

TENDER DOCUMENT FOR SUPPLY OF MANPOWER
**(SUPERVISORY PERSONNEL/HIGHLY SKILLED/SKILLED/ SEMI-SKILLED/
UNSKILLED)**

Tender No.: NIAMT/EM/Contract/68/2024-25



IMPORTANT DATES

Publication on Institute Website:	01/07/2024
Publication on CPP Portal:	03/07/2024
Pre-bid Meeting:	08/07/2024
Last Date of submission:	09/08/2024

NATIONAL INSTITUTE OF ADVANCED MANUFACTURING TECHNOLOGY
(FORMERLY NATIONAL INSTITUTE OF FOUNDRY AND FORGE TECHNOLOGY)
(A DEEMED TO BE UNIVERSITY under Ministry of Education, Govt. of India)
Hatia, Ranchi, Jharkhand-834003

Email: - estatementagement@niamt.ac.in

INTRODUCTION

Sealed Tenders are invited under two bid systems (Part- I: Technical Bid and Part –II: Price Bid) from eligible agencies holding valid licenses under Contract Labour (Regulation & Abolition) Act, 1970 and having valid registration with EPFO, ESIC, and GST for Manpower Contract for deployment of Manpower to NIAMT Campus at Ranchi.

Tender documents can be downloaded from the official website of the Institute (<http://niamt.ac.in>) or CPP Portal.

SCHEDULE TO TENDER

Sl. No.	Publication of Tender	Particulars
1.	Annual Estimated value of Contract	2 Crores
2	Duration of Contract	Initially for one year from the date of award of the Contract. However, the contract may be further extended for two more years not exceeding one year at a time as per the need of the Institute and subject to satisfactory performance.
3	Minimum Validity of tender offer	180 Days
4	Date of Pre-Bid Meeting:	08/07/2024 at 11:00 AM at ILC Room, First Floor, Administrative Building, NIAMT campus, Ranchi
5	Uploading of MOM of Pre-Bid Meeting	11/07/2024
6	Last date and time for submission of Tenders:	09/08/2024 at 03:00 PM
7	Date & Time of Opening of Technical Bid:	09/08/2024 at 03:30 PM
8	Date & Time of Opening of Financial Bid	18/09/2024 at 11:00 AM
9	Expected Date of Award of the Contract	23/09/2024
10	Expected date of commencement of contract	01/10/2024
11	Bid Security Deposit (EMD)	Rs. 10,00,000/- (Rs. Ten Lakh only) Proof of deposit. Exempted for bidders having valid MSME Certificate for services.
12	Performance Security/ Guarantee	10% of Contract Value
13	Performance Guarantee Validity	60 days after completion of contract period
14	Bids shall be addressed and sent to:	The Assistant Registrar (EM and S&P) Room No. 101, First Floor, Administrative Building, National Institute of Advanced Manufacturing Technology, Hatia, Ranchi 834003, Jharkhand.

For any update/amendments/corrigendum/s please follow institute website regularly (<http://niamt.ac.in>)

SECTION - 1

SCOPE & PERIOD OF THE CONTRACT

Tenders are invited by the Institute under two bid systems (Part- I: Technical Bid and Part –II: Price Bid) from eligible agencies through **Open Tender**. The Contract shall be for

1. Manpower Requirement

- a. **Monthly deployment basis:** Supply of technical manpower for working in the laboratories of various departments and centers of the Institute and non-technical manpower for working in the offices of various sections, departments, and centers of the Institute. Initial requirement is given in following table:

Sl. No.	Category	Level of Manpower	Wages/ Pay Range	Tentative Numbers*
1	I	Supervisory Personnel	As may be fixed by Institute (Tentatively, Rs. 40,000/- to Rs. 60,000/-)	04 to 10
3	II	Highly Skilled	As per central minimum wages	40 to 50
4		Skilled		
5		Semi- Skilled		15 to 20
6		Un-skilled		
7	III	Short term requirement		As required

Note: - The Institute, however, may increase or decrease the initial requirement given below at its discretion as and when required by giving one-month notice thereof for the purpose of financial bid, Gross Wages may be considered as Rs. 2,00,00,000. See form F-1 for details of financial bidding.

*The no. will be given by Administration.

- b. **Short-period deployment on daily basis:** Supply of manpower for working in the Institute on specific short-period jobs as and when required by the Institute. Such manpower may be deployed on daily basis for four/eight hours per day for specific jobs and/or on specific days.
2. **Period of the Contract:** The Contract shall be initially for one year from the date of agreement and the same may be renewed as per requirement of the Institute and based on satisfactory performance for second and third year under the same terms and conditions and on mutual consent. A specific order shall be issued by the Institute in the event of extension before expiry of the original/extended contract period.

SECTION – 2

EDUCATIONAL QUALIFICATION/EXPERIENCE, JOB DESCRIPTION AND AMOUNT PAYABLE AND OTHER FACILITIES TO BE PROVIDED TO THE MANPOWER DEPLOYED UNDER THE CONTRACT

