



राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम
NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM
(An Institution of National Importance under Ministry of HRD, Govt. of India)
CHALTLANG, AIZAWL, MIZORAM – 796012
Phone/Fax: 0389-2391699 / 0389-2391236 / 0389-2391774 Email: nit_mizoram@nitmz.ac.in

**TENDER DOCUMENT
FOR
OUTSOURCED MAN POWER SERVICES
AT NIT MIZORAM**

- 1. Security Services on Outsourcing Basis**
- 2. Housekeeping Services on Outsourcing Basis**
- 3. Auxiliary Manpower on Outsourcing Basis**

TENDER No.: NITMZ/C-183/2018/1165

Dt. 3rd Dec., 2019

Not Transferable

Visit us at www.nitmz.ac.in

TABLE OF CONTENTS

Section	Title	Page No.
1	Notice Inviting Tender	3
2	Basic Requirements	4
3	General Instructions to Bidders	5 - 7
4	Selection Criteria	7
5	Tender Terms & Conditions	7 - 14
6	Proforma for Technical Bid	15 - 16
7	Financial Bid & Banking Details	17
ANNEXURE		
I	Checklist for Technical Bid	18
II	Bidder's General Information	19
III	Tender for Security Service: i) Terms & Conditions ii) Posts, Qualification, Category, No. of Personnel iii) Vehicle Charges Format iv) Financial Bid v) Job Description & Responsibilities vi) Format of Invoice etc.	20 - 22
IV	Tender for Housekeeping Service: i) Terms & Conditions ii) Posts, Qualification, Category, No. of Personnel iii) Tools, Equipments & Materials iv) Financial Bid v) Job Description & Responsibilities vi) Format of Invoice etc.	23 - 26
V	Tender for Auxiliary Man Power Services: i) Terms & Conditions ii) Posts, Qualification, Category, No. of Personnel iii) Financial Bid iv) Job Description & Responsibilities v) Format of Invoice etc.	27 - 31



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No. NITMZ/C-183/2018/1165

Date: 03.12.2019

Notice Inviting Tender

The Registrar, NIT Mizoram invites sealed quotations from interested bidders for providing **“Outsourced Manpower Services”**:-

1. Security Services on Outsourcing Basis
2. Housekeeping Services on Outsourcing Basis and
3. Auxiliary Manpower on Outsourcing Basis
at NIT Mizoram, Aizawl.

Sl. No.	Name of the Work	Estimated Cost per month (approx.) (₹)	Earnest Money (₹)	Security Deposit	Last Date of Submission of bid/offers	Date of Opening of Technical Bid
1	Security Services	8,90,000.00	22,250/-	3,00,000/-	Dt. 20.01.2020 (Upto 2:00 pm)	Dt. 20.01.2020 (At 3:00 pm)
2	Housekeeping Service	4,80,000.00	12,000/-	2,00,000/-	Dt. 20.01.2020 (Upto 2:00 pm)	Dt. 20.01.2020 (At 3:00 pm)
3	Auxiliary Manpower	3,90,000.00	9,750/-	1,00,000/-	Dt. 20.01.2020 (Upto 2:00 pm)	Dt. 20.01.2020 (At 3:00 pm)

- The Tender Documents should be downloaded from the Institute’s website.
- The cost of Tender Document (non-refundable) shall be submitted in the form of Bank Draft (DD) drawn on any Nationalized Bank, in favour of the Registrar, NIT Mizoram payable at SBI, Bawngkawn Branch, Aizawl-796014.
- Earnest Money Deposit in the form of Bank Draft (DD)/ Banker’s Cheque (BC) drawn on any Nationalized Bank, in favour of the Registrar, NIT Mizoram payable at Aizawl.
- All details will be available in the website: www.nitmz.ac.in

Interested Bidders may quote for **one; two or all of the above works** tendered, provided the bidders fulfil all the statutory requirements.



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Date:03.12.2019

OUTSOURCING MAN POWER SERVICE AT NIT MIZORAM

Sealed tenders are invited in a two-bid system and in prescribed format from established, reputed and experienced agencies for providing outsourced manpower service in the Institute. The first part is the **Technical Bid** which consists of technical requirements and general terms & conditions and the second part is the **Financial Bid**.

Tender document can be downloaded from the institute website www.nitmizoram.ac.in. Sealed Tender must reach the undersigned on or before the closing date and time of submission. The tender shall be published on Institute website:

BASIC REQUIREMENTS:

1. The Agency should be registered with the Mizoram Government/Other State Government in India/ Govt. of India and having a valid license. However, preferences shall be given to Local Entrepreneur by relaxing turnover, experience etc. in compliance to the MHRD Order No. F.NO. 33-1/2019 - TS.III dated 04.07.2019.
2. The Agency should have Income Tax account (PAN), GST Registration Certificate, Provident Fund Registration and other statutory registration for operating as outsourced manpower service provider.
3. The agency should have experience in providing outsourced manpower service at Government and Non- Government organisations, Autonomous Institutes, Public Sector and Private Sector Undertakings.
4. The Registered Office or one of the Branch Offices of the Agency should be located at Aizawl. OR if selected, the Agency should give the undertakings to establish one Office at Aizawl, Mizoram within 1 (one) month.
5. The Agency should have satisfactory Completion Certificates or valid work Orders/ Contracts of at least 3(three) similar works.
6. The Agency should not have been blacklisted in the past by any Government and Non- Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings.
7. The Agency should have no vigilance/CBI Case pending against it.

