



राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम
NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM
(An Institute of National Importance under Ministry of Education, Govt. of India)
CHALTLANG, AIZAWL, MIZORAM - 796012

Phone/Fax: 0389-2391699 / 0389-2391236 / 0389-2391774

Email: registraroffice@nitmz.ac.in

No. NITMZ/C-183/2018/3920

Date: 02.02.2023

Notice Inviting Tender
For Outsourced Auxiliary Manpower Services

The Registrar, NIT Mizoram invites sealed quotations from interested bidders for providing “**Outsourced Auxiliary Manpower Services**” at NIT Mizoram, Aizawl.

Sl. No.	Name of the Work	Estimated Cost per month (approx.) (₹)	Tender Fee (₹)	Earnest Money Deposit (EMD)	Last Date of Submission of bid/offers	Date of Opening of Technical Bid
1	Auxiliary Manpower Services	3,50,400.00	1,000.00	5,000.00	Dt. 28.02.2023 (Upto 12:00 Noon)	Dt. 28.02.2023 (At 3:00 pm)

- The Tender Documents can be downloaded from the Institute’s website www.nitmz.ac.in or from the Institute’s Administrative Office, Chaltlang Dawrkawn, Aizawl free of cost during office timing and submit to the undersigned on or before **Dt. 28.02.2023 (12:00 Noon)**.
- The prescribed fees: **Tender Fees (non-refundable)** of ₹. 1,000.00 (Rupees One Thousand only) and the **Earnest Money Deposit (EMD)** of ₹. 5,000.00 (Rupees Five Thousand only) shall be remitted through **Online Payment** only to the under mentioned Account Details:

NAME: NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM
ACCOUNT No. : 33755447886
STATE BANK OF INDIA
BAWNGKAWN BRANCH, AIZAWL
IFSC: SBIN007059
AIZAWL, MIZORAM - 796014

The transaction details shall be mentioned in the Tender. Payment through physical mode – Demand Draft/Cheque/Cash etc. will not be accepted. Proof of Transaction may however be enclosed in the Technical Bid Document at Annexure -II

- For details visit: www.nitmz.ac.in

Qualifying Bidder may submit their bid before the above last date of submission and not beyond 12.00 noon of **28.02.2023**.

*Sd/-*Registrar
NIT Mizoram



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CHALTLANG, AIZAWL, MIZORAM – 796012

Phone/Fax: 0389-2391699 / 0389-2391236 / 0389-2391774

Email: nit_mizoram@nitmz.ac.in

F. No. NITMZ/C-183/2018/3920

Date: 02.02.2023

OUTSOURCED AUXILIARY MAN-POWER SERVICES AT NIT MIZORAM

Sealed tenders are invited in a two bids system (Technical & Financial Bid) and in a prescribed format from reputed Company/ Firm for providing Outsourced Manpower Service to the Institute.

QUALIFYING REQUIREMENTS:

1. The Company/Firm/Agency should have a valid Trade Licence from Central or State Government and having a valid Registration License issued by the Firms and Societies, Mizoram and other statutory registration for operating as Outsourced Manpower Service Provider for operating business in the State of Mizoram.
2. The Company/Firm/Agency must be registered under appropriate authorities' i.e, it must be registered with Service Tax authorities/Income Tax/ EPF/ESI authorities/PAN etc.
3. The Registered Office or one of its branch must be located in Aizawl from the date of Order issued by NIT Mizoram.
4. The bidder must have at least three years experience (ending month of March prior to the bid opening) in providing outsourced manpower service.
5. The Company/Firm/Agency should have satisfactory Completion Certificates or valid work Orders/ Contracts of at least 3(three) similar works in the last 3 years. A consistent history of litigation or arbitration awards against the applicant/bidder may result in disqualification.
6. The Company/Firm/Agency should not have been blacklisted in the past by any Government Departments/ Organizations, Autonomous Institutions, Public Sector Undertakings.
7. The Company/Firm/Agency should have No Vigilance/CBI Case pending against it.
8. The Agency must have achieved minimum annual turnover of Rs. 5, 00,000 per annum for the last three years irrespective of the agency having exemption towards turnover and experience. The agencies shall be profit making entities.

Company/Firm meeting the above qualifying requirements may submit tenders on or before **28.02.2023 (12:00 Noon)**.