1. The manpower to be deployed under the contract should be well qualified and/or should have required experience for the job they may be engaged under the contract. Details of the Educational Qualification/Experience and their Job Description is given in **Annexure - 1.**
2. The manpower may be deployed under the contract.
3. There will be three categories of manpower to be deployed under the contract and all must be suitably remunerated by the agency along with all Statutory Obligations under the applicable provisions of various Acts. Following are the three categories of manpower: -
 - a. Category – I: Supervisor Personnel with consolidated monthly remuneration as fixed by the Institute from time-to-time.
 - b. Category – II: Personnel engaged on minimum daily wages (HSK, Sk, SSK, USK) on monthly/regular basis or otherwise.
 - c. Category – III: Personnel engaged for specific hours on monthly/regular basis.
4. **Remuneration payable to deployed manpower.**
 - a. Remuneration of all Category – I personnel to be deployed under the Contract shall be fixed by the Institute and communicated to the agency.
 - b. Remuneration of all Category – II personnel to be deployed under the Contract shall be regulated as per Central Govt. Minimum Wages applicable at Ranchi as revised from time-to-time and as elaborated below: -
 - I. Minimum Wages for the total number of days for which the personnel are engaged during a month based on daily attendance to be taken by the Institute.
 - II. Additional wages towards weekly paid off-day calculated on hourly basis as one-sixth of total working hours in a month, provided that there will not be any additional wage for less than six hours of engagement.
 - c. Remuneration of all Category – III personnel to be deployed under the Contract on hourly basis (say e.g., Instructors in the Gymkhana) and the personnel to be engaged for short-term period for specific jobs will be determined and intimated on case-to-case basis at the time of sending requirement for same.
5. In addition to the above remuneration, all personnel deployed under the Contract shall also be paid EPF, ESIC, Bonus, Gratuity and other Statutory obligations as may be applicable from time-to-time.

SECTION - 3

ELIGIBILITY OF BIDDERS

1. The bidder must be a legally valid entity in the form of a Public/Private Limited company registered under the Companies Act OR a Partnership Firm/Association of Persons/Society registered under relevant Act.
2. In case the Bidders form a Joint Venture or form a Consortium for executing this work in the event of award, the Bidders shall submit a legally binding Agreement between the Bidders. The Agreement will clearly indicate the division of work and state the name of leader of the consortium, who will be responsible for the work and held accountable for the work by the Institute. The Leader will not be allowed to change the partner after submission of the bid and during the tenure of the contract. The partners shall collectively meet the Eligibility Criteria. Consortium Members shall be jointly and separately responsible for the execution of the work/contract.
3. The Bidder must have the requisite licenses for providing manpower and must be registered under The Contract Labour (Regulation & Abolition) Act, 1970.
4. The Bidder must be registered with EPFO, ESIC, and such other Tax Authorities as Income Tax and Goods and Service Tax for which the agency must submit necessary documents such as EPF, ESI Registration, PAN, TAN, and GST Registration Certificate, etc.
5. The Bidder must have experience of supplying similar services for at least last three years to reputed Institutes/Universities, OR Public Sector Undertakings (Central or State) OR Government Departments (Central or State). Similar service means supply of technical and/or non-technical manpower. Security, Housekeeping, and Sweeping & Cleaning Services will not be considered for this purpose.
6. The Bidders must have average minimum turnover of Rs. 2,00,00,000/- (Rupees Two Crores only) or more for providing manpower supply services in any three financial years during last five financial years (FY- 2019-20, 2020-21, 2021-22, 2022-23, & 2023-24). A specific certificate regarding the turnover from manpower supply services excluding manpower for security, sweeping, cleaning, housekeeping is required to be furnished from a practicing Chartered Accountant in the prescribed format.
7. The Bidders must have successfully carried out at least one single work order of value of Rs. 1,00,00,000/- [Rupees One Crore only]; or two separate work orders of value Rs. 75,00,000/- [Rupees Seventy Five Lakh only] each; during last three years (2021-22, 2022-23 & 2023-24). Photocopies of documentary evidence in support of the above work experience are required to be submitted along with the bid.
8. The Bidders must have adequate number of qualified and experienced personnel at their disposal who may be deployed under the contract, in event of award of the contract. Besides, the Bidders must have a qualified and experienced Manager, who might have independently planned, organized/mobilized and supervised work of Manpower Supply Services for its Institutional clients. The Bidders must submit, as part of their Bid, details of at least 25% of the total manpower required under the contract and of the designated Manager in the prescribed format for evaluation by the Institute.
9. The bidder must submit a Satisfaction Performance Report (SPR) from the clients for which experience certificate is being submitted in support of the eligibility for which they have provided the qualifying Services. Such SPRs must be signed by the authorized signatory (with his name, designation, phone & e-mail address) of the client organization concerned.
10. The bidder may preferably have a branch office in Ranchi, Jharkhand.

SECTION - 4

OBLIGATION OF THE AGENCY

The following shall be the obligation of the selected agency under the contract:

1. To accept the Work Order within five days and complete the Agreement for same in Non-Judicial Stamp Paper of appropriate value within seven days of dispatch of a scan copy of the Work Order to the designated email of the Agency as intimated as part of the Tender.
2. To submit, before commencement of the contract, the details of the Manager and all other personnel to be engaged by the agency in the Institute under the contract along with a copy of the Offer of Engagement issued to them in Agency's letterhead under seal and signature of the authorized person of the Agency. The Institute may prescribe a format for the details to be submitted.
3. To direct and cause the Manager and all other personnel to be engaged by the agency in the Institute under the contract to report in the EM Section of the Institute at least before three days of effective starting date of the contract as may be intimated in the Work Order. They must produce the original Offer of Engagement issued to them by the agency for verification by the Institute.
4. To promptly supply manpower as and when required by the Institute by following due procedure wherever prescribed under the contract. The supply should complete within 30 days of receipt of requisition wherever advertisement is done and within 3 to 7 days in other cases.
5. To provide Employee Identity Card in the standard format of the agency to the Manager and all other personnel to be engaged by the agency in the Institute under the contract within a week of their respective engagement.
6. To maintain the daily attendance of Manager and all other personnel to be engaged by the agency in the Institute and submit the same to the Institute within first two working days of following month. The Institute reserves the right to maintain a separate and independent attendance record including Bio-Metric Attendance, of all personnel engaged by the agency in the Institute for cross verification. In case of difference in the attendance records, the records maintained by the Institute and/or certified by the designated officials of the Institute shall be considered for payment of Bills of the agency.
7. Based on the attendance record certified by the Institute, to release the payment of the Manager and all other personnel engaged by the agency in the Institute to their designated Bank Account by 10th of the following month and comply to the statutory requirements like deposit of EPF/ESIC within 15th of the following month.
8. To provide Salary Slip under seal and signature of the authorized personnel showing details of Gross Pay, Deductions, and Net Payment by 15th of the following month.
9. To submit Bill along with Consolidated Payment Details and EPF/ESIC deposit details of all the personnel engaged by the agency in the Institute by 20th of the following month.
10. To redress legitimate grievance of the personnel engaged by the agency in the Institute within 30 days of receipt of same by the Manager deputed by the agency in the Institute. Any non-compliance may be reported to the Institute along with applicable reasons for same within a week after the due period of redressal is over.

