



REQUEST FOR PROPOSAL

For

**“RFP for Providing Skilled, Semi-skilled and unskilled
Manpower Services for Regional Office Jammu in the UT of
Jammu & Kashmir.”**

JUNE, 2023

**National Highways & Infrastructure Development
Corporation Ltd**

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INDEX

Content	Page no.
Section-1 Notice Inviting E-Tender (NIT)	03-04
Section-2 Scope of work and General instruction for tenders	05-06
Section-3 General terms and conditions of contract	07-11
Section-4 Technical requirement for the tendering company/firm/agency	12-15
Annexure-I-Declaration	16
Annexure-II-Format for technical bid	17-18
Annexure-III- Format for financial bid	19
Annexure-IV-Financial Bid	20
Annexure-V- Bid form	21
Annexure-VI- Details of Bank Account form	22

National Highways & Infrastructure Development Corporation Ltd.
(Ministry of Road Transport & Highways, Government of India)
Regional Office Jammu - H.No. 261, Sector 6, Channi Himmat Jammu, 180015

Section-I

NOTICE INVITING E-TENDOR (NIT)

NHIDCL/RO(JMU)/Tender (Manpower)/3/2023-24

Name of work: RFP for Providing Skilled, Semi-skilled and unskilled Manpower Services for Regional Office Jammu and field Offices Akhnoor, Doda & Kishtwar in the UT of Jammu & Kashmir.

1 National Highways and infrastructure Development Corporation Limited, Regional Office- Jammu INVITES E-Tenders through GeM Portal under two bid system i.e., Technical bid and Financial bid from reputed Companies/Firms/Agencies/Individual having adequate experience for providing Manpower services to the Regional Office- Jammu and field Offices /Site Offices at various locations under Jammu Division (such Akhnoor, Doda & Kishtwar) UT of Jammu & Kashmir.

2. The Contract shall be initially for a period of one year from the dated of award of contract, which may be further extended upon satisfactory performance for another period of one year on the same terms and conditions or curtailed/terminated at any time before expiry of contract period depending upon requirement of NHIDCL.

Sr.no.	Name of work	Tender fees	Estimated work cost	Bid security	Average annual turnover for last 3 years	Period of Contract
01	RFP for Providing Manpower Services for Regional Office Jammu & its PMUs/Site Offices at Akhnoor, Doda & Kishtwar in the UT of Jammu & Kashmir	Rs 1,180 (Rs1000+ 18%@GST)	4.70 Cr	Rs 40,000	60% of the estimated cost per year	12 months

The complete tender documents can be seen and downloaded from the website www.nhidcl.com and www.gem.gov.in. The tenders are invited under two bid system i.e. Technical bid and financial bid. The bids are to be submitted through GEM portal only before 03.07.2023 (1500 hrs).

3. Interested Companies/Firms/Agencies/Individual may submit bid documents complete in all respect along with Bid Fees and Bid Security proof of payment made through NEFT/RTGS on or before 03.07.2023 (1500 Hours). Tender Fees Rs. 1180/- and Bid Security Rs 40,000 (refundable) shall be deposit in the account details provided below. (The bidder shall make online payment of tender document fee and Bidsecurity through RTGS/NEFT)

Account Name	NHIDCL ESTB RO JAMMU
Account No.	76411010002171
IFSC Code	CNRB0002975
Bank Name & Branch	Channi Himmat, Jammu

4. NHIDCL reserves the right to accept or reject any bid if it is not duly signed. NHIDCL reserves the right to amend or withdraw any of the terms and conditions Contained in the Bid Document or to accept or reject any or all the bids without assigning any notice or reason whatsoever and without incurring any liability to the effected bidders. The decision of the National Highways and Infrastructure Development Corporation Limited, RO- Jammu in this regard shall be final and binding on all.

5. Terminated bidders by NHIDCL shall not be eligible in tendering process.

6. Bid documents can be seen at and downloaded from the website www.nhidcl.com and www.gem.gov.in. Tendering shall be done through GeM portal only.