Note: -

- (1) Exemption on payment of tender document costs and EMD will be provided, **if valid Exemption Certificate from Micro, Small and Medium Enterprise (MSME)/National Small Industries Corporation (NSIC)** is submitted along with the Tender.
- (2) The bidder, at the bidder's own responsibility and risk, is encouraged to visit the Institute and its premises at their own cost and examine the site of required services and its surroundings and obtain all information that may be necessary for preparing the bid and subsequent entering its contract for the services.

INSTRUCTIONS TO BIDDERS:

1. Sealed tender is invited under Two Bid system from the eligible Security Service Providers
 - i) Part I- Technical Bid (A) and
 - ii) Part II- Financial Bid (B)
2. **Technical Bids (marked Envelope A):** The Technical Bid should be kept in a separate sealed envelope and should be super-scribed as “**Technical Bid for Providing Auxiliary Manpower Service at NIT Mizoram**”. The technical bid should contain Tender Fees Payment details, EMD payment details, compliance table, Blacklist Affidavit, all relevant documents, experience certificates, company details, Bank details, Contact person details, one signed copy of tender document. All the copies of documents, enclosed with the tender document should be signed and stamped. This envelope should not contain financial bid.
3. Only for the Bidders which fulfil Technical qualification criteria as assessed by Technical Evaluation Committee will qualify for opening of Financial Bid.
4. **Financial Bids (marked Envelope B):** The Financial Bid should be kept in a separate sealed envelope and should be super-scribed as “**Financial Bid for Providing Auxiliary Manpower Service at NIT Mizoram**”. It should contain only price bid. Conditional financial bid will be rejected.
5. Both the i. **Technical Bids (Envelope A) and**
 - ii. **Financial Bids (Envelope B)** should be kept in a
 - iii. **Third Envelope**, with clear superscription of **Tender No.** and **Bid for Providing Auxiliary Manpower Services at NIT Mizoram.**The bid has to be submitted to the office of the Registrar as mentioned in this tender and must provide your contact details on the envelope.

LAST DATE OF SUBMISSION: 28.02.2023 (12:00 Noon)

Technical Bids will be opened on the same day at 3:00 PM

6. Only Bids submitted in hard copy will be accepted.

7. **Earnest Money Deposit (EMD)/Cost of Tender:** 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, if selected. Tender not accompanied by EMD as prescribed above will be summarily rejected.
8. **Security Deposit:** Selected Bidder shall submit Security Deposit @3% of the Contract Value in the form of Online Payment, at the Account given above and shall be released on successful completion of the contract period without interest in the Account number and details given above and shall be released on successful completion of the contract period.
9. The approximate number of staff required in different categories of duty and minimum prescribed qualifications are shown in the Manpower Schedule at Annexure-III. The requirement is **liable to change** as per actual requirement from time to time.
10. Bidders are instructed to quote their rates only as given in the **Format for Financial Bid** at Annexure-IV.
11. 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.
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 authorised signatory of the bidder**. Photocopies of all documents submitted should be signed by the authorised signatory with seal of the bidder.
13. Bids received without signature and seal on all pages of the tender document will be rejected.
14. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the Bidders. Conditional tenders shall not be accepted on any ground and shall be summarily rejected.
15. **TDS:** Tax Deducted at Source as applicable will be deducted from the bills.
16. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed last date of submission, the next working day shall be considered as the last date of submission.
17. **Enquiry during the course of evaluation not allowed:** No enquiry from the bidder(s) shall be entertained during the course of evaluation after opening of Technical Bid 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.

18. **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.
19. 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 regularly check the Institute's website 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.
20. The acceptance of the Tender 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 thereof.
21. **Blacklist Affidavit:** The Company/Firm/Agency has to submit a voluntary statement by way of affidavit stating that they have not been blacklisted in the past by any Government or 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 Company/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.

SELECTION CRITERIA:

1. **Technical Bid:** Technical bid will be opened as per schedule in the Administrative Office of the NIT Mizoram, Chaltlang Dawrkawn, Aizawl in the presence of Technical Evaluation Committee (Bid Openers). The bidders or their authorized representatives may also be present during the opening of the Technical Bid. The bidders who do not meet the qualifying criteria will not be considered for opening of Financial Bid
2. **Financial Bid:** The date of opening of Financial Bid(s) 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.

TERMS & CONDITIONS OF CONTRACT

For all claims henceforth NIT Mizoram shall be designated as 'The Institute' and the Awardee shall be designated as 'Agency'.