11. To provide additional Salary Slips to the personnel engaged by the agency in the Institute for the purpose of Bank Loan or any other purpose as may be requested by the concerned person within seven days of receipt of such request by the Manager deputed by the agency in the Institute.
12. To provide Experience Certificate under seal and signature of the authorized person of the Agency to the personnel engaged by the agency in the Institute for the purpose submission as part of their Resume or application for any other job or for any other purpose as may be requested by the concerned person within seven days of receipt of such request by the Manager deputed by the agency in the Institute.
13. To provide the required manpower for short-term deployment for specific jobs and clear their payment on daily basis or on the last day of deployment under intimation to the EM Section of the Institute.
14. The Manpower supplier firm will submit an affidavit in the format prescribed by the Institute on non-judicial paper of Rs. 100 stating therein that he will bear the loss in full arising out of acts of manpower supplied by him along with letter of acceptance.
15. To indemnify the Institute for any loss caused to the Institute by the negligence or any other reason attributable to the personnel engaged by the agency in the Institute either individually or collectively or for any theft or damage of the property of the Institute done by the personnel engaged by the agency in the Institute. The report submitted by the Fact-Finding Committee constituted by the Institute shall be final and binding on the agency for this purpose.
16. To deposit all amounts as required under the contract as per the terms applicable to such amounts.
17. Not to engage any person who is not otherwise eligible for any employment under the Government. Examples include but are not limited to the following:
 - a. Persons below the age of 18 and persons exceeding the age of 60.
 - b. Persons with criminal records and/or who have been convicted by any court of law.
 - c. An insolvent person.
 - d. A person who has entered/contracted a second marriage while the spouse of first marriage is alive.
18. Not to continue engagement of any person from the following month who attains the age of 60 while being engaged in any month. A person having his/her date of birth on first day of any month is deemed to attain the age of 60 on the last day of the previous month and a person having his/her date of birth on any other day except first day of any month is deemed to attain the age of 60 on the last day of the same month.
19. The contractor shall be responsible for linking of UAN's for all the person deployed and complete all the necessary formalities as required under EPF/ESI act.

SECTION - 5

OBLIGATION OF THE PERSONNEL ENAGED BY THE AGENCY IN THE INSTITUTE

The following shall be the obligation of the personnel engaged by the agency in the Institute under the contract. However, the Institute reserves the right to add/alter the obligations of the personnel engaged by the agency in the Institute under prior notice to the employer-agency.

1. To maintain punctuality, sincerity and honesty to the jobs as may be assigned to them from time to time by the Institute.
2. To keep proper custody and take care of the property of the Institute being kept under their custody and/or which have been assigned them for use in the normal course of work.
3. To be polite to the students, employees, and visitors of the Institute.
4. To carry out all the legitimate tasks assigned to them by their controlling official(s) of the Institute.
5. To keep the controlling officials updated and informed in advance about their absence from work. However, the Leave Application will be submitted to the Manager of the employer-agency who in turn will forward a copy of same to the Estate Management Section of the Institute for records of the Institute.
6. Not to submit any application and/or representation directly to the Institute without first taking up the issue with and/or through the employer-agency.
7. Not to share any document and/or information which is shared to them in the normal course of work to any unauthorized person.
8. Not to commit any errors and omissions or commissions which is not in the interest of the Institute and which a person of sound mind would not commit under normal circumstances.
9. To wear the Identity Card issued by the agency during their presence on duty.

SECTION - 6

OBLIGATION OF THE INSTITUTE

The following shall be the obligation of the Institute under the contract.

1. To issue the Work Order to the selected agency at least 30 days before commencement of the Contract.
2. To provide working space and facilities to the personnel engaged by the agency in the Institute under the contract to facilitate them to properly discharge their assignments and responsibilities.
3. To intimate to the agency of any compliance required for payment of the monthly bill within five working days from receipt of the original bill by the Institute.
4. To make payment of the bill as admissible under the contract and rules applicable within 15 working days of receipt of compliance or within 15 working days of receipt of the bill in case of no deficiency.
5. To release the refundable deposits under the contract as per the terms applicable to such deposits.

SECTION - 7

SELECTION OF THE PERSONNEL TO BE ENGAGED BY THE AGENCY IN THE INSTITUTE

Policy/guidelines formulated by the Institute will be followed by the agency in selection of the manpower to be engaged by the Agency. Copy of the policy/guideline will be provided to the selected agency along with the work order.

SECTION - 8

METHOD OF EVALUATION OF THE BIDS

The Bids will be evaluated on composite method (Technical and Financial). Weightage for Technical Bid and Financial Bid will be 50% and 50%, respectively. However, Financial Bids of only those bidders will be opened who will be found acceptable in the Technical Bid. A minimum score of 25 out of 50 will be considered as acceptable for Technical Bids. Similarly, Financial Bids of very high value may also be rejected. A minimum score of 30 out of 50 will be considered as acceptable for Financial Bids.

Detailed evaluation criteria are given in **Annexure – 2**.