7. To participate in bidding process, bidders must have experienced registered firm with Valid GST number. Bidder must ensure that scanned copy of all the necessary documents have been attached with bid.

8. Terms and conditions and other details are attached as Annexures. It should be ensured that none of the Staff, their relatives or any of the Contractor/ Vendor/Agencies assigned works/contracts is considered. A certificate (Annexure-D) in this regard should be obtained from the agency/bidder to this effect. NHIDCL reserves the right to accept/reject any or all the bids without assigning any reasons thereof.

9. Schedule of tendering process is given below-

S.No.	Description	Period
1	Date of issue of RFP	12.06.2023
2	Bid due date	03.07.2023(1500 Hrs.)
3	Date of Opening of Technical Bid	03.07.2023 (1600 Hrs.)
4	Date of Opening of Financial Bid of qualified bidder.	Will be Communicated later on
5	Validity of Bid	120 days

Executive Director (Projects)
National Highways & Infrastructure Development Corporation Limited.
Regional Office, Jammu
H.No. 261, Sector 6, Channi Himmat
Jammu-180015
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Section-2

SCOPE OF WORK AND GENERAL INSTRUCTIONS

National Highways and Infrastructure Development Corporation Ltd, Regional Office Jammu situated at H.No. 261, Sector-6, Channi Himmat, Jammu -180015 (UT of Jammu & Kashmir) requires reputed, well established and financially sound manpower companies/firms/Agencies to provide Skilled, semi-skilled and unskilled man power assistance to its office.

The actual requirement of services, in terms of manpower may increase or decrease during the currency of contract. The selected agency would have to provide a panel of sufficient number of 34 manpower out of which NHIDCL would reserve the right to select or reject man powers as per the guidelines of the company. The requirement as per current strength are tabulated below-

Sr.No.	Supporting Staff	Nos.
01	Steno/PA	04
02	SAP Expert	01
03	Accountant	02
04	IT Expert	02
05	Office Assistant	01
06	Data Entry Operator	12
07	Multi-Tasking Staff	12
08	Any Other	As per requirement
	Total Staff	34 (L.S.)

1. The tenders have been invited under two bid system i.e., Technical bid and financial bid. 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 FY years (2019-20, 2020-21, 2021-22).
- 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. (PSU/State/Central Govt./Pvt.)
- Proof of payment for Document Fee and Bid Security.
- Certified document in support of financial turnover of the agency during the last 3 years.
- Labor 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
2. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
 3. 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.
 4. The Competent Authority of the National Highways and Infrastructure Development Corporation Limited, RO-Jammu reserves the right to cancel any or all the bids without assigning any reason.
 5. Contractor/firm should have their own branch office at Jammu.
 6. Profile of the firm will be submitted along with the tender documents.
 7. It is further certified that persons having good moral character manpower will be engaged. Firms with pending litigation/court cases will not be considered for evaluation and bids will be rejected.

Section-3

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., Regional 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.
3. The National Highways and Infrastructure Development Corporation Limited, RO-Jammu at present, is in requirement of manpower on urgent basis. The requirement of the National Highways and Infrastructure Development Corporation Limited, RO-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, RO-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. National Highways and Infrastructure Development Corporation Limited, RO-Jammu may ask for documentary evidence in respect of payment of statutory liabilities as and when required.
6. 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.
7. Service provider will pay the wages to the persons deployed through individual bank account.
8. National Highways and Infrastructure Development Corporation Limited, RO-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.
9. 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.
10. All the documents shall be arranged in the order, indexed, page numbered.
11. After issue of letter of acceptance to the successful bidder the selected manpower 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.
12. Final selection of all staff being provided by placement agency will be done by Executive Director (P), Jammu/Committee constituted by Competent Authority on interview basis.

Staff already deputed in office shall be given preferences to be continued in case suitable staff is not provided by placement agency.