Agencies meeting the above basic requirements may submit tenders. The prescribed Tender document, detailed fees and requirements, bid instructions and Terms & Conditions may be submitted on or before **20th January, 2020 (2:00 p.m)**

INSTRUCTIONS TO BIDDERS:

1. For submitting **Technical and Financial Bid**, two separate sealed covers should be used with superscription "**Technical Bid and Financial Bid**" on the top of the Envelopes respectively. If two separate sealed covers are not used, the tender shall be cancelled as not conforming to the technical requirement. Both the sealed covers should be placed in the main sealed Envelope distinctly super scribed with the address of the Agency submitting the quotation and addressed to the Registrar, NIT Mizoram

QUOTATION FOR PROVIDING OUTSOURCED MANPOWER SERVICE AT NIT MIZORAM - _____
(mention the name of the work in full i.e I/II/III or all the works) quoting the Ref. No.&Date

LAST DATE OF SUBMISSION: 20.01.2020 (2:00 p.m) Technical Bids will be opened on the same day at 3:00 p.m

2. Only those Technical Bids with the desired documents attached to the satisfaction of the Committee will be opened for Financial Bids. After evaluation of Technical Bids, the date for opening Financial Bids will be notified and qualified bidders will be informed accordingly.
3. No quotation will be accepted by fax, e-mail, telex, or any other such means.
4. **The estimated cost of the tender is ₹. Rs. 17.6 lakhs approximately per month for three Works i.e Security Service, Housekeeping Service and Auxiliary Man-Power Services.**
5. **Earnest Money Deposit (EMD) :** Refundable Earnest Money Deposit (EMD) of ₹. ____ **(amount separately shown for each work)** only through Demand Draft only drawn in favour of Registrar, National Institute of Technology, Mizoram payable at Aizawl, Mizoram must accompany the Quotation. EMD of unsuccessful bidders shall be returned after finalization of the contract without any interest. EMD of the successful bidder(s) will be released after submission of Security Deposit. Quotations not accompanied by EMD as prescribed above will be summarily rejected.
6. **Security Deposit:** Selected Bidder shall submit Security Deposit in the form of Demand Draft in favour of NIT Mizoram, Chaltlang, Aizawl and shall be released on completion of the contract period. The EMD of the successful bidder will be released after the Institute has received the Security Deposit.
7. The approximate number of personnel required in different categories of duty and minimum prescribed qualifications are shown in the respective Tender Document. The requirement is **an approximation and is liable to change** as per requirement from time to time.

8. Bidders are instructed to quote their rates on a 'per person per month' basis in Indian Rupees only as given in the **Format for Financial Bid** in the respective Tender Document.
9. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/ make cutting in the quotation. In case of a mismatch, the rates written in words will prevail. Usage of "white ink" to erase and then rewriting the rates will not be accepted. Bidders are advised to strike out wrong entries and rewrite clearly beside them. In such cases, the bidder shall have to sign and place their official seal for every corrected entry.
10. **Quotations for Service Charge shall be quoted only in PERCENTAGE basis only. Quotation received in any other format will summarily be rejected.**
11. Photocopies of all documents submitted should be self-attested with seal of the bidder.
12. Bidder must unconditionally accept all terms and conditions stipulated in the tender document and all pages of the bid including all enclosures should be numbered and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers received without signature and seal on all pages of the tender document will be rejected.
13. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the bidding Agencies/service providers. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Conditions mentioned in the tender bids submitted by vendors will not be binding on NIT Mizoram.
14. **TDS:** Tax Deducted at Source as applicable on date will be deducted from the bills, unless documents are submitted along with the tender.
15. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be prescribed date of closing/opening.
16. **Enquiry during the course of evaluation not allowed:** No enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Institute Authorities may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-operation.
17. **Bid not transferable:** The bid documents are not transferable and the seal and signature of the individual/ authorized official of the firm must appear on all the pages and envelopes submitted.
18. At any time prior to the date of submission of bid, NIT Mizoram may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment/ corrigendum. Any such amendment/corrigendum will be duly notified only through the **Institute's website www.nitmz.ac.in**. Prospective bidders are advised to check the Institute's website every now and then for any amendment/

corrigendum. In order to provide reasonable time to take the amendment into account in preparing the bid, NIT Mizoram may extend the date and time for submission of bids.

19. The acceptance of the quotation will rest solely with the competent authority of NIT Mizoram, who in the interest of the Institute, is not bound to accept the lowest quotation and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons.
20. **Documents to be attached:** All documents as required in the **Annexures**.

SELECTION CRITERIA:

1. **Technical Bid:** Technical Bid will be opened as per schedule in the office of the NIT Mizoram, Chaltlang Dawrkawn, Aizawl by the Tender Evaluation Committee (TEC). The bidders or their authorized representatives may also be present during the opening of the Technical Bid, if they desire so, at their own expenses. The documents submitted in the Technical Bid will be evaluated by the TEC. The bidders who do not meet the eligibility criteria will not be considered for further evaluation.
2. **Financial Bid:** The date of opening of Financial Bid will be decided by the Institute and will be communicated to eligible bidders only and the Financial Bids of only technically qualified bidders will be opened for evaluation. It shall be the responsibility of the bidder to provide the correct email ID and other contact details.

TERMS & CONDITIONS

1. **Award of Contract:** The period of contract shall initially be for a period of 1 (one) year from the date of award of contract issued by NIT Mizoram and may be renewed on the basis of satisfactory performance for a maximum period of 3 (three) years, under the same terms and conditions or with such amendments, as may be mutually agreed to.
2. The Agency will provide the required number of personnel within a period of 15 (Fifteen) days from the date of written order issued by NIT Mizoram.
3. **Blacklist Affidavit:** The Agency has to submit a voluntary statement by way of affidavit stating that they have not been blacklisted in the past by any Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings and no case is pending against any contract and also to state that there is no vigilance/ CBI case pending against the Firm/Agency. The affidavit is to be duly executed before the Notary Public or Magistrate First Class

on a non-judicial stamp paper of INR 10/- (Rupees Ten) only. The bidder shall submit the affidavit in original along with the Technical Bid.