SECTION - 9

PENALTY CLAUSE

Penalty for non-compliance and/ or non-adherence to the required obligation under the contract shall be as given below: -

Sl. No.	Section & Clause No.	Penalty Amount
1	Section -4 & Clause-1	Pre-requisite for start of the contract
2	Section-4 & 2	Pre-requisite for start of the contract
3	Section -4 & 3	Pre-requisite for start of the contract
4	Section- 4& Clause -4	200 per person per day
5	Section-4 & 5	1000
6	Section-4 & 6	5000
7	Section-4 & 7	10000
8	Section -4 & 8	100 per case
9	Section-4 & 9	10000
10	Section -4 & 10	5000
11	Section -4 & 11	100 per case
12	Section-4 & 12	500 per case
13	Section-4 & 13	500 per case
14	Section-4 & 14	As may be finalized by committee
15	Section-4 & 15	Actual financial implication as per law plus 25% than on penalty
16	Section-4 & 16	Actual financial implication as per law plus 25% than on penalty
17	Section-4 & 17	Actual financial implication as per law plus 25% than on penalty

SECTION - 10

GENERAL TERMS AND CONDITIONS

1. Manpower supplier firm should be registered/ licensed manpower supplier firm with Labour Department of any State Govt/ Central Govt for the supply of High skilled, skilled, semi-skilled and unskilled manpower.
2. Interested manpower supplier firms may quote their rates for engaging manpower on monthly basis to be employed by them. All the liabilities of supplied manpower directly or indirectly will be the sole responsibility of the manpower supplier firm. The other statutory expenses like EPF, bonus etc will be the responsibility of the supplier.
3. EMD: **EMD of Rs. 10,00,000/- (Rupees Ten Lakh Only)** is to be obtained from the bidders except those who are registered with MSME. The tenderer should submit EMD amount through NEFT / RTGS as per details below:

- a. Name of Beneficiary: **National Institute of Advanced Manufacturing Technology (NIAMT)**
- b. Account No.: **2730101006939**
- c. Name of Bank: **Canara Bank, NIFFT CAMPUS Branch,**
- d. Bank Address: **Hatia, Ranchi – 834 003 (Jharkhand)**
- e. IFS Code: **CNRB0002730**
- f. MICR Code: **834015008**
- g. Swift Code: **CNRBINBBCFD**

The details of transaction for EMD viz. Name of bidder firm, Tender Description, Transaction ID/No. of Transfer, Transaction date, Amount of Transaction, Name of Bank, Address of Bank shall be furnished by the tenderer on their letterhead separately along with their tender.

4. Refund of EMD: The EMD will be returned to unsuccessful Tenderer only after the Tenders are finalized. In case of successful Tenderer, it will be retained till the successful and complete installation of the equipment.
5. The successful bidder shall have to submit a Security Deposit of Rs. 10,00,000 (Rs. Ten Lakh Only) before the award of the contract in the form of DD/PBG/TDR valid till 120 days after completion of tender period.
6. The manpower supplier firm must comply with the provisions of Contract Labour (Regulation and Abolition) Act, 1972 and other labour laws.
7. The manpower supplier firm shall be governed by the laws of India and interpretations in accordance with such laws.
8. The payment(s) to be made to the contractor are subject to deduction of taxes leviable by any Government as per rules from time to time and will be made after the completion of every month.
9. The manpower supplier firm shall make the payment to the supplied manpower by depositing payment in their bank accounts.

10. The contracting agency shall ensure that the manpower deployed in NIAMT, Ranchi conforms to the technical specifications of age, educational and skill qualifications prescribed by NIAMT, Ranchi
11. The manpower supplier firm should make suitable arrangements for supervision of the manpower supplied and other related works.
12. The manpower supplier firm shall be responsible for all injuries and accidents to persons employed by him. In the event of injury, illness or accident to any worker, NIAMT, RANCHI will not be liable to pay any compensation.
13. The manpower supplier firm shall have to engage the required number of manpower and in case required number is not available on any day, without proper and acceptable reason NIAMT, RANCHI can impose penalty on manpower supplier firm as it thinks fit.
14. The manpower supplier firm shall in no case pay its employees less than the minimum mandatory rates per month in accordance with the Minimum Wages fixed by Central Government or as approved by NIAMT, RANCHI and a record of that shall be kept in a register, which may be made available for examination to NIAMT, RANCHI as and when demanded.
15. The manpower supplier firm shall not appoint any sub company/ agency to carry out any obligation under the contract. Violation of closure may lead to instant termination of contract without any notice period.
16. The manpower supplier firm shall maintain a daily attendance register and/or Biometrics Attendance Records including the number and names of the workers engaged in the office for works as per scope of the contract. Also, it shall maintain a complaint book, which shall be made available to the Institute as and when demanded.
17. The manpower supplier firm shall maintain all necessary registers and display notices as per mandatory requirement under the law of land.
18. The contractor shall abide by all the laws of land including Labour Laws, EPF, Income Tax, GST or any other taxes, Companies Act, TAX deduction liabilities, welfare measures of its employees and all other obligations that is being instructed in such cases and are not essentially enumerated and defined herein, though any such burden/duty shall be the exclusive responsibility of the contractor and it shall not involve NIAMT, RANCHI in any way whatsoever. Compliance of these provisions shall be ensured at the time of making monthly payments.
19. The manpower supplier firm shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to NIAMT, RANCHI to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
20. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily accompanied with the documentary proof pertaining to the concerned month bill. A requisite portion of the bill/ whole of the bill amount shall be withheld till such proof is furnished, at the discretion of NIAMT, RANCHI.
21. The contract shall commence from the date as mentioned in the work order which shall

be accepted by the manpower supplier firm as per the terms and conditions mentioned in the work order.

