



**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH**  
**Government of India, Ministry of Education,**  
**Dept. of Higher Education**  
**Taramani, Chennai – 600 113**

☎ 044 – 2254 5436/488 Fax: 044-2254 1126 email: admin.officer@nittrc.ac.in

**Tender No: NITTTR /Manpower/2021-22**

**Date: 09.11.2021**

**Sub: Providing of Manpower Services**

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National Institute of Technical Teachers Training and Research, Chennai (NITTTR, Chennai), an Institute under the Ministry of Education, Government of India, invites e-bids through GeM from registered, bonafide, experienced and financially sound Manpower Service Agencies having a valid License under Contract Labour (Regulation and Abolition) Act 1970 for exclusively deploying trained Manpower personnel. The Manpower service provider will be covering the NITTTR campus at Taramani, Chennai and Extension Centres at NITTTR Kalamassery, Bengaluru, Vijayawada and Hyderabad on outsourcing.

This contract is initially for a period of **ONE YEAR** which is likely to be extended for further period of **twelve months (total period = 24 months)**. The contract may be renewed thereafter at the discretion of NITTTR, Chennai on terms and conditions to be mutually agreed upon. The tender document with complete details of tender including experience required, scope of work and other terms & conditions can be downloaded from GEM Portal and website [www.nittrc.ac.in](http://www.nittrc.ac.in). Interested and eligible service providers are requested to upload the relevant documents containing "Technical Bid" and "Price Bid" with reference number (**Tender No. NITTTR/Manpower/2021-22 Dt: 09.11.2021**) to "**The Director, National Institute of Technical Teachers Training and Research, Chennai, PIN: 600 113.**" on or before the **tender submission deadline in Gem portal.**

<b>Name of Work</b>	<b>Estimated cost per Annum Approx. (Rs.)</b>	<b>Duration</b>
<b>Providing Manpower Services for NITTTR Premises at Taramani, Chennai and Extension Centers.</b>	<b>75,00,000</b>	<b>One Year(Extendable by one more year)</b>

It is essential that interested agencies may furnish the details to NITTTR, Chennai with sufficient information so that their capability can be properly assessed, instilling confidence that the organization have the financial, legal, personnel, infrastructural and capability track record to deliver Manpower Services of higher order. It should be noted that all personnel contracted by the Manpower, under the said contract will be required to obtain appropriate clearance from the competent authority. Last date for submission of bids is **25.11.2021 upto 4.00PM.**

**Sd/-**

**DIRECTOR**  
**NITTTR Chennai**

Copy to:

1. NITTTR's Website
2. Notice Board



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**Government of India, Ministry of Education,**  
**Dept. of Higher Education**  
**Taramani, Chennai – 600 113**

**☎ 044 – 2254 5436/488 Fax: 044-2254 1126 email: admin.officer@nitttrc.ac.in**

**IMPORTANT INFORMATION RELATED TO TENDER**

Nature of Work	Providing of Manpower Services at NITTTR Academic Campus, Taramani and Extension Centres at NITTTR Kalamassery, Bengaluru, Vijayawada and Hyderabad.
Tender No and date	NITTTR/MANPOWER /2021-22 date: 09.11.2021
Bid Document fee (Non refundable)	Nil
Earnest Money Deposit(EMD)	Bid Security Declaration in the prescribed format (Annexure – VIII) to be compulsorily provided by the Bidder. Bids without Bid Security Declaration will be rejected.
Last date for submission of Technical / Price Bid	25.11.2021 at 4.00PM
Bid Validity	60 days from the opening of price bid
Contact person	DIRECTOR, NITTTR, Chennai -600113 Phone No: 044-22545436/488 email id: admin.officer@nitttrc.ac.in

## **GUIDELINES FOR BIDDER**

1. For the Bidding / Tender Document Purposes, National Institute of Technical Teachers Training and Research, Taramani, Chennai-113, shall be referred to as 'NITTTR, Chennai' and the Manpower Agency / Successful Manpower Agency shall be referred to as 'Bidder/Contractor'.
2. The relevant documents should be uploaded in GeM portal on or before the stipulated date and time. The "Technical bid and Price bid" must be uploaded separately along with all relevant documents in GeM portal only.
3. Each page of the Tender documents must be stamped and signed by the person or authorized persons submitting the Tender in token of having acquainted and accepted the entire tender documents including various conditions of tender. All documents has to be signed, if not, liable to be rejected at the discretion of the NITTTR, Chennai. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.
4. The Bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Manpower Agency.
5. All Bidder are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with Bid Security Declaration form as per format, or any other requirements, stipulated in the tender documents are liable to be rejected.
6. For all purposes of the contract including arbitration thereunder, the address of the Manpower Agency mentioned in the bid shall be final unless the Manpower Agency notifies a change of address by a separate letter sent by registered post to the Director, NITTTR, Taramani Chennai- 600 113. The Manpower Agency shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
7. No request for transfer of any previous deposit of EMD or Performance Security Deposit or adjustment against any pending bill held by the NITTTR, Chennai in respect of any previous work will be entertained.
8. Manpower Agency shall not be permitted to withdraw their bid or modify the terms and conditions thereof, in case the tenderer fails to observe and comply with the stipulations made herein or back out after quoting the rates.
9. Validity of the Bids: The quoted bids shall have the validity for a period of 60 days from the date of opening of the price bid.
10. Right of Acceptance: The NITTTR, Chennai reserves all rights to reject any or all tenders without assigning any reason.
11. The Manpower Agency should have Head Quarters or zonal or Regional office at Tamil Nadu preferably in Chennai.
12. The Manpower Agency should ensure that the Manpower should be able to read/write/speak and understand the languages i.e. English and Regional Language.