4. **Strict Compliance of Minimum Wages Act:** The outsourced personnel offered by the Agency should be covered under Employee State Insurance (ESI) and Employees Provident Fund (EPF).
5. **Workman's Compensation etc:** The Agency shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to NIT Mizoram and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970, Employees State Insurance Act, Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952, Payment of Bonus Act, 1965, the Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938, Maternity Benefit Act and/or any other Rules/Regulations and/or statutes that may be applicable to them.
6. Any compensation for disengagement on account of death, disability of any worker deployed at NIT Mizoram, even if such disability manifests after the termination of the contract shall be Agency's exclusive liability.
7. The rate to be paid to the Agency should not be less than the rates prescribed in the Minimum Wages Act and other rules and regulations as applicable and notified from time to time in the official gazette/ Department of Labour & Employment, Govt. Of India. In case of revision of minimum wages by the competent authority or increase in DA etc., as also of the employer's contributions towards EPF and ESI, the pro-rata increase in the rates on which the wages have been proposed has to be enclosed with the Technical Bid.
8. It shall be the responsibility of the Agency to ensure the outsourced personnel deployed, at no point of time will be paid less than the minimum rates of wages as prescribed and revised from time to time. The agency shall pay the exact monthly salary/remuneration, to the contractual employees deployed by the agency after deduction of the statutory amount like EPF/ESI etc. Therefore, **the agency shall quote the service charges keeping the above in mind.**
9. **Payment Procedure:** All the payments to be made for the services provided by the Agency shall be made directly to the Agency who will raise the bills accordingly on monthly basis. No payments shall be made directly to the personnel so deputed by the Agency.

10. NIT Mizoram will maintain an Attendance Register in respect of the staff deployed by the Agency on the basis of which wages/ remuneration will be decided in respect of the outsourced staff at the approved rates.
11. Bill shall be raised by the Agency in accordance with the rates quoted on or before the 5th day of every month and non- payment of wages by and any malpractice if noticed, will invite a penalty which may lead to termination of contract and blacklisting of the firm or any other decision deemed fit by the Competent Authority. The Agency will also be liable to pay the disputed outstanding amount. The NIT Mizoram shall not be directly responsible for the payment of wages to the employees. It will be the responsibility of the Agency to make regular payment to the workers engaged by him as per the minimum wages notified by the Government and applicable to the state of Mizoram. Necessary receipts of depositing ESI and EPF challans should be attached along with the bills. In case, the previous month's ESI and EPF challans do not accompany the bill as a documentary proof, the Institute shall withhold the Bill for the month till such proof is produced.
12. The salary/ wages of deployed manpower for each month must be paid to the employee on or before the 7th of the following month by the agency. **Penalty of ₹5000/- per day shall be imposed, if wages are not paid before the 7th day of each month.**
13. In case of continuous failure (i.e, more than three times) to make payment of wages to the workers within the prescribed period or making a short payment or non-compliance of statutory dues by Agency, the Security Deposit amount deposited with NIT Mizoram shall be forfeited and the firm shall also be blacklisted, subjected to approval by the Competent Authority.
14. The Agency has to produce monthly bill in prescribed format only "Format of Invoice" of Annexure (iii) TENDER FOR AUXILIARY MANPOWER REQUIREMENT (Clause iv) in the respective Tender Document. The bill should be submitted on or before 5th of following month so that payment can be released at the earliest. Agency has to ensure that all requisite documents/ receipt. Certificate are enclosed with the original invoice (2 copies) as prescribed by the Institute. The Agency must ensure that the wages of their deployed staff are released within the 7th day of the following month, irrespective of receipt of payment from NIT Mizoram.
15. **Service/ Administrative charges** quoted by the agency would be valid for a period of **two years** from the date of award of the contract and the request for increase in rates during the current contract shall not be entertained under any circumstances.

16. **Prohibition of engaging Child Labour:** All persons deployed shall not be below the age of 18 (eighteen) years. The bidder must comply with the Child Labour (Prohibition and Regulation) Act; 1986. Agency/supplier shall also ensure that the norms prescribed by the State and Central Human Rights Commission, Minimum Wages Act, Provision of Industrial Act or such legislation (both Central and State Govt.) to the extent applicable are fully observed.
17. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category in the respective Tender Document. However, it may vary, subject to requirement.
18. The persons supplied by the Agency should not be encumbered by any police records/ criminal cases pending against them. The Agency should make adequate enquiries about the character and antecedents of the person whom they are recommending. The Agency should also ensure that the personnel deployed are also medically fit and certificate of their medical fitness is to be provided, whenever called for.
19. Based on the requirement of each job, the Agency will take due caution and accountability on the selection of its employees. In case NIT Mizoram in its discretion finds any deployed person as not desirable and unsuitable for any reasons whatsoever, it will be the sole discretion of the NIT Mizoram to inform, the agency/ service provider for withdrawal of such person(s) forthwith and substitute by a person(s) acceptable by NIT Mizoram.
20. In case of any deficiency in services by outsourced staff so deployed or provision of lesser number of manpower than the minimum required or in the case of disobedience by the staff so deployed on duty, the Competent Authority of NIT Mizoram shall be at the liberty to impose penalty as may be deemed fit up to ₹ 10,000/- for such occasion after giving him/her an opportunity of being heard in person.
21. The outsourced personnel engaged by the Agency at NIT Mizoram shall be the employees of the Agency and it shall be the Agency's duty to pay salary and other dues as applicable every month. The outsourced personnel engaged by the service provider shall not have any claim for absorption in NIT Mizoram nor will NIT Mizoram bear any liabilities in service matters of the outsourced employees. The agency/ service Provider will be directly responsible to them.
22. **Indemnity of NIT Mizoram:** The Agency's personnel shall not claim any benefit/ compensation/ absorption/ regularization of services in NIT Mizoram. Further,

the deployed personnel shall not automatically qualify for the absorption in the event of the post for which he/she is serving is declared a sanctioned post.