22. The contract initially will be for a period of one year from the date of award of contract. However, it may be further extended for next two years (upto one year at a time) subject to satisfactory work of the contractor and requirement of the Institute.
23. Total manpower deployed initially may be reduced or increase upto 20% deployed upon required of the Institute during the first year. However, total requirement may be increased or decreased as per requirement of the Institute at the time of renewal/extension. Intimation for increase or decrease will be communicate to the agency by the Institute in meeting.
24. The contractor/party is not expected to rescind from the contract during the contract period. However, in case the contractor rescinds the contract, the Security Deposit shall be forfeited, and Institute may also take on suitable measures such as blacklisting the agency for further contract with the Institute and intimation the facts to similar Institutions, Govt. organization etc.
25. If the contractor repeatedly violates the terms and conditions of the contract or fails to supply required number of Highly skilled/ skilled/ semi-skilled/ unskilled manpower despite NIAMT, RANCHI having served him proper notice of two months for termination of the contract, the contractor shall be liable to be terminated and security amount so deposited shall be forfeited.
26. The loss caused to the Institute on account of negligence/ dereliction of duties by the employees of the manpower supplier firm, shall be established after a joint inquiry comprising the representatives of the Institute and manpower supplier firm, the Institute shall be within its right to make it good from the manpower supplier firm.
27. The manpower supplier firm shall replace immediately any of its personnel who is found unacceptable to the Institute because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving a notice from the competent authority of the Institute.
28. The normal working hours shall be 09.00 AM to 06.00 PM with one hour lunch break from 01.00 PM to 02.00 PM. However, the timing may be changed at the discretion of the Institute from time to time.
29. NIAMT, RANCHI is not responsible for any dispute of manpower supplied with the agency and the manpowers provided shall not in any way be treated as the employees of the Institute.
30. For all intents the manpower supplier firm shall be the “Employer” within the meaning of different Labour Legislations in respect of manpower so employed in the Institute. The persons deployed in the Institute shall not have claims of Master and Servant relationship nor have any principal and agent relationship with or against the Institute.
31. In case of termination of this contract on its expiry or otherwise, the persons employed by the manpower supplier firm shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/ otherwise capacity in the Institute.

32. The required strength of manpower under various categories is indicative only. However, the deployment shall be as per actual requirement to be decided in consultation with the manpower supplier firm and any increase/ decrease in the actual deployed strength shall increase/ reduce the payment to be made proportionately.
33. In case of disputes for non-payment of wages to the supplied manpower or any other disputes, the payment due to the manpower supplier firm can be withheld till settlement of the disputes by the Institute.
34. Notwithstanding anything contained in above, NIAMT, RANCHI reserves the right to accept or reject any tender or reject all tenders at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever to the affected bidder (s).

A. ORDER FOR ARRANGEMENT OF DOCUMENT WITH THE TECHNICAL BID (Form T 1 to T3)

1. Application - Technical Bid.
2. EMD of Rs. 10,00,000/- (Rupees Ten Lakh only)
3. Self-Attested copy of the registration of agency.
4. Self-Attested copy valid Labour License from the office of Labour Commissioner.
5. Self-Attested copy of PAN/GIR Card.
6. Self-Attested copy of the IT return filed by the agency for last three year.
7. Self-Attested copy of the Service Tax registration letter/certificate.
8. Self-Attested copy of the PF registration letter/certificate.
9. Self-Attested copy of the ESI registration letter/certificate.
10. Certified document in support of financial turnover of the agency.
11. Certified documents in support of entries made in the Technical Bid application.
12. 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.
13. Documents relating to experience/clients served. (Performance certificate issued by technical institution/ Govt. organization/ PSU).

B. ORDER FOR ARRANGEMENT OF DOCUMENT TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWERS

1. Contact agreement duly signed as per requirement of the Institute.
2. List of manpower for deployment in NIAMT Ranchi containing full details i.e. Name, date of birth, qualification, experience, category, address, phone number, Aadhar card number, EPF No. ESIC No., etc.
3. Offers of appointment issued to the candidates with their acceptance.
4. Undertaking by firm/agency to the effect that no legal/police case & pending against any of the candidates and that no candidates has ever been convicted by any court of law.
5. Affidavit as per para 14 of section 4.

C. SUBMISSION OF TENDER DOCUMENT

The Technical Bid and Financial Bid should be submitted in two separate sealed envelopes kept in one bigger size sealed envelope and addressed to Assistant Registrar, Room No. 101, First Floor, Administrative Building, NIAMT, Hatia, Ranchi-834003. "Technical Bid for Supply of Manpower" should be written on the envelope containing Technical Bid, and "Financial Bid for Supply of Manpower" should be written on the envelope containing the Financial Bid. Further, "Bid for Manpower Supply" should be written on the bigger envelope containing both the smaller envelopes

(Form F-1)
Format for submitting Financial Bid
(to be submitted in a separate envelop along with technical bid)

Tender No.: NIAMT/EM/Contract/68/2023-24

Date: -

To
Assistant Registrar (EM and S&P)
Room No. 101, First Floor,
Administrative Building,
NIAMT, Ranchi - 834003

Subject: Submission of Quotation for Supply of manpower at NIAMT, Ranchi

Sir,

We here by submit the quotation for supply or deployment of manpower required by NIAMT Ranchi as under:

Gross wages (excluding GST)	% of GST	Total with GST	Service Charges quoted in % of Gross Wages	Grand Total
2,00,00,000*	18%	2,36,00,000		

* Only for the purpose of indicative reference. Financial evaluation shall be based on service charge in percentage (%).

Note:

1. GST will be extra as applicable.
2. The tenderer should only quote service charges as percentage, subject to a minimum of 3.85% and maximum of 7% of Gross Wages + GST.
3. EPF, ESIC, Bonus and Gratuity will be applicable as per prevailing rules of GOI.
4. The payment shall be made on conclusion of the calendar month within 30 days of receipt of the bill on the basis of number of working days for which duty has been actually performed by the staff deployed.
5. Bill of a month should be duly supported with proof of deposit of PF/ESI/GST etc of the previous month.

