & skilled), however, may be required to attend the office on Saturdays/Sunday/Gazetted holidays or attend office before/after office working hours also in the exigencies of work.
3. In case the persons employed by the successful Company/Firm/Agency commits any act omission /Commission which amounts to misconduct /indiscipline/incompetence, the successful Company/Firm/Agency will be liable to take appropriate disciplinary /legal action against such persons, including their removal from site of work, if required by the Company.
4. The tendering Company/Firm/Agency shall replace immediately any of its personnel who are found unacceptable to the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu because of security risks, incompetence, conflict of interest, improper conduct etc. on instructions of the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu.
5. The persons deployed shall be required to report for work at 09.30 A.M to the General Manager (Project), NHIDCL, Jammu Office daily and would not leave before 06.00 P.M. or as per office order time to time. In case, person deployed in absent on a particular day or comes late/leaves early on three occasions, one-day wage shall be deducted or any other action as deemed fit may be taken.
6. The agency shall depute a coordinator who would be responsible for immediate interaction with the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu Office so that optimal services of the persons deployed by the agency could be availed without any disruption.
7. The selected agency shall immediately provide a substitute in the event of any person leaving the job or is removed. The delay by the agency in providing a substitution beyond three working days shall attract a pre-estimated agreed liquidity damage @ Rs. 500/- per day per person on the service-providing agency.
8. It will be the responsibility of the service providing agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by the Agency. National Highways and Infrastructure Development Corporation Limited, Jammu will have no liability in this regard.
9. For all intents and purposes the service providing agency shall be the “Employer” within the meaning of different Labour Legislations in respect of personnel so deployed in the

National Highways and Infrastructure Development Corporation Limited, B/O-Jammu. The persons deployed by the agency in the National Highways and Infrastructure Development Corporation Limited , B/O-Jammu shall not have any claims of Master and Servant relationship nor have any principal and agent relationship with or against the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu . They shall in no case been title for claiming regularization/employment in the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu , on the basis of having rendered services through the Contractor.

10. The Service providing Agency shall be solely responsible for the redress of grievances/resolution of disputes relating to person deployed. The National Highways and Infrastructure Development Corporation Limited, B/O-Jammu shall, in no way be responsible for settlement of such issues whatsoever.
11. The National Highways and Infrastructure Development Corporation Limited, B/O-Jammu shall not be responsible for any damages, losses, claims, financial or injury to any other person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
12. The persons deployed by the service providing agency shall not claims nor shall been titled to pay, perks and other facilities admissible to casual, ad-hoc, temporary regular/confirmed employees of the National Highways and Infrastructure Development Corporation Limited , B/O-Jammu during the currency or after expiry of the Contract.
13. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim or any absorption nor any relaxation for absorption in the regular/otherwise capacity in the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu.

LEGAL

1. The tendering agency will be responsible for compliance of all statutory provisions relating to minimum wages, Service tax, Provident Fund and Employees State Insurance etc., if applicable in respect of the persons deployed by it in the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu.
2. The tendering agency shall also be liable for depositing any taxes, levies, Cess etc. on account of service rendered by it to the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
3. The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority of the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu or any other authority under law. A compliance certificate in this regard will be submitted along with the bills every month.
4. The Tax Deducted at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provide to the agency by the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu .
5. In case, the tendering agency fails to comply with any statutory /taxation liability under appropriate law, and as a result thereof the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu is put to any loss/obligation, monetary or otherwise, the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary.

