

TENDER DOCUMENT

TENDER FOR SUPPLY OF MANPOWER

(Highly-skilled, Skilled, Semi-skilled and Un-skilled) , Watch & Ward Services

To



The National Academy of Sciences, India

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The National Academy of Sciences, India invites Sealed Tender in single envelope from the qualified firms as per the below mentioned schedule:-

SCHEDULE TO TENDER

S. No.	Particulars	Date/Remarks
01	A) Tender for Supply of Man Power (Highly-skilled, Skilled, Semi-skilled, Un-skilled) purely on contractual basis. B) Tender for Watch & Ward Services at NASI HQ Premises (Security Personal (Armed & Un-armed)).	
02	Time and last date of depositing Tender	15:00 Hrs of 15.01.2019
03	Time and Date of opening of Tender	16:30 Hrs of 15.01.2019
04	Minimum Validity of tender offer	120 Days
05	Estimated cost of tender	A) INR 60.00 Lakh B) INR 10.00 Lakh
06	Amount of EMD to be deposited (Demand Draft from any Nationalized Bank in favour of Executive Secretary, NASI)	A) INR 50,000/- B) INR 15,000/-
07	Duration of Contract	Initially for One year from the date of award of contract. However, the same may be further extended for next one year or part thereof on same terms and conditions
08	Performance/ Security Guarantee	5% of Contract Value
09	Performance Guarantee Validity	120 days after completion of tender period

SERVICE PROVIDER'S ELIGIBILITY CRITERIA:

1. The Service Provider should be approved/recognized/registered by Govt. of India for providing Manpower Services. Copy of relevant certificate should be attached.
2. Service Provider should have a valid license from competent license authority under the provision of contract Labour Act, 1970 and Contract Labour Central Rules, 1971 and submit proofs thereof.
3. The Service Provider must comply with the statutory requirement, such as registration with ESI, EPF, PAN /TIN/TAN & GST etc. and submit proofs thereof.
4. The bidder must have been in existence for the last five year. (Attach copy of relevant certificates, Registration details etc.).
5. The Service Provider must have implemented/implementing atleast three contracts of deployment of Technical Staff, office staff and Labors etc. to IITs /NITs /ISC /ISSERs /IIMs / AIIMs/IIITs/Central University /Central Govt. Institutes/Central Govt. Autonomous Institute/Central Govt. Departments during the last 5 years. Copy of agreement / WO must be attached along with good performance certificate of the concerned and clearly mentioning number of manpower deployed and annual value of agreement / WO.
6. The Agency/Contractor must have sound financial stability with an average annual turnover of INR 50.00 Lakhs in preceding three financial years in similar services. (Copy of audited profit & loss statement and ITR certificates with matching PAN must be enclosed).
7. The Agency/Contractor should not have been blacklisted at any time by any Govt., Semi-Govt. Deptt., or any other organization. An affidavit in original (on non-judicial stamp paper duly notarized) to this effect shall be given by the **firm along with the EMD.**
8. Each Agency/Contractor shall submit only one Tender for the entire scope of each work. Agency/Contractor who submits more than one tender or part tender will be treated as non-responsive & summarily rejected.

FORM – 1
TECHNICAL DETAILS

1. For providing of Man Power (Highly-skilled, Skilled, Semi-skilled and Unskilled manpower) For Watch & Ward Services (Armed & Unarmed Security Personal) at NASI-HQ Premises (Strike off whichever is not applicable)
2. Name of the Tendering Company/Firm/Agency (Attach certificate of registration)
3. Name of the Proprietor /Director of Company/Firm/Agency
4. Full address of the Registered Office _____

Telephone Number: _____ FAX No. _____

E-Mail Address _____

5. Full address of Branch offices _____

Telephone Number: _____ FAX No. _____

E-Mail Address _____

6. PAN No. _____ (Attach attested copy)
7. GST Registration No. _____ (Attach attested copy)
8. E.P.F. registration Number _____ (Attach attested copy)
9. E.S.I. Registration Number _____ (Attach attested copy)

10. Financial turnover of the tendering Company/Firm/Agency for the last 3 financial years. (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (in Lakhs)	Remarks if any
2015-16		
2016-17		
2017-18		