Place:

Date:

Name:

Signatures of Tenderer

Stamp/official Seal

(Form T-1)

***Format of application of Technical Bid
(to be submitted in a separate envelop along with financial bid)***

Tender No. NIAMT/EM/Contract/68/2024-25

Date:

**To
Assistant Registrar (EM and S&P)
Room No. 101, First Floor,
Administrative Building,
NIAMT, Ranchi - 834003**

Sub: Proposal for Supply of manpower for various services at NIAMT.

Sir,

We, the undersigned, offer to provide the Supervisor Personnel/High Skilled/Skilled/Semi-Skilled and Unskilled manpower for a period of one year in accordance with as per tender no. NIAMT/EM/Contract/68/2024-25 datedWe are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. The prices quoted by us in the Financial Proposal (Form F-1) are valid till six months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement of understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that NIAMT, Ranchi is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

We have understood and accepted the terms and conditions of the tender documents.

Yours faithfully

Signature _____

Name _____

Seal of Firm with Registration number of firm

(Form T-2)

Details of other organizations where such contracts undertaken during last three
Financial Years 2021-22, 2022-23 & 2023-24

(Copy of work orders to be attached)

Sl No	Name & Address of the organization with contact No	No. of personnel supplied	Period of Contract	Whether Govt/ Semi Govt/ Autonomous bodies/ PSUs/ Industries etc	Amount of contract	Reason for termination (if currently no valid)
1						
2						
3						
4						
5						

This information to be given with Technical Bid for Supply of manpower for various services at NIAMT, Ranchi.

(Form T-3)

CHECK LIST FOR TECHNICAL BID

SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

(To be furnished in order of Serial No.)

Sn.	Description of requirement	Yes/ No	Page No
1.	Application Technical Bid. (Form T-1)		
2.	EMD of Rs. 10,00,000.00 (Rupees Ten Lakh only)		
3.	Attested copy of the registration of agency.		
4.	Attested copy valid labour license from the office of Labour Commissioner		
5.	Attested copy of PAN Card.		
6.	Attested copy of the IT return filed by the agency for last three year.		
7.	Attested copy of the GST registration certificate.		
8.	Attested copy of the PF registration letter/certificate.		
9.	Attested copy of the ESI registration letter/certificate.		
10.	Document in support of financial turnover of the agency (from supply of manpower only) duly certified by Chartered Accountant. (Ref: Clause 8)		
11.	Copy of the terms and conditions in Tender Document (Page 1 to 8) with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.		
12.	Documents relating to experience/clients served (in Form T-2).		
13.	Undertaking by the bidder to the effect that there is no police case pending against the proprietor/ firm/ parties relating to previous service contracts and not have been blacklisted at any time by any Govt., Semi-Govt. Deptt.,		
14.	Duly filled and signed/stamped Financial Bid sealed in separate envelope with name of firm and "Financial Bid" super scribed over it.		
15.	Copy of at least two currently valid contracts for similar work.		
16.	List of Arbitration cases (if applicable)		
17.	Undertaking of the agency confirming the availability of adequate manpower of requisite qualification and experience for deployment.		
18.	Details such as Name of the Tendering Company/Firm/Agency, Name of the Proprietor /Director of Company/Firm/Agency, Full address of the Registered Office on the official letter head duly signed and sealed by the competent authority of the firm.		

Declaration by the Tenderer

This is to certify that I/We before signing this tender have ready and fully understood all the terms and conditions contained herein and undertake myself/ ourselves to abide by them: -

Signature of Tender with seal Name

Office:

Address:

Email:

Phone:

NOTE:

***Submission of all the documents mentioned above along with declaration is mandatory.
Non-submission of any of the information above may attached rejection of the bid.***

ANNEXURE - 1

DESIGNATION, QUALIFICATION, EXPERIENCE AND BRIEF JOB DESCRIPTION

OF OUTSOURCED MANPOWER TO BE ENGAGED THROUGH AGENCY

Sl. No.	Designation	Level	Educational Qualification and/or Experience	Brief Job Description
1	Technical Supervisor (System Administration)	SP1	BE / B. Tech. (60% or 6.75 CGPA) in Computer Science / Information Technology / Electronics & Communication Engineering with 3 years of relevant experience OR Diploma Engg. (IT/CS) (60% or 6.75 CGPA) with 6 years of relevant experience OR MCA / M. Sc. (IT/CS) (60% or 6.75 CGPA) with 3 years of relevant experience OR BCA / B. Sc. (IT/CS) (60% or 6.75 CGPA) with 6 years of relevant experience	<ol style="list-style-type: none"> 1. Given in Annexure – 1A 2. Any additional work as may be assigned by Chairman, CCC and/or Director
2	Technical Supervisor (System Engineering)		<ol style="list-style-type: none"> 1. Given in Annexure – 1A 2. Any additional work as may be assigned by Chairman, CCC and/or Director 	
3	Technical Supervisor (Network Administration)		<ol style="list-style-type: none"> 1. Given in Annexure – 1A 2. Any additional work as may be assigned by Chairman, CCC and/or Director 	
4	Laboratory Supervisor	SP1	<p style="text-align: center;">BE/B. Tech./MCA/M. Sc. with 3 years of relevant experience OR Diploma Engineering / B. Sc. with 5 years of relevant experience</p> <p>[Specialization/Branch of BE / B. Tech. / M. Sc. Will be as per requirement of the concerned departments/centers]</p>	<ol style="list-style-type: none"> 1. To develop and supervise ADC level Laboratory experiments independently 2. To set-up and supervise B. Tech./M. Tech. level Laboratory experiments independently 3. To guide and assist students in doing laboratory experiments and Projects 4. To maintain the laboratories and the equipment therein 5. Any other related work as may be assigned by the concerned faculty members and/or HOD