23. The Agency's personnel shall not divulge/ disclose any details of the office, operational processes, technical know-how, security arrangements and administrative/ organizational matters to anyone and anywhere, doing so will attract disqualification and disengagement.
24. The Agency's personnel shall be polite, cordial, positive and efficient while handling the assigned work so that their actions promote goodwill and enhance the image of the Institute.
25. The Agency shall ensure proper conduct of his personnel in the office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
26. The personnel of the Agency shall not join any labour union or resort to strikes or demonstrations or any other agitation of this nature. The personnel shall neither directly or indirectly join nor assist any commotion of civil nature and shall render their sincere services during any kind of calamities to their best efforts. Resorting to such action will attract disengagement by the Agency/ Service provider.
27. In case the outsourced personnel deployed by the Agency commit/ commits any act of omission or commission constituting misconduct or indiscipline, the Agency/Service provider will take appropriate action against the personnel.
28. The Agency has to provide photo identity cards and Uniforms to the persons employed by it for carrying out the works. Separate uniforms shall be made for the 2(two) distinct schedule of works e.g., For Housekeeping- Green T. Shirt and black pants and for Security personnel-Blue T. Shirt and black pants. No separate payments shall be made for such things. The bidder must calculate and include such expenses into their offered service charges.
29. **Accommodation, food and transport:** The transportation, food, medical and other statutory requirements in respect of each personnel of the Agency shall be the sole responsibility of the Agency/Service provider.
30. The personnel shall observe timings prescribed by NIT Mizoram from time to time. In the absence of any specific times, normal office timings shall be followed. On certain occasion, personnel of different work schedules may have different working hours, but daily working hours will not exceed the daily stipulated hours i.e, 8.00 hours. The personnel will be required to follow holidays of NIT Mizoram.

31. The Wages Register of the deployed personnel shall be furnished for inspection whenever called upon by NIT Mizoram.
32. No wage/ remuneration will be paid to any staff for the days of absence from duty.
33. The Agency shall provide suitable replacement of any person leaving the job at the earliest at no extra cost.
34. There will be penalty upon personnel of the agency for availing any unauthorized leave (i.e. leave without proper advance information) which will be equivalent to 1(one) day wage of the concerned personnel of the Agency/ Service provider.
35. The Institute shall not be responsible financially or otherwise for any injury or death to the outsourced personnel in the course of their performing their duties. In case, compensation is awarded by a Court of Law, payment of the same shall be the sole responsibility of the agency/ service provider.
36. That the Agency, on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff. If NIT Mizoram suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the Agency, the Agency shall be liable to compensate for the same. The agency/ service provider shall keep NIT Mizoram fully indemnified against such loss or damage.
37. The Agency shall not be permitted to transfer, sublet or assign their rights and obligations in part or full under this contract to any other person or organization.
38. **Termination for Default:** Default is said to have occurred
 - i. If the Agency fails to perform any or all of the services specified in the contract.
 - ii. Under the above circumstances NIT Mizoram may terminate the contract in whole or in part and forfeit the Security Deposit. In addition to above, NIT Mizoram may at its discretion also take the following actions: Make alternate arrangements with another qualified Agency in such manner as it deems appropriate and the defaulting Agency shall be liable to compensate NIT Mizoram for any extra expenditure involved towards services obtained.
39. The Institute shall have the absolute right to terminate the contract at any time before the due date of expiry specified in Clause 1 herein above, without assigning any reason, by giving one month's notice in advance to the Agency in writing. The

Institute shall also have the right to extend the contract in writing on the same terms and conditions with some addition/deletion for a further period of 2 years.

40. The Registrar, NIT Mizoram shall have the right to impose a penalty upon the agency for Non-Performance of the Contract and violations of the Contract. The extent and amount of penalty will be decided by the Registrar NIT Mizoram which will be binding upon the bidder.
41. In the event of Agency desiring an early termination of the contract, they shall have to give **three months advance notice** to the Institute Authority.
42. The Agency, if in any manner, defaults in the performance or in making good any losses, damages or expenses or any part thereof, it shall be lawful for the Institute to forfeit or dispose off the said security in and towards the liquidation of liability of the agency/service provider in respect of such default. Further, in case Institute is put to any monetary loss or liability as a result of any act of omission or commission of the Agency or personnel deployed by him, the Institute shall have the right to get itself reimbursed to the extent of the liability or loss out of the bills and /or the security deposit.
43. The Agency is bound by the details and documents as furnished by them to the Institute while submitting the tender or at any other time. In case any of the details of such documents furnished by them, is found to be false at any stage this would be deemed to be a breach of the terms of contract making them liable for action deemed fit by the Director, NIT Mizoram.
44. That on the expiry of the agreement, unless extended formally, the Agency will withdraw all its personnel and clear their accounts by paying them all their legal/Statutory dues. In case of any dispute on account of the termination of employment or non- employment by the personnel of the Agency/Service Provider, it shall be the entire responsibility of the agency/service provider to pay and settle the same.
45. The service provider shall be contactable at all times and messages sent by phone/e-mail from this office shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Department in fulfilment of the contract from time to time.
46. **Force Majeure:** If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned, that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such event in writing to the other party, and the events referred to are as follows:
 - a. Any law, statute or ordinance, order action or regulations of the Government of India,

b. Any kind of natural disaster, and

c. Strikes, acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

47. Settlement of Disputes and Jurisdiction: In the event of any dispute or difference whatsoever arising out of this service contract, the same shall be settled amicably. If not resolved, the contract shall be interpreted and governed by the laws and procedures established by Government of India and subject to exclusive jurisdiction of the Gauhati High Court, Aizawl Bench, Aizawl only.