FINANCIAL

1. The Technical bid should be accompanied with Earnest Money Deposit (EMD), refundable, of Rs.10,000/- (Rupees ten thousand Only), in the form of Demand Draft and Document fee in favour of the “General Manager (Project), National Highways and Infrastructure Development Corporation Limited, payable at Jammu” failing which the tender shall be rejected out rightly. The Annual Turn Over of the company should not less than Rs. 05 Crore for last 03 years.
2. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage)/Financial Bid (Second Stage) shall be returned to them without any interest after finalisation of successful bidder. However, the EMD in respect of the successful bidder shall be adjusted towards the Performance Security Deposit which may be released after submission of Bank Guarantee of Rs. 300000.00 (Three Lakh Only) as mentioned hereunder. Further, if agency fails to deploy required number of manpower against the initial requirement within 7 days from the date of placing the order the EMD shall stand forfeited without giving any further notice.
3. After issue of letter of acceptance, the successful bidder has to submit the Bank Guarantee of Rs. 300000.00 (Three Lakh Only) in the favour of General Manager (Project), National Highways and Infrastructure Development Corporation Limited, H. No. 11, Sector-2, Trikuta Nagar, Jammu-180020 within 07 days.
4. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu besides annulment of the contract and also termination of contract and blacklisting of firm immediately.
5. The agency shall raise the bill, in duplicate, along with attendance sheet duly verified by the General Manager (Project) NHIDCL B/O-Jammu in respect of the persons deployed and submit the same to the General Manager (Project) NHIDCL B/O-Jammu in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month. The payment to the manpower should be made by the agency through their individual bank accounts opened at Syndicate Bank, Jammu, and the photocopies of disbursed cheque/documents, along with proof of receipt thereof by the workers will be submitted to the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu office before the end of each month. National Highways and Infrastructure Development Corporation Limited, B/O-Jammu shall verify the actual payment of statutory payments periodically, and if not satisfied, shall withhold the payments due to the service provider in addition to other legal action.
6. The amount of pre-estimated agreed liquidated damages calculated @ Rs.500/- per day per person on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the agency shall be deducted from the monthly bills of the service providing Company/Firm/Agency in the following month.
7. In case of revision of rates prescribed by the appropriate authority as minimum wage, revision of rates to the extent of increase/decrease in the minimum wage may be allowed by the National Highways and Infrastructure Development Corporation Limited, B/O-Jammu.

8. The National Highways and Infrastructure Development Corporation Limited, B/O-Jammu reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

(M G Vijay Kumar)
General Manager (Project)
National Highways and Infrastructure
Development Corporation Limited,
Branch office- Jammu

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

- ✓ Demand Drafts for Document Fee and Bid Security.
- ✓ Application - Technical Bid.
- ✓ Self-attested copy of the registration certificate.
- ✓ Self-attested copy of PAN/GIR Card.
- ✓ Self-attested copy of latest IT return filed by the agency.
- ✓ Self attested copy of GST registration.
- ✓ Self-attested copy of the PF registration letter/certificate.
- ✓ Self-attested copy of the ESI registration letter /certificate.
- ✓ Self attested copy of Experience certificate
- ✓ Certified document in support of financial turnover of the agency during the last 03 years.
- ✓ Certified documents in support of entries in Technical Bid application.
- ✓ Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

FINANCIAL BID

Annexure I

These requirements as mentioned will be filled up for following office:

Sl. No.	Designation	Consolidated Emolument to be given (in Rs.)
1	Stenographer/PA (2 Nos.)	As per the wages prescribed by NHIDCL
2	Accountant (1 No.)	As per the wages prescribed by NHIDCL
3	Office Assistant (1 No.)	As per the wages prescribed by NHIDCL
4	Data Entry Operator (1 No.)	As per the minimum wages act of Govt. of Jammu & Kashmir/Govt. of India.
5	MTS (2 Nos.)	As per the minimum wages act of Govt. of Jammu & Kashmir/Govt. of India.
6	Chowkidar (1 No.)	As per the minimum wages act of Govt. of Jammu & Kashmir/Govt. of India.
7	Safaiwala(1 No.) (Part time)	As per the minimum wages act of Govt. of Jammu & Kashmir/Govt. of India.

FINANCIAL BID

Rates of gross wages of all categories are fixed. Contractor/Placement agency should quote only their percentage profit margin including all taxes and other liabilities. No amount except percentage profit margin quoted by the Contractors/Placement agency on total gross amount will be paid by NHIDCL to the placement agency. This percentage quoted shall include all liabilities of the placement agency against staff being provided by them over and above their gross salaries and all tax liabilities of the placement firm.

Sl. No.	Office of GM(P)	Percentage to be quoted by the firm (on total emoluments to be paid to various staffs) excluding GST.
1		

BID FORM

To,
The General Manager (P),
NHIDCL,
BO-Jammu.

Dear Sir,

1. Having examined the conditions of contract and specifications including addends Nos..... the receipt of which is hereby duly acknowledged, we, undersigned, offer to undertake the work of providing PA/Stenographer, Accountant, Office Assistant, Data Entry Operators, Multi-Tasking Staff (MTS), Chowkidar(Full time) & Safaiwala (part time) etc. (un-skilled, semiskilled and skilled) Manpower Services to the office of the General Manager (Project),National Highways and Infrastructure Development Corporation Limited, Jammu in conformity with the schedule of works, conditions of contract attached herewith and made part of this Bid.
2. We undertake if our Bid is accepted, we will execute the work/ services in accordance with specifications, time limits & terms and conditions stipulated in the tender document.
3. If our Bid is accepted