5	Office Supervisor (Accounts)	SP1	B. Com with pass in CA/CMA Inter and 3 years of relevant work experience	<ol style="list-style-type: none"> 1. To comply with various tax and other statutory requirements 2. To coordinate with the Internal auditors and CAG auditors 3. To examine high value bills and terminal benefits for payment 4. To maintain records of GPF and NPS of employees 5. To prepare and maintain salary and pension bills 6. Any other related work as may be assigned by the Section-in-Charge and/or higher authorities
6	Office Supervisor	SP1	Graduation in any Discipline with 5 years of relevant work experience	<ol style="list-style-type: none"> 1. To track and maintain progress of processing of various files/documents/applications being marked to the concerned section 2. To process the time-bound and urgent assignments being marked to the section 3. To assist the concerned Section-in-Charge in planning and executing the day-to-day as well as periodic activities of the Section 4. Any other related work as may be assigned by the concerned Section-in-Charge and/or higher authorities
7	Office Supervisor (Placement Cell)	SP1	<p>B. Tech. and MBA with 1 year of relevant work experience</p> <p style="text-align: center;">OR</p> <p>M. Tech. with 1 year of relevant work experience</p>	<ol style="list-style-type: none"> 1. To coordinate and execute plans for placement and professional development like industrial training, etc. of the students 2. To prepare and maintain data related to training, placement of previous and current students 3. Maintain and develop recruiters database. 4. Any other related work as may be assigned by the concerned faculty members and/or HOD

8	Technical Personnel	HSK	3 years Diploma Engineering in relevant branch OR B. Sc. (Hon's/Major) in relevant subject OR 2 years ITI in relevant trade with 3 years of relevant experience	<ol style="list-style-type: none"> 1. To set-up ADC level Laboratory experiments independently 2. To set-up B. Tech./M. Tech. level Laboratory experiments under guidance 3. To assist students in doing laboratory experiments and Projects 4. To maintain the laboratories and the equipment therein 5. To maintain record of the experiments conducted by the students in laboratories 6. Any other related work as may be assigned by the concerned faculty members and/or HOD
9	Non-Technical Personnel (Accounts)	HSK	B. Com. (Accountancy) OR CA/CMA (Inter) with 2 years of relevant experience AND Knowledge of Tally	<ol style="list-style-type: none"> 1. To maintain Dak and Diary 2. To maintain the official records, files, and documents 3. To process the bills, claims, etc. and make payment 4. To maintain registers, accounts, ledgers, etc. 5. To make various account reconciliations and Tax Compliances 6. To prepare Final Accounts 7. Any other related work as may be assigned by the concerned authorities
10	Non-Technical Personnel	HSK	BCA/BBA OR Graduation in any Discipline with 2 years of relevant experience	<ol style="list-style-type: none"> 1. To maintain Dak and Diary 2. To maintain the official records, files, and documents 3. To process the documents, applications, proposals, indents, etc. as may be marked/assigned 4. To draft letters, notices, orders, etc. 5. To maintain and prepare statistical and other reports as may be required 6. Any other related work as may be assigned by the concerned authorities
11		SK	BCA/BBA OR Graduation in any Discipline OR 10+2 / Class XII with 3 years of relevant experience OR Class X with 5 years of relevant experience	<ol style="list-style-type: none"> 1. To maintain Dak and Diary 2. To maintain the official records, files, and documents 3. To process the documents, applications, proposals, indents, etc. as may be marked/assigned 4. To draft letters, notices, orders, etc. 5. To maintain and prepare statistical and other reports as may be required 6. Any other related work as may be assigned by the concerned authorities
12	Nursing Personnel	HSK/SK	GNM or equivalent Course of 3 years duration AND 2 years of relevant work experience AND	<ol style="list-style-type: none"> 1. To provide first-aid and general nursing care to the beneficiaries visiting the Institute Health Center 2. To assist the Doctors working in the Institute Health Center

			Knowledge of Computer Application (Word/Excel/Email)	<ol style="list-style-type: none"> 3. To maintain records of referrals being issued by the Doctors and/or other officials of the Institute for outside treatment and reconcile the bills being received against same from the hospitals 4. Any other related work as may be assigned by the Doctors and/or higher authorities
13	Auxiliary Support Personnel	HSK	10+2 / Class XII / ITI OR Class X with 2 years of relevant experience OR Literacy (able to sign) with 5 years of relevant experience	<ol style="list-style-type: none"> 1. To maintain cleanliness in the workplace 2. To receive and deliver Dak 3. To serve refreshments in workplace, meetings and to visitors/guests, etc. 4. To operate photocopiers, laminators, and other such office equipment. 5. Any other related work as may be assigned by the concerned authorities
14		USK	Class X Pass OR Literacy (able to sign) with 2 years of relevant experience	

The Designation, Educational Qualification, Experience and Job Description as given in Annexure-1 are indicative in nature. The Institute may add/delete/amend any of the mentioned Designation, Educational Qualification, Experience and Job Description as per requirement of the Institute from time to time.