Proforma for Technical Bid
(First Envelope)

To be put in a separate sealed envelope, marked Technical Bid: Manpower service

Table-1: Agency/Supplier Details

1.	Name of the Agency/Firm: (Full Address with Telephone No.) Email: Web(URL)	
2.	Registration No. Of the Company/ Agency under: (a) State of Mizoram (b) Central Govt.	
3.	Details of joint venture/collaboration (please attach details)	
4.	ESIC No. EPFO No. GSTIN No. PAN (Please attach attested copies of Registration Nos.)	

UNDERTAKING

If any information given by me/us in the above technical bid is found incorrect or false at any stage, the entire EMD/security deposit will be forfeited to the Institute.

Date:

Place:

Signatory with seal of the agency/firm

Table-2: Present Assignments

S. No.	Name of the Organization with Address	Contract Start Date	Contract Expiry Date	No. Of Manpower Supplied				Contact Person and Contact Details
				Highly skilled	Skilled	Semi-Skilled	Un-Skilled	

Table-3: Work Experience in Last Three (3) years

S. No.	Name of the Organization with Address	Contract Start Date	Contract Expiry Date	No. Of Manpower Supplied				Contact Person and Contact Details
				Highly skilled	Skilled	Semi-Skilled	Un-Skilled	

Format of Financial Bid (Second Envelope)

1. Format of Financial Bid is shown under the respective Tender Document.
2. The format may be printed on the Letter Head of the Bidder.

Banking Details:

Sl. No.	Particulars	Information
1	Firm(Beneficiary) Name	
2	Please enclose a cancelled cheque	
3	Bank Name	
4	Bank Address	
5	IFSC Code No.	
6	Mobile No.	

We undertake that all information provided above is correct and NIT Mizoram will not be responsible in case of any error.

(Seal and Signature of the Firm)

Note:

Separate Tender Document is given for each work tendered.

**Sd/-
Registrar
NIT MIZORAM**

Checklist for Technical Bid

Sl. No.	Documents	Yes/No	If Yes, Page No.
1	Bank Draft for EMD		
2	Authorization letter from the Owner/ Proprietor		
3	Copy of the PAN issued by the Income Tax Department with copy of Income –Tax Returns of the last three financial years		
4	Copy of GST Registration Certificate		
5	Copy of valid Registration Certificate of the firm/ agency		
6	Copy of the License under Contract Labour (R&A) Act 1970, of the employer for whom the agency is currently undertaking the work		
7	Copy of valid Provident Fund Registration number		
8	Copy of valid ESIC Registration Certificates		
9	Proof of experiences as per the eligibility criteria		
10	Customer satisfactory performance certificates/Work		
11	Copy of Memorandum of Understanding (MoU) in case the bidder comprises of joint venture/Consortium Partnership or relevant document about sole Proprietorship		
12	Proof of ownership and control		
13	Bidders Profile as per Table-1		
14	Present Assignments as Table-2		
15	Work experience in last three(3) years as per Table-3		
16	A signed & stamped copy of Tender documents to be submitted in token of acceptance of our terms & conditions		
17	Income Tax Return and Audited Annual Account for last Three (3)Years		
18	Labour Department Registrations certificate (clearly stating that bidder have work permit for Aizawl, Mizoram)		
19	Signed copy of latest Minimum Wages Notification		
20	Affidavit declaring not being blacklisted by any organization		
21	Trade License		
22	Any other documents		

Note: Photocopies of all above documents must be duly self-attested. Incomplete submission of any of the above documents shall lead to rejection of the bid.

(Signature of the Bidder)
Name and Address (with seal)

BIDDER'S GENERAL INFORMATION

Bidder should indicate following information along with the self-attested photocopies of supporting documents:

1	Name of Firm/Agency/ Contractor	
2	Number of Years in Operation	
3	Registered Address	
4	Operational address if different from above	
5	Telephone No.	
6	Tele Fax No.	
7	Mobile No.	
8	Official Email Address	
9	Name & Address of Branch, if any	
10	Type of Organization(whether Private limited/ Partnership/ Sole Proprietorships per attached proof	
11	Name of Proprietor/ Partners/ Designated Partners/ Directors of the Firm	
12	ISO Certification, if any (if yes, please furnish details)	

I. TENDER FOR SECURITY SERVICES IN NIT MIZORAM

(i) Terms & Conditions for Supply of Manpower: See the General Terms and Conditions mentioned for all

(ii) Details of Post, Qualification, Category & No. of personnel required

Sl. No	Designation	Qualification	Category	Total No. Of Post Required
1	Security Personnel	Experience in the respective category	Semi-skilled	50
2	Supervisor	Experience in the respective category	Skilled (Ex-servicemen is preferable)	02

(iii) **Operating cost of vehicle:** Vehicle is to be supplied by the Contractor/Agency for patrolling. Cost to be quoted in Price Bid (Operating Cost only, not the cost of Vehicles).