13. In case of any representation against the contract, it should be first reported to the NHIDCL, RO-Jammu & the decision of NHIDCL, RO-Jammu will be final and binding to the both of the parties i.e., NHIDCL & Placement Agency.

14. NHIDCL reserves the right to terminate the agreement with prior to 15 days' notice period at any point of time during the contract period.

15. NHIDCL reserves the right to accept any tender or reject all tenders without assigning any reasons.

16. No bidder is permitted to canvass to Employer on any matter relating to this tender. Any bidder found doing so may be disqualified and his bid may be rejected.

LIABILITIES AND CONTROL OF THE PERSONS DEPLOYED

1. The contracting agency shall ensure that the individual manpower deployed in the National Highways and Infrastructure Development Corporation Limited, RO-Jammu is physically fit to discharge his assigned duties.

2. The National Highways and Infrastructure Development Corporation Limited, RO-Jammu Branch and field offices has 06 days working (i.e. Monday to Saturday) in a week from: 10.00 AM to 05.00 PM or as per office order time to time. Besides, the Company also observes the Gazetted holidays notified by the Government of India/State Govt. from time to time. however, man power may be required to attend the office on 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, RO-Jammu because of security risks, incompetence, conflict of interest, improper conduct etc. on instructions of the National Highways and Infrastructure Development Corporation Limited, RO-Jammu.

5. The agency shall depute a coordinator who would be responsible for immediate interaction with the National Highways and Infrastructure Development Corporation Limited, RO-Jammu Office so that optimal services of the persons deployed by the agency could be availed without any disruption.

6. 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.

7. 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.

8. 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, RO-Jammu. The persons deployed by the agency in the National Highways and Infrastructure Development Corporation Limited, RO-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, RO-Jammu. They shall in no case be entitled for claiming regularization/employment in the National Highways and Infrastructure Development Corporation Limited, RO-Jammu, on the basis of having rendered services through the Contractor.

9. 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, RO-Jammu shall, in no way be responsible for settlement of such issues whatsoever.

10. The National Highways and Infrastructure Development Corporation Limited, RO-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.

11. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad-hoc, temporary regular/confirmed employees of the National Highways and Infrastructure Development Corporation Limited, RO-Jammu during the currency or after expiry of the Contract.

12. 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, RO-Jammu.

LEGAL TERMS AND CONDITIONS

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, RO-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, RO-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, RO-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 Act, as amended from time to time and a certificate to this effect shall be provided to

the agency by the National Highways and Infrastructure Development Corporation Limited, RO-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, RO-Jammu is put to any loss/obligation, monetary or otherwise, the National Highways and Infrastructure Development Corporation Limited, RO-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 TERMS & CONDITIONS

1. The Technical bid should be accompanied with Earnest Money Deposit (EMD), refundable, of Rs.10,000/- (Rupees ten thousand Only), and Document fee of Rs. 1180/- through RTGS/NFT online in the account details mentioned in the RFP document failing which the tender shall be rejected out rightly. The Annual Turn Over of the company should not less than 60% of estimated amount 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 finalization of successful bidder. However, the EMD in respect of the successful bidder shall be returned after submission of Bank Guarantee of **Rs. 14,10,000 (Rupees Fourteen Lakh and Ten Thousand 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. 14,10,000 (Rupees Fourteen Lakh and Ten Thousand Only)** in the favour of Executive Director (P), National Highways and Infrastructure Development Corporation Limited, H. No. 261, Sector-6, Channi Himmat, Jammu-180015 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, RO-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 Executive Director (P) NHIDCL RO-Jammu in respect of the persons deployed and submit the same to the Executive Engineer (P) NHIDCL RO-Jammu in the first week of the succeeding month. As far as possible the payment will be released by within the first week of the succeeding month. The payment to the manpower should be made by the agency through their 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, RO-Jammu office before the end of each month. National Highways and Infrastructure Development Corporation Limited, RO-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. The National Highways and Infrastructure Development Corporation Limited, RO- 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.