ANNEXURE – 1A

Brief Job Description of Technical Supervisor (System Administration)

1. To have overall technical supervision of the activities of CCC.
2. System Administration of Linux Enterprise Server. Mail server. Web and Proxy. Squid Server, Samba Server. NFS. DNS, DHCP Servers, Firewall Service. gateway service and FTP Server.
3. Installing software applications and packages using tar ball. RPM. Yum, Linux Server hardening and Server Monitoring Application Data Backup and Restore.
4. Installation of PostgreSQL. Configuration and Tuning.
5. Administration of PostgreSQL users. replication of master/slave server, access right & taking regular database backups & restoring them in restored in archival server.
6. Windows Server Configuration at Domain level.
7. Installation and troubleshooting of various System Software.
8. Management of firewall and Server Security.
9. Maintenance of Server Systems, Firewalls, IDS, and IPS.
10. Monitor the system and respond immediately to security or usability concerns.
11. Administrate infrastructure, including firewall. databases, malware protection software and other processes.
12. Review and analyze application logs.
13. Ensuring the update of all system software like OS, etc. and implementing advisories from e-Office Division of NIC from time to time.

Brief Job Description of Technical Supervisor (System Engineering)

1. System Administration & Deployment and maintenance of e-Office product suite of NIC in local/state data center.

2. Operation and maintenance of e-office of NIC and/or similar ERP software.
3. Linux installation
4. LVM configuration and troubleshooting. Patching & fixing updates of the Linux servers.
5. User/Group Administration and System security.
6. Installing software applications and packages using tar ball, RPM, Yum, Linux Server hardening and Server Monitoring.
7. Creating and managing cron in the beginning of day and end of day process for different servers.
8. Web Hosting through Apache.
9. Managing Apache web server, Tomcat Web Server.
10. Load Balancing (Tomcat cluster and Apache web server).
11. Application Data Backup and Restore. Installation of PostgreSQL, Configuration and Tuning.
12. Administration of PostgreSQL users.
13. Replication of master/slave server, access right & taking regular database backups &
14. Restoring them in restored archival server. Knowledge of SQL queries. Awareness of Virtualization and cloud environment.
15. Installation of monitoring tools like Nagios server configuration etc.

Brief Job Description of Technical Supervisor (Network Administration)

1. Configuring, troubleshooting, performance monitoring, administration and tuning of networks and switches like Brocade/Cisco/ HP-Aruba.
2. Network security firewall, OSI model. TCP/IP protocol suite.
3. IP addressing and sub-netting, routing concepts of IPV4 and IPV6.
4. Routing protocols-RIP V1/V2, OSPF & EIGRP. Basic configuration & VLAN setup on switches.
5. Back-up & restore of all critical resources including router & switches IOS and configuration.
6. Wireless technology IEEE802.11b, IEEE802.11g, IEEE802.11n, IEEE802.11ac.
7. Handling the procurement of Hardware and Software required by the Computer Center.

Annexure – 2
Evaluation Criteria for Manpower Tender Bids

- | | | |
|---|---|----|
| 1. Maximum Technical Points Admissible | = | 50 |
| 2. Maximum Financial Points admissible | = | 50 |
| 3. Minimum Qualifying Points for Technical Bids | = | 25 |
| 4. Minimum Qualifying Points in Financial Bids | = | 30 |

Part – A: Technical Bid Evaluation

A1. Annual Turnover of the Bidder during last 3 years [for each year]

Range of Annual Turnover	Points
100 lakhs – 250 lakhs	5
250 lakhs – 500 lakhs	10
500 lakhs – 1000 lakhs	15
1000 lakhs – 2000 lakhs	20
Above 2000 lakhs	25

A 2. Value of Contract for Manpower of Minimum 1 year during last 3 years [for each contract per year]

Monthly Value	Commercial/Industrial/Government Establishments	Residential Educational Institutes like NIAMT/NIT/IIT/CUJ
5 lakh – 10 lakh	2	3
10 lakh – 15 lakh	4	6
15 lakh – 25 lakh	6	9
Above 25 lakh	8	12

Note: - Contracts for completed year only will be considered. No points for any period less than one year as on 31.03.2024.

A 3. Office in Ranchi

1. Branch/Head Office in Ranchi (existing for at least 6 months as on 31/03/2024) = 10

A 4. Total Technical Bid Points

1. Highest Technical Point bidder (A1+A2+A3) will be given full points, i.e. 50 out of 50.
2. Other bidders will be given proportionate points as per following formula: -

$$\frac{(\text{Point Earned by Bidder}/\text{Highest Point Earned}) \times 50}{}$$

Example: -	Highest Points Scored by any Bidder	=	82
	Points Scored by Bidder Y	=	74
	Technical Bid Points of Highest Bidder	=	50 (full points)
	Technical Bid Points for Bidder Y	=	$(74 / 82) \times 50 = \underline{45.12}$

Part – B: Financial Bid Evaluation

1. Lowest bidder will be given full points, i.e., 50 out of 50.
2. Other bidders will be given proportionate points as per following formula.

$$\frac{(\text{Lowest Bid Value}/\text{Bid Value of the Bidder}) \times 50}{}$$

Example: -	Lowest Bid Value (Service charge rate)	=	3.90%
	Bid Value of Bidder Y (Service charge rate)	=	4.25%
	Financial Bid Points of Lowest Bidder	=	50 (full points)
	Financial Bid Points for Bidder Y	=	$(3.90/4.25) \times 50 = \underline{45.88}$

Part – C: Total Points for Evaluation

Total points earned in the Technical Bid Evaluation (Part – A) and Financial Bid Evaluation (Part – B) together will be considered for selection of the successful Bidder.

Example: -	Technical Bid Evaluation (Part – A) in above example	=	45.12
	Financial Bid Evaluation (Part – B) in above example	=	45.88
	Total consolidated point of Bidder in above example	=	91.00

Note – The Bidder in the above example has qualified in both parts of the bid by securing more than 25 points and 30 points, respectively in the Technical Bid and Financial Bid.

Part – D: Selection of Bidder

Bidder who earns maximum total points (Technical + Financial) will be awarded the contract at their bid price (not at the lowest bid price, if they are not the lowest bidder). In case of tie in total points, bidder with higher Financial Bid Points will be considered for award of the contract.