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

Sl. No.	Details of client along with address, telephone numbers	Type of manpower supplied	Contract Value (in Lakhs)	Duration of Contract	
				From	To

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

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

Signature of the authorized person

Name: _____ Seal: _____

Date:

Place:

FORM – 2
FINANCIAL DETAILS

Name of Work: FOR SUPPLY OF MANPOWER (Highly Skilled, Skilled, Semi-skilled and unskilled)
FOR WATCH & WARD SERVICES at NASI-HQ Premises

(All the Skilled/ Semi-skilled/ Unskilled manpower deployed in this Office shall be paid their wages on monthly basis (by ECS in time) by the Company/Firm/Agency latest by 5th of every Month)

Sl. No.	Manpower Description	Amount (Rs.) for Highly Skilled Employee	Amount (Rs.) for Skilled Employee	Amount (Rs.) for Semi Skilled Employee	Amount (Rs.) for unskilled Employee
		Daily Minimum Wages Rate (as per Central Govt. Minimum Wages Act)			
01					
02	Employees Provident Fund @13.16%				
03	Employees State Insurance @4.75%				
04	Contractor's Service Charge				
05	GST @ 18%				

Any other liability including all legal liabilities including bonus etc. (Pl. indicate)

In case any other charges/Salary as per Govt. Rule same will be paid as per actual.

Full Name: _____

Date:

Place:

Note:

1. The rates quoted by the tendering agency shall be inclusive of all statutory/taxation liabilities at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been actually performed by the staff deployed.
3. Bill of a month should be duly supported with proof of deposit of PF/ESI/GST etc of the previous month.

Terms & Conditions:

1. NASI- Prayagraj reserves the right to accept/reject any or all the offers received without assigning any reason whatsoever. The offer, in which any of the particulars and prescribed information is missing or is incomplete in any respect and/or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be summarily rejected.
2. An amount equal to 5% of the annual contract value shall be deposited by the successful Agency/Contractor at the time of signing of the contract or within 15 days of signing of the contract. Such deposit will be refunded by NASI after 4 months of the contract period expiration.
3. In the event of the Agency/Contractor's failure to execute the work entrusted to it under this Agreement satisfactorily, NASI shall make alternative arrangement to do it and the difference of cost incurred by NASI thereby shall be recovered from the Agency/Contractor's unpaid bills and Contractor's Security deposit. Besides, penalty as decided by NASI shall also be levied and recovered.
4. All taxes, duties, levies etc. imposed by the State, Central Government and Local Bodies in connection with this contract in force at the time of submission of offer shall be borne by the Agency/Contractor.
5. Revision of Minimum Wages as per Govt. notification will be considered with its retrospective effect subject to submission of application along with notification by the Agency/Contractor.
6. If and whenever any of the Agency/Contractor's employee shall be found guilty of any misconduct or be incompetent or insufficiently qualified or negligent in the performance of their duties or theft and is rendered undesirable for administrative or any other reason for such person/persons to be employed in the works, the Agency/Contractor if so directed by the competent authority, shall remove such person/persons from employment. Any person/persons so removed from the works shall not again be employed in connection with the works without the written permission of the competent authority of NASI-Prayagraj.
7. The selected Agency/Contractor (Contractor) will have to pay taxes/income tax (TDS) on contract amount as applicable. If any additional rates/taxes/income tax has to be paid, that shall be borne by the Agency/Contractor, otherwise it shall be deductible from his payments.
8. The contractor shall be responsible for fulfilling all his obligations towards the person(s) deployed under the labor laws and fulfilling the requirements of all statutory provisions of relevant enactments namely Minimum Wages Act, Workmen Compensation Act, the Contract Labor (Regulation and Abolition) Act, EPF Act, Payment of Wages Act, ESI Act, Bonus Act, Maternity Benefits Act, or other labor rule, regulation applicable and amended from time to time. The Contractor shall be responsible for the deposit of employee's and employer's share of statutory contributions to the ESI/EPF, EDLI, if applicable at his own level and maintenance of such records as per rule. The contractor will be responsible for opening individual PF account of the employee. 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.
9. Office timing on Monday to Saturday will be as per NASI norms and Govt holidays applicable.