Section-4

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 Government/PSUs/Reputed Private Firms 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 Government/PSUs/Reputed Private Firms for at least 03 years.
 - g) Certificate of annual return form CA. The Average Annual Turn Over of the company should not be less than 01 Crore from last 03 years
 - h) The manpower Company/Firm/Agency should provide different category of manpower given at page no 03 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 1 of Section-2 .
2. Self-attested copies of the documents indicating compliance with the above specifications/requirements shall be provided containing Technical Bids.

Sr.No.	Criteria	Supporting Documents
1	The registered office or one of the branch offices should be located in the location of Regional Office and be functional for at least last 2-3 years.	Self-attested copies of Telephone bill/ Electricity Bill/ Registered lease Deed supporting the address.
2	The firm should be registered with the appropriate registration authority and should be in existence for not less than five years before the bid date.	Certificate of Incorporation in respect of the applicant organization issued by Registrar of Companies or a partnership deed duly registered under the Partnership Act.
3	Income/ Revenue from Recruitment (Man Power Services) of the firm should be decided by Client. Revenue from other business will not be considered.	Copies of audited balance sheet/ CA Certificate should be attached for the last three financial years. Attested copy of the latest IT return filled by agency.
4	Should have successfully served for minimum of 5 No. of clients as Manpower	Certified documents in support of past contract with

	Service Provider out of which minimum 3 Nos. of client should be Govt./PSUs	Govt. / PSUs from the concerned establishment.
5	The agency should have been registered with Income Tax and Service Tax Departments; attested copy of PAN card; Attested copy of GST registration certificate in respect of Manpower Services.	Attested copy of PAN Card; Attested copy of GST registration certificate in respect of Manpower Services etc.
6	Annual average turnover during the last three financial years, ending 31st March of the previous financial year, should be at least 60% of the estimated cost.	A certificate from Chartered Accountant (Registered) as a proof of turnover for the last 3 years.
7	Maximum Number of manpower on pay roll deployed at one office (Ministry / Govt. Department/ PSUs/ Autonomous bodies/ reputed Private Sector) during last one year.	Self-attested declaration by the agency.
8	The agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other labour authorities including under the Contract Labour (Regulation and Abolition Act).	Attested copy of the Employee Provident Fund registration letter/ certificate. Attested copy of the Labour License under the contract labour (Regulation and Abolition) Act. Attested copy of the Employee State Insurance registration letter/ certificate.
9	The agency or any of its partners/ directors etc. should not have been black listed/ debarred by any of the government agencies or department or should not have been found to be guilty of moral turpitude or convicted of any economic offense or with violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations.	Self-attested declaration by the agency.

3. Order for Arrangement of Documents with the Technical Bid

- Proof of payment 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.

4. Technical requirement for various personnel to be deployed by the successful company/firm/agency in the office of Executive Director (p), national highways and infrastructure development corporation limited, RO-Jammu office and its PMUs/Site offices at Akhnoor, Doda & Kishtwar with proper documentary proof.

As per guidelines issued by the NHIDCL authority vide order no. NHIDCL/12(1)/2021/EC/2022/3528 dated 26.12.2022, Nomenclature, qualification / experience and remuneration for various type of manpower to be deployed on outsourced basis at RO and Field Offices.