S. No.	Equipments	Nos.
1	Operating cost of Patrolling Vehicle for Security Purpose	1

(iv) **Financial Bid:** (To be placed in a separate sealed envelope, marked "Financial Bid" and to be typed out in the Letterhead of the Firm/Agency as required under Annexure-III)

Sl. No.	Particulars	Salary per person per month	EPF	ESI	Bidder/ Agency service charge in percentage on basic amount	Total salary per person per month
1						
2						
3						

(Total Amount to be given in words)

NOTE: GST will be applicable as per Govt. Of India

We agree to provide the above service of manpower and will abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement. We understand all information, local condition and accordingly submitted the bid and will not request to NIT Mizoram to adjust/increase any cost. We will not deduct any extra money from our employee who will work at NIT Mizoram. The rates quoted are inclusive of all taxes applicable by the Central Government, State Government and other Statutory Organizations established under Acts enacted by Central/State Government.

Date:
Place:

Signature of authorized signatory
with Seal of the Agency/Firm

Note:

1. The wage rate may change in future on revision of Minimum Wages by Government of India/Government of Mizoram.
2. Rate quoted per person per month should be inclusive of all statutory requirements as per the Minimum Wages Act, 1948 and in accordance with the statutory provisions and requirements of all Labour Laws or any statutory requirement in force at the time applicable.

(v) Job Responsibilities of Manpower required

1	Security Personnel	<ol style="list-style-type: none"> a. Secures premises and personnel by patrolling the concerned property b. By monitoring surveillance equipment; inspecting buildings, and equipment c. By monitoring access points and the main entrance d. Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises e. Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences. f. To report any discrepancies to the Supervisor.
2	Supervisor	<ol style="list-style-type: none"> a. Supervise the posting of security personnel and maintenance of discipline and cleanliness. b. Ensure attendance of all the personnel in different place of posting. c. Ensure that there is no unauthorised persons/outsideers in the security posts/place of duty. d. Patrolling the different posts everyday/every night. e. Maintaining record of all security personnel and keep track of their integrity. f. To maintain close relation with i/c Security Service for better performance/disposal of the job.

(vi) FORMAT OF INVOICE

(The agency is bound to produce monthly bill in the format prescribed here under failing which the Institute will not settle the bill)

Sl. No.	Particulars	No. Of Manpower per day	Rate per Month (₹)	Actual payment (₹)
A	b	c	d	e = (c x d)
1	Security Personnel			
2	Supervisor			
3	Charge for Patrol Vehicle			
4	Total e = x			
5	Service Charge on basic amount (x* % of service)			
6	EPF (x* % of EPF including administrative charges)			
7	ESI (x*% of ESI)			
8	Total (4+5+6+7)=y			
9	GST (Sl. No. 5*% of GST)			
	Grand Total (8+9)			

(All the figures in total must be rounded to the nearest rupees. All the figures must be rounded of in two digits after points as per the standard rounding of rules i.e, less than five should be omitted and five & above should be rounded to the next figure)

Date and Signature of Agency with Seal

NB: Quotations for Service Charge shall be quoted only in PERCENTAGE basis. Quotation received in any other format will be summarily rejected.

II. TENDER FOR HOUSEKEEPING SERVICE

- (i) Terms & Conditions for Supply of Manpower: See the General Terms and Conditions mentioned for all
- (ii) Details of Post, Qualification, Category & No.of personnel required:

Sl. No	Designation	Qualification	Category	Total No. Of Post Required
1	Housekeeping Personnel	Experience in the respective category	Unskilled supervisory	36
2	Cook	Experience in the respective category	Semi-skilled	03
3	Caretaker	Experience in the respective category preferably 12 th pass	Semi-skilled	02

- (iii) a) **Tools/Equipments and Materials:** The contractor should arrange the following equipments, tools and materials as its own cost for proper management of services in the campus as a part of package:

Sl. No.	Equipments	Nos.
1	All sweeping/manually driven trolleys/ cleaning equipments/ladders etc	As per requirement
2	Cleaning materials/detergents/ chemicals/ herbicides/ cleaning tools/ cleaning aids	As per requirement

b) List of cleaning materials and monthly requirement

Sl. No.	Name of the Materials	Quantity
1	White Phenol	5 Litres approx.
2	Harpic	10 litres approx.
3	Odonil	15 approx.
4	Bleaching Powder	10 kg approx.
5	Naphthelene Balls	17 packs approx.
6	Detergent Powder	7 kg approx.
7	Furniture, window etc cleaning solution	5 litres approx.
8	Acids/ suitable floor cleaner	10 litres approx.
9	Swab/ Mopping Cloths	37 quarterly
10	Dusting Cloths	32 quarterly
11	Ceiling Broom	28 quarterly
12	Toilet Brush	28 quarterly
13	Mug and Buckets	200 Yearly
14	Carpet Brush	4 yearly

15	Dusting Pan etc.	45 quarterly
16	Hard Broom	45 quarterly
17	Soft Broom	45 quarterly

Contractor has to make its own assessment of requirements for complete services under this tender. Any item(s) required, not mentioned above shall also be provided by the Contractor/ Agency. NIT Mizoram is not liable to provide any item.

(iv) Financial Bid

(To be placed in a separate sealed envelope, marked Financial Bid: Manpower service& other charges)

S. No.	Particulars of Expenditure	Salary per person per month	EPF	ESI	Bidder/ Agency service charge in percentage on basic amount	Total salary per person per month
1						
2						

(Total amount to be given in words)

NOTE: GST will be applicable as per Govt. Of India

We agree to provide the above service of manpower and will abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement. We understand all information, local condition and accordingly submitted the bid and will not request to NIT Mizoram to adjust/increase any cost. We will not deduct any extra money from our employee who will work at NIT Mizoram. The rates quoted are inclusive of all taxes applicable by the Central Government, State Government and other Statutory Organizations established under Acts enacted by Central/State Government.