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 annually on the basis of satisfactory performance **upto a maximum period of 3 (three) years**, under the same terms and conditions or with such amendments, as may be mutually agreed to, and also subject to the approval of the Competent Authority of NIT Mizoram.
2. The Agency will provide the required number of personnel within a period of 15 (Fifteen) days from the date of order issued by NIT Mizoram.
3. **Restrictions regarding Personnel Deployed:** The quoted rates shall not be less than the minimum wage rates fixed/notified by the State Government, i.e, Govt. of Mizoram- where the service is performed and shall include all statutory dues. The service provider should ensure that persons to be deployed are not alcoholic/ drug dependent and not indulge in any activity prejudicial to the interest of the procuring entity. The service provider shall ensure to obtain Police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good moral character.
4. **Strict Compliance of Principles of the Employees' Provident Fund and the Peripheral Pension and Insurance payable to Workforce:** The outsourced personnel detailed by the Agency should be covered under Employee State Insurance (ESI) and Employees Provident Fund (EPF).
5. **Workman's Safety and Insurance:** The service provider shall alone be fully responsible for safety and security and insurance or life insurance of their personnel against risks and provide coverage and at the Procuring Entity's request, shall provide evidence to the Procuring Entity showing that such insurance has been taken and maintained and that premiums have been paid. The Procuring Entity i.e NIT Mizoram shall not be liable for any compensation in case of any fatal injury/ death caused to or by any manpower while performing/ discharging their duties/ for inspection or otherwise.
6. 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 Mizoram. In case of revision of minimum wages by the competent authority, as also of the employer's contributions towards EPF and ESI, the pro-rata increase in the rates will be based on Accepted Price Schedule.
7. 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 its personnel deployed by the Agency, after deduction of the statutory amount like EPF/ESI etc.
8. **Payment Procedure:** The Agency shall raise bills based on the payment made as per Sl. No. 4 on monthly basis on or before 5th day of every month. The Procuring Entity (P.E) shall make no payments directly to any out-sourced staff deployed.

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.

9. The Institute will maintain an **Attendance Register** against out-sourced staff deployed by the Agency on the basis of which wages/ remuneration will be decided in respect of the outsourced staff at the approved rate as per the accepted Price Schedule. Bills raised without the Attendance Register maintained by the Institute will not be accepted at any cost.
10. Non- payment of wages by or any malpractice, if noticed, will invite penalty which may lead to termination of contract and blacklisting of the firm or any other decision deemed fit by the Competent Authority
11. The salary/ wages of deployed manpower for each month must be paid to the auxiliary manpower 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.**
12. In case of failure to make due payment of wages to the workers and non-compliance of statutory dues by Agency, the Security Deposit amount deposited with NIT Mizoram shall be forfeited and the firm will be liable to be blacklisted.
13. The Agency has to produce monthly bill in prescribed format. Agency has to ensure that all requisite documents/ receipt, Certificate are enclosed with the original invoice (2 copies) as prescribed by the Institute.
14. **Service Charges** quoted by the agency would be valid for a period of **One Year** 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 even if extended based on satisfactory performance.
15. **Prohibition of engaging Child Labour:** None of the out-sourced staff deployed by the Agency shall be below the age of 18 (eighteen) years. The bidder must comply with the Child Labour (Prohibition and Regulation) Act, 1986. The Agency shall also ensure that the norms prescribed by the State and Central Human Rights Commission, Provision of Industrial Act or such legislation (both Central and State Government) to the extent applicable are fully observed.
16. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category at **Annexure-III**. However, it may vary, subject to requirement.
17. 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.

18. Based on the requirement of each job, the Agency will take due caution and accountability on the selection of its employees. In case the Institute in its discretion finds any deployed person as not desirable and unsuitable for any reasons whatsoever, it will be the sole discretion of the Institute to inform, the Agency/ service provider for withdrawal of such person(s) forthwith and substitute by a person(s) acceptable by the Institute.
19. 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 the Institute shall be at the liberty to impose on the **Agency penalty** as may be deemed fit up to ₹. **10,000/-** for such occasion after giving him/her an opportunity of being heard in person.
20. The outsourced staff engaged by the Agency at the Institute shall be the employees of the Agency and it shall be the Agency's duty to pay wages and other dues as applicable every month. The outsourced personnel engaged by the service provider shall not have any claim for absorption in the Institute nor will the Institute bear any liabilities in service matters of the outsourced employees. The Agency will be directly responsible to them.
21. **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.
22. The Agency shall ensure that no out-sourced staff deployed by the Agency shall 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 Disciplinary/Criminal Proceedings. An undertaking shall be obtained by the P.E.
23. The Agency shall ensure 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.
24. The Agency shall ensure proper conduct of his personnel in the office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, drug, loitering etc.
25. The Agency shall ensure that no out-sourced staff deployed by the Agency shall join any labour union or resort to strikes or demonstrations or any other agitation of this nature. The out-sourced staff shall neither directly or indirectly join nor assist any commotion of civil nature and shall render their sincere services, to their best efforts.
26. In case the outsourced personnel deployed by the Agency commit/ commits any act of omission or commission constituting misconduct or indiscipline, the Agency shall take appropriate action against the out-sourced staff, as defined by P.E.