Sl.	Designation	Tentative Requirement	Remuneration (Rs. Per Month)	Experience	Required Qualification and Experience	Monthly consolidated remuneration (inclusive of PF, ESI) exclusive of applicable taxes and agency charges.
1.	SAP Consultant	01	45,000/-	3 Yrs	Graduate with 03 years experience of SAP.	<p>Monthly consolidated remuneration (CTC) will be fixed as per the suitability of the candidate(s). However, at present, the monthly remuneration bill for the manpower is approx. Rs.15,00,000/- (Rs. Eighteen Lakh per month + GST as applicable.</p> <p>Medical Insurance @ Rs.5 Lakh for those deployed at NHIDCL HQ as well as in the field offices and Personal Accidental Insurance @ Rs.10 Lakh for those deployed in field offices is to be taken by the outsourcing agency and the annual premium would be reimbursed by NHIDCL to the outsourcing agency.</p>
2.	IT Engineer	02	45,000/-	0-3 Yrs	B.Tech/B.E in Electronics/IT/Computer Sciences/MCA/MSc. (IT) from a recognized University/Institution. Preference shall be given to M.Tech /MBA (IT) and having good experience on government projects.	
3.	Stenographer (English / Hindi)	04	35,000/-	-	Graduate + proficiency in Stenography @ 100 w.p.m. or above in English/Hindi plus typing speed of 45 wpm or above in English/Hindi.	
4.	Office Assistant	01	32,000/-	2 Yrs	Graduate with typing speed of 30 w.p.m in English/ Hindi.	
5.	Accountant	02	32,000/-	-	B. Com, Preference shall be given to candidate having M.Com/ Inter CA or ICWA	
6.	Data Entry Operator	13	28,000/-	1 Yr	10+2 Pass and possessing typing speed of 30 w.p.m in English/ Hindi.	
7.	Multi Tasking Staff	12	23,000/-	-	10 th Pass and having good etiquettes/ manners, basic knowledge of computer and typing shall be desirable	
8.	Any Other	As per requirement of NHIDCL			As will be decided by NHIDCL	

Evaluation of BID

The responsive bids will first be evaluated for technical competence in the following manner

Evaluation of bids (qualifying only)

A minimum score for technical bid of 70 out 100 is required for qualifying in technicalbid evaluation, based on the following criteria: -

S. No.	Particulars	Max Marks	Scoring mechanism	
			Values	Marks
(i)	Number of years in operation (supported with documentary proof for validation)	20	(a) 5 years	05 marks
			(b) More than 5 years and up to 10 years	10 marks
			(c) More than 10 years	20 marks
(ii)	Number of Similar Nature of completed works during the last 05years Supply of Manpower/ Facility Management Services) costing Rs. 35,00,000 or above. (Manpower contract of Housekeeping, security or supply of Labour shall not be considered.)	15	(a) 3 works of Govt. / PSU + 2 works of reputed Private organization	5 marks
			(b) 4 works of Govt. / PSU + 1 work of reputed Private organization	10 marks
			(c) 5 or more works of Govt. / PSU	15 marks
(iii)	Annual Average Turnover during last 03 financial year.	25	(a) Up to 1 Crore	05 marks
			(b) More than 1 Crore and upto 2 crore	10 marks
			(c) More than 2 crores and 4 upto crores	15 marks
			(d) More than 4 crores and upto 6 crores	20 marks
			(e) More than 6 crores	25 marks
(iv)	Maximum number of Manpower on pay roll deployed at one office (Ministry/Govt. Department/PSUs/Autonomous bodies/Reputed Private Sector) during last one year.	25	(a) Up to 100	05 marks
			(b) More than 100 and upto 300	10 marks
			(c) More than 300 and upto 500	20 marks
			(d) More than 500	25 marks
(v)	Quality Related Marks (Supported with valid certificates)	15	ISO 14001	05 marks
			SA 8000	05 marks
			OHSAS 45001	05 marks

- (i) Financial bids of only the technically qualified and eligible bidders shall be considered.
- (ii) Financial bids of only such bidders shall be opened who score 70 marks out of 100 in the technical bid criterion and contract shall be awarded to the bidder whose financial quote is L-1. however, competent authority in NHIDCL may reject any of the bids including L-1 if it comes to the notice that the bidder has either given wrong/false information or has acted in a manner which is violation of terms and conditions of tender.