Date:

Place:

Signature of authorized signatory
with Seal of the Agency/Firm

Notes:

1. The wage rates may change in future as per Government Order, since Minimum wages are subjected to increase. Rate quoted per person per month should be inclusive of all statutory requirements as per Minimum Wages act, 1948 and in accordance with statutory provisions and requirements laid down by all Labour Acts or any statutory requirement in force at the applicable time.
2. The outsourced personnel requirement is an approximation and is liable to change from time to time.

(v) FORMAT OF INVOICE

(The agency is bound to produce monthly bill in the format prescribed here under failing which the Institute will not settle the bill)

Sl. No.	Particulars	No. Of Manpower per day	Rate per Month (₹)	Actual payment (₹)
a	b	c	d	e = (c x d)
1	Housekeeping Personnel			
2	Cook			
3	Caretaker			
4	Total e = x			
5	Service Charge on basic amount (x* % of service)			
6	EPF (x* % of EPF including administrative charges)			
7	ESI (x*% of ESI)			
8	Total (4+5+6+7)=y			
9	GST (sl.no.5*% of GST)			
	Grand Total (8+9)			

(All the figures in total must be rounded to the nearest rupees. All the figures must be rounded of in two digits after points as per the standard rounding of rules i.e, less than five should be omitted and five & above should be rounded to the next figure)

Date and Signature of Agency with Seal

NB: Quotations for Service Charge shall be quoted only in PERCENTAGE basis. Quotation received in any other format will be summarily rejected.

(vi) Job description/responsibilities:

1	Housekeeping	<ul style="list-style-type: none">a. Cleaning/Dusting of furniture etc., of the entire office before 9.00 AMb. Removal of waste paper and any other garbage from the entire premises.c. Dusting of cupboards, telephone equipment first with dry cloth and then if required with detergent stray such as Colind. Mopping of common areas.e. Cleaning of Planters.f. Air freshener spray in all cabins, toilets and corridors, at least twice in a day.g. Re-stock toiletries in toilets after daily check-ups in the mornings, afternoons and on call basis during day time.h. Cleaning/mopping of sitting area and reception area and passages on a continuous basis.i. Cleaning and refilling of water jugs in all Sections/ Officers' Rooms.j. Shifting/adjustment of furniture and other items etc., within the premises.
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		<ul style="list-style-type: none"> k. Acid cleaning and scrubbing of toilets, wash basins, sanitary fittings, glasses and toilet floors. l. Thorough cleanliness Services to be provided on every Saturday and other days on specific call basis. m. Cleaning of window glasses, frames and grills with Colin or any other good quality detergent. n. Vacuum cleaning of carpeted floor, brushing of carpets and the office equipment on every Saturday as and when required. o. Cleaning of panels, posters and paintings, wooden cupboards including adjustments where needed. p. Removal of cobwebs q. Window sponging and cleaning r. Cleaning of dustbins and buckets with detergent s. Cleaning of name-plates t. Disinfectant spray in rooms/cabins on requirements basis u. Cleaning of roof-tops/ water reservoirs and drains v. Vacuuming of curtains/up holdings etc. w. To move furniture and other items, as and when required x. Any other works assigned.
2	Cook	<ul style="list-style-type: none"> a. Cleans food preparation areas as required b. Prepares food to the specifications of the client c. Manages other employees in the kitchen d. Operates various kitchen appliances such as a blender, oven, grill, or stand mixer e. Estimates expected food consumption and organises preparation f. Keeps records and accounts of food purchases g. Any other works assigned
3	Caretaker	<ul style="list-style-type: none"> a. To assist the Wardens and Matron in the Hostel. b. Maintenance of all the inventories – hostel assets, water pump, pipes, furniture etc of the hostel. c. To report any unusual incident in the daily affairs of the Hostels to the Wardens. d. Supervision of cleanliness in the Hostels. e. Any other works assigned.

III. TENDER FOR AUXILIARY MANPOWER SERVICE

- i. Terms & Conditions for Supply of Manpower: See the General Terms and Conditions mentioned for all
- ii. Details of Post, Qualification, Category & No. of personnel required

Sl. No.	Designation	Qualification	Category	No. Of Post
1	Junior Assistant (Accounts section)	<ul style="list-style-type: none"> Commerce Graduate and Proficiency in using Tally software 	Skilled/Clerical	02
	Junior Assistant (Establishment)	<ul style="list-style-type: none"> Graduate in any discipline 	Skilled/Clerical	01
	Junior Assistant (Academic Department)	<ul style="list-style-type: none"> Graduate in any discipline 	Skilled/Clerical	03
	Junior Assistant (Dean's Office)	<ul style="list-style-type: none"> Graduate in any discipline 	Skilled/Clerical	01
2	Software Engineer/Developer	<ul style="list-style-type: none"> B.Tech/B.E in CSE/IT 	Skilled/Technical	01
3	Library Assistant	<ul style="list-style-type: none"> Bachelor in Library Science Proficiency in computer word processing and spread sheet 	Skilled/Professional	01
4	Secretarial Staff	<ul style="list-style-type: none"> Minimum 12th pass with minimum typing speed of 80 wpm in stenography Proficiency in computer word processing and spread sheet 	Skilled/Stenography	02
5	Technical Assistant	<ul style="list-style-type: none"> B.Tech in M.E-1, C.E-2, CSE-1,EEE-1, ECE-1,BS&HSS-1 	Skilled/Clerical	07
6	Multi-Tasking staff/ Despatch Rider	<ul style="list-style-type: none"> Minimum 12th pass 	Semi-Skilled/unskilled supervisory	03
7	Nurse	<ul style="list-style-type: none"> B.Sc Nursing or GNM 	Skilled/Professional	01
8	Female Attendant	<ul style="list-style-type: none"> Minimum 10th pass Certificate in first aid from recognised board 	Semi-Skilled/unskilled professional	01
9	Deployment Engineer	<ul style="list-style-type: none"> B.Tech/B.E 	Skilled/Technical	01
			Total=	24