27. **Accommodation, food and transport:** The transportation, food, medical and other statutory requirements in respect of each of the out-sourced staff of the Agency shall be the sole responsibility of the Agency.
28. All the out-sourced staff shall observe timings prescribed by the Institute from time to time.
29. 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.
30. If the Institute suffers any loss or damage on account of negligence, default or theft on the part of the employees of the Agency, the Agency shall be liable to compensate for the same. The agency/ service provider shall keep the Institute fully indemnified against such loss or damage.
31. 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/organization/entity.
32. **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, the Institute 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 the Institute for any extra expenditure involved towards services obtained.
33. The P.E 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 P.E 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 1 year at a time.
34. 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.
35. 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.
36. 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 out-sourced staff of the Agency/Service

Provider, it shall be the entire responsibility of the agency to pay and settle the same.

37. The Agency shall be reachable at all times and messages sent by phone/e-mail from the Officer-in-charge shall be acknowledged immediately on receipt, on the same day. The Agency shall strictly observe the instructions issued by the P.E in fulfilment of the contract from time to time, failing which the Agency will make it liable for forfeiting full/part of the service charge.

38. **Force Majeure:** If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned, that both the 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.

39. **Settlement of Disputes and Jurisdiction:** In the event of any dispute or difference whatsoever arising out of this 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.

Sd/-
(Dr. LALTHANCHAMI SAILO)
Registrar
NIT Mizoram

ENCLOSURES FOR SUBMISSION:

- | | |
|----------------|---|
| Annexure - I | : Documents to be attached with the Technical Bid |
| Annexure - II | : Proforma for Technical Bid |
| Annexure - III | : Manpower Schedule |
| Annexure - IV | : Format of Financial Bid |
| Annexure - V | : Format of Invoice |
| Annexure - VI | : Activities Schedule |

ANNEXURE - I

Documents to be attached with the Technical Bid (first envelope)

1. Service Tax Registration Certificate
2. Copy of Income Tax account (PAN)
3. Copy of GST Registration Certificate
4. Copy of Employees Provident Fund Registration (EPF)
5. Copy of ESI Registration
6. Copy of valid Registration License issued by the **concerned Issuing Department**
7. Documentary evidence in support of providing satisfactory service from all existing clients of 03 (three) years and details of services underway or contractually committed and Names and Address of clients who may be may be contacted for further information on those contracts.
8. Copies of work order and experience in services of similar nature for the **last three years** with details of Organisation and number of personnel deployed and **Audited Financial Statements** for the last three years (Copies of the Profit and Loss- P/L) statements along with Balance Sheet for the concerned period. Bank Account details along with evidence of adequacy of working capital for this Contract.
9. Affidavit stating that the agency/service provider has not been blacklisted in the past by any Government and Organisations, 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.
10. Tender Fees of ₹. 1,000/- (Rupees One Thousand only) and Earnest Money Deposit (EMD) of ₹. 5,000/- (Rupees Five Thousand only) through **Online Transfer/Payment** National Institute of Technology Mizoram as under:-

NAME: NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM

ACCOUNT No. : 33755447886

STATE BANK OF INDIA

BAWNGKAWN BRANCH, AIZAWL

IFSC: SBIN007059

AIZAWL, MIZORAM - 796014

The transaction details shall be mentioned in the Tender. Payment through physical instruments - Demand Draft/Cheque/Cash etc. will not be accepted.