Annexure-I

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:

Name:

Place:

Seal:

Annexure-II

APPLICATION FORMAT FOR TECHNICAL BID

1. Name of Tendering Company/Firm/Agency:

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

3. Full Address of Regd. Office

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

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 in lakh)	Remarks if any
2022-23		
2021-22		
2020-21		

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.			

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

Signature of authorized person

Date:

Name:

Place:

Seal:

Annexure-III

APPLICATION FORMAT FOR - FINANCIAL BID

1. Name of tendering Company/Firm/Agency:
2. Details of Earnest Money Deposit: Rs.10,000/- (Rupees ten thousand).....
3. Providing Skilled, Semi-skilled and unskilled man power Manpower Services for Regional Office Jammu in the State of UT of Jammu & Kashmir deployed in the office of the Executive Director (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, RO-Jammu office before the end of each month. National Highways and Infrastructure Development Corporation Limited R/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 percentage so quoted should be based on the amount to be occurred on liabilities viz.
5. Bidders 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.

Signature of authorized person(s)

Date:

Name:

Place:

Seal:

Notes:

1. In cases where the bidder has submitted "NIL" Charge/Amount over and above the minimum wages, the bid shall be treated as Non-responsive 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 latest by 5th day of the next month on the basis of number of working days for which duty has been performed by each manpower. The delay by the agency in providing salary to the manpower provided beyond three working days shall attract a pre-estimated penalty of amounting to Rs. 500/- per day per person on the service-providing agency.

Annexure-IV

FINANCIAL BID

Tender Inviting Authority: National Highways & Infrastructure Development Corporation Limited, Regional Office-Jammu.		
Name of Work: Selection of Manpower Placement Agency for providing services of Middle Management Personnel (such as SAP Consultant, IT Engineers, Stenographers, Office Assistants, Accountants, Data Entry Operators, Multi-Tasking Staffs etc.) at RO-Jammu its, Project Monitoring Units (PMUs) in different regions of Jammu (UT of J&K).		
Contract No: F.No. NHIDCL/HQ/Admn/Middle Management/2020		
Bidder Name : 		
Sr. No	Details	
A	Component of Rate	Rate of service/ agency charges in percentage (%) (up to two decimal points only) to be charged on total remuneration, excluding taxes/GST
B	Agency Admn/ Service Charge	To be quoted in % of the amount payable as in (a) above _____% In words _____%

Note:

1. The administrative/ service charge to be charged by the service provider should be included in percentage service rate to be charged on remuneration to be paid to each personnel (excluding taxes). The amount so quoted should include all liabilities of the agency towards the deputed staff including arranging CVs/ written tests/ personal interaction preparing remuneration sheets, initial mobilization of staff at site and any other similar expenses.
2. In cases where the bidder has submitted “NIL” charge/ amount over and above the remuneration payable to the manpower, the bid shall be treated 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.
3. NHIDCL shall bear the expenses towards ESI, EPF, Maternity leave and other taxes as applicable as per Govt. rules from time to time.
4. Remuneration will be fixed by NHIDCL for various positions from time to time. Please refer Section 5 of this document for guidance.

Annexure-V

BID FORM

To,
The Executive Director (P),
NHIDCL,
RO-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 such as SAP Consultant, IT Engineers, Stenographers, Office Assistants, Accountants, Data Entry Operators, Multi-Tasking Staffs etc.) to the office the Executive Director (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.

Signature of authorized person(s)

Date:

Name:

Place:

Seal:

Annexure-VI

DETAILS OF BANK ACCOUNT

(RTGS/NEFT facility for receiving payments)

S.No.	Particulars	To be filled by the bidder
01	Name of account holder	
02	Address of account holder	
03	Name of the bank	
04	Name and address of the branch	
05	IFSC code	
06	MICR Code	
07	Account Number	
08	Type of account	

I/we, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for the reasons of incomplete or incorrect information /we would not hold NHIDCL responsible.

Signature of account holders

Name of the account holder

Signature of the bidder/authorized representative.