Note: The number may vary depending upon the requirement by the Institute from time to time

iii. Financial Bid

(To be placed in a separate sealed envelope, marked Financial Bid: Manpower service& in the letterhead of the Bidder as required under Annexure-III)

S. No.	Particulars of Manpower	Salary per person per month	EPF	ESI	Bidder/ Agency service charge in percentage on basic amount	Total salary per person per month
1	Highly skilled					
2	Skilled					
3	Semi-skilled					
4	Unskilled					

(To give the Total figure in words)

NOTE: GST will be applicable as per Govt. Of India

We agree to provide the above service of manpower and will abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement. We understand all information, local condition and accordingly submitted the bid and will not request to NIT Mizoram to adjust/increase any cost. We will not deduct any extra money from our employee who will work at NIT Mizoram. The rates quoted are inclusive of all taxes applicable by the Central Government, State Government and other Statutory Organizations established under Acts enacted by Central/State Government.

Date:

Place:

Signature of authorized signatory
with Seal of the Agency/Firm

Notes:

3. The wage rates may change in future as per Government Order, since Minimum wages are subjected to increase. Rate quoted per person per month should be inclusive of all statutory requirements as per Minimum Wages act, 1948 and in accordance with statutory provisions and requirements laid down by all Labour Acts or any statutory requirement in force at the applicable time.
4. The outsourced personnel requirement is an approximation and is liable to change from time to time.

iv. FORMAT OF INVOICE

(The agency is bound to produce monthly bill in the format prescribed here under failing which the Institute will not settle the bill)

Sl. No.	Particulars	No. Of Manpower per day	Rate per Month (₹)	Actual payment (₹)
a	b	c	d	e = (c x d)
1	Junior Assistant	07		
2	Software Engineer/Developer	01		
3	Library Assistant	01		

4	Secretarial Staff	02		
5	Technical Assistant	07		
6	Multi-Tasking staff/ Despatch Rider	03		
7	Nurse	01		
8	Female Attendant	01		
9	Deployment Engineer	01		
10	Total e = x			
11	Service Charge on basic amount (x* % of service)			
12	EPF (x* % of EPF including administrative charges)			
13	ESI (x*% of ESI)			
14	Total (11+12+13+14)=y			
15	GST (sl.no.11*% of GST)			
16	Grand Total (14+15)			

(All the figures in total must be rounded to the nearest rupees. All the figures must be rounded of in two digits after points as per the standard rounding of rules i.e, less than five should be omitted and five & above should be rounded to the next figure)

Date and Signature of Agency with Seal

NB: Quotations for Service Charge shall be quoted only in PERCENTAGE basis. Quotation received in any other format will be summarily rejected

(v): Job Responsibilities of Manpower required

1	Junior Assistant :	<ul style="list-style-type: none"> • Keeping files in orderly and organized way • Making entries of the accounts and finance related documents/letter for other official centres and more • Handling incoming calls and other communications • Managing filing system • Recording information as needed • Greeting clients and visitors as needed • Updating paperwork, maintaining documents and word processing • Helping organize and maintain office common areas • Performing general office clerk duties/ laboratory works and errands • Coordinating events as necessary • Aiding with client reception as needed • Creating, maintaining and entering information into databases • Good attention to detail • Ability to work alone and as part of a team and excellent communication skills • Any other works assigned
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2	Software Developer:	<ul style="list-style-type: none"> • Language Requirements • Software Development • NET with SQL • Maintain Server • Crystal Reports
3	Deployment Engineer:	<ul style="list-style-type: none"> • Language Requirements • Networking • Linux • Database Administration • Server Administration
4	Secretarial Staff/Stenographer:	<ul style="list-style-type: none"> • To record the spoken word precisely, record proceedings and events in more accurate manner. • Managing filing system • Recording information as needed • Greeting clients and visitors as needed • Updating paperwork, maintaining documents and word processing • Helping organize and maintain office common areas • Performing general office clerk duties/ laboratory works and errands
5	Multi Tasking Staff /Despatch Rider	<ul style="list-style-type: none"> • Keeping files in orderly and organized way • Passing on official documents between various departments • Making entries of the incoming documents/letter for other official centres and more • Any other works assign
6	Library Assistant:	<ul style="list-style-type: none"> • Helping librarians acquire, prepare, and organize materials. • Coordinating other tasks that are needed to run a library. • Maintaining and entering information at desks or computer terminals inside libraries, and work in the library stacks while cataloguing or shelving books
7	Technical Assistant:	<ul style="list-style-type: none"> • Keeping files in orderly and organized way • Making entries of the accounts and finance related documents/letter for other official centres and more • Handling incoming calls and other communications • Managing filing system • Recording information as needed • Updating paperwork, maintaining documents and word processing • Helping organize and maintain office common areas • Performing general office clerk duties/ laboratory works and errands • Coordinating events as necessary • Creating, maintaining and entering information into databases • Good attention to detail • Ability to work alone and as part of a team and excellent communication skills

		<ul style="list-style-type: none"> • Any other works assigned • Any other works assigned by concerned department
8	Nurse	<ul style="list-style-type: none"> • Communication between patients and doctors, caring for patients. • Administering medicine and supervising.
9	Female Attendant	<ul style="list-style-type: none"> • Assisting the Doctor & Nurse in the HCC. • Maintenance of record, stock& medicinal supplies • Maintenance of cleanliness • Any other work assigned