ANNEXURE-II

Proforma for Technical Bid **(First Envelope)**

To be put in a separate sealed envelope, marked Technical Bid: Auxiliary Services

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.	
	EPF No.	
	GST No.	
	PAN (Please attach attested copies of registration No.)	
5	Tender Fees Deposit details/Transaction No., Date & Amount	
6	EMD details/Transaction No., Date & Amount	

UNDERTAKING

If any information given to 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

Sl. No.	Name of the Organisation 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

Sl. No.	Name of the Organisation with Address	Contract Start Date	Contract Expiry Date	No. of Manpower Supplied				Contact Person and Contact details
				Highly Skilled	Skilled	Semi-Skilled	Un-Skilled	

Signatory with seal of the Agency/ Firm

ANNEXURE - III
Manpower Schedule

Sl. No	Designation	Department	No. Of Post	Category	Eligibility
1.	Junior Assistant	Accounts	2	Skilled-II/ clerical	<ul style="list-style-type: none"> • Graduate preferably proficiency in using Tally software especially for Accounts Section • Proficiency in using word processing and spread sheet
		Estb. & Admin.	3		
		Examination	1		
		Dean's Office	1		
		Academic Dept. (1 JA for 2 Depts. Each= Total 6 Depts.)	3		
		Academic Section	1		
2.	JE (Electrical)	Estate	1	Skilled-I	<ul style="list-style-type: none"> • B.Tech in Electrical Engineering
3.	Library Assistant	For Central Library	1	Skilled-II/ clerical	<ul style="list-style-type: none"> • B.Lib/M.Lib • Proficiency in using word processing and spread sheet
4.	Sect. Staff	Administration Office	2	Skilled-II/ clerical	<ul style="list-style-type: none"> • Min. 12th pass with minimum typing speed of 80 wpm in stenography • Proficiency in using word processing and spread sheet
5.	MTS	Administration Office	2	Semi-Skilled	<ul style="list-style-type: none"> • Minimum Class 12th Pass CCA/DCA holder
6.	Driver	Administration Office	1	Skilled-II	<ul style="list-style-type: none"> • Minimum Class 10th Pass • Having valid driving license
7.	Technical Asst.	CSE-1, EEE-1, ME-1	3	Skilled-I	<ul style="list-style-type: none"> • B.Tech in respective department
8.	Nurse	Health Care Centre	1	Skilled-I	<ul style="list-style-type: none"> • B.Sc Nursing or GNM
		Total	22		

Note: The number of auxiliary manpower may vary depending upon the requirement of the Institute from time to time. Rates will be governed by the MWR of the GoM.

ANNEXURE - IV

Format for Financial Bid

(to be submitted in the Agency's letterhead)

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	Skilled - I					
2	Skilled - II					
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:

1. The Minimum Wages Rates may change in future as per the Notification of the State Government of Mizoram, since Minimum Wage Rates 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.

ANNEXURE - V
Format for Financial Bid /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)

Table -I:

Sl. No.	Particulars	No. Of Man Power	Rate per Month (₹)	Actual Payment (₹)
a	b	c	d	e
1	Junior Assistant (skilled-II)	11		
2	Library Assistant(skilled-II)	01		
3	Secretarial Staff(skilled-II)	02		
4	Technical Assistant(skilled-I)	03		
5	Multi-Tasking staff(semi-skilled)	02		
6	Despatch Rider(skilled-II)	01		
7	Nurse(skilled-I)	01		
8	JE - Electrical (skilled-I)	01		
9	Total ₹. (1to 8)			
10	ESI @of amount on (sl. No. 9)			
11	EPF @of amount on (sl. No. 9)			
12	Agency Service Charges (@.....% of Total Amt. On Sl. No 9)			
	Grand Total of Sl. No. (9+10+11+12)			

(No statutory tax shall be included while quoting. All statutory taxes, if applicable, will be paid to Agency, by NITMZ, on production of proof of payment by the Agency to Tax Authority)

Signatory with seal of the agency/firm

Notes:

3. The Minimum Wage Rates may change in future as per the Notification of State Government of Mizoram, since Minimum Wage Rates 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.
5. GST will be applicable as per Govt. of India norms

ANNEXURE - VI

Activity Schedule:

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
2	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
3	Multi Tasking Staff	<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
4	Despatch Rider	<ul style="list-style-type: none"> • Passing on official documents between various Departments • Delivering official communications between NIT Mizoram and other Organizations/Departments • Any other works assign

5	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
6	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 • Any other works assigned • Any other works assigned by concerned department
7	Nurse	<ul style="list-style-type: none"> • Communication between patients and doctors, caring for patients. • Administering medicine and supervising.