13. Communication of Acceptance – Successful Manpower Agency shall give acceptance within 15 days from the date of receipt of the work order, failing which, the work order issued stands cancelled. Further, the successful Manpower Agency shall pay an amount of 3% of yearly Contract amount towards Security Deposit within 15 days from the commencement of the Contract, failing which the Bid Security Declaration clauses will be applied.
14. The near relatives of employees of NITTTR, Chennai are prohibited from participation in this tender.
15. Corrigendum/Amendment to the tender, if any is issued, will be automatically applicable to all bidders.
16. The Manpower Agency is required to visit NITTTR, Chennai campus on any working day between 10.00 hrs. and 16.00 hrs except Saturday, Sunday and Holidays and acquaint with the area and operational system. The cost of visiting shall be borne by the Manpower Agency. It shall be deemed that Manpower Agency has undertaken a visit to the NITTTR, Chennai and is aware of the operational conditions prior to the submission of the tender documents. The Manpower Agency or his authorised representative may meet Consultant (HR) for any assistance in this regard.
17. The Technical bids shall be evaluated based on the available documents submitted by the Manpower Agency. To assist in the examination, evaluation, and comparison of the bids, and qualification of the Manpower Agency, the NITTTR, Chennai may, at its discretion, ask any Manpower Agency for a clarification of its bid. Any clarification submitted by a Manpower Agency which is not in response to a request by the NITTTR, Chennai shall not be considered. The NITTTR's Chennai request for clarification and the response shall be in writing.
18. If a Manpower Agency does not provide clarifications of its bid by the date and time set by the NITTTR, Chennai, their bid will be liable to be rejected.
19. The Manpower Agency shall not change the composition during the currency of the contract without the prior approval of NITTTR, Chennai. Any happening like Death / Resignation of any Partner / Director / Member shall be notified within 3 working days of such happening, in writing to NITTTR, Chennai. On receipt of such notice, NITTTR, Chennai reserves the right either to terminate or continue the contract. In the event of any dispute, legal or other proceedings by any party or parties concerning the constitution or composition of the Manpower Agency, NITTTR, Chennai reserves the right to take such necessary action as it deems fit, including termination of contract and withholding payments due or accrued to the Manpower Agency.
20. The successful Manpower Agency shall enter into contract and the authorized signatory shall execute and sign the contract agreement in accordance with the article agreement and general conditions and provisions contained in the tender document before commencement of service.
21. Price bid will be opened only for the technically qualified bids.

Date:

Place:

**Name and Signature of Contractor with date and seal**

## **ELIGIBILITY CRITERIA**

1. The Firm/Organisation/Agency should be a Limited Company or a Private Limited Company registered under the Companies Act 2013.
2. The annual turnover of the Manpower Agency shall not be less than Rs.1.08 Crores cumulatively during the preceding three financial years (i.e. 2018-2019, 2019-2020 and 2020-21). We will consider only the relevant Turnover ie Manpower contracts only, income from others services will not be considered.
3. The Manpower Agency must have carried out exclusively at least in any one of the following during three preceding years:
  - a. One similar completed work in Manpower services exclusively costing not less than the amount equal to 80% of the estimated cost.
  - b. Two similar completed works in Manpower services exclusively each costing not less than the amount equal to 60% of the estimated cost.
  - c. Three similar completed works each in Manpower services exclusively costing not less than the amount equal to 40% of the estimated cost.
4. The intending Manpower Agency must have experience in performance of similar nature of contracts continuously for last preceding five years ending 31<sup>st</sup> March 2021 in Central/State, Govt. Depts./Organization/PSUs/ Central Autonomous Organisations or in reputed establishments/ Educational Institutions.
5. The Manpower Agency should submit a self-declaration certificate stating that no contracts have been terminated / foreclosed by any employer during the last 3 years.
6. As per the GOI OM No.F.9/4/2020-PPD dated 12.11.2020, the Manpower Agency has to submit **Bid Security Declaration Form along with Bid document in lieu of EMD.**
7. MSME/ Start ups will be given exemption in turnover/ experience as per GoI Guidelines.
8. The Manpower Agency should submit the copies of the following Documents:
  - a) Self-attested/attested copy of Certificates of Incorporation or any other valid document issued by the respective Registrar of firms/Companies.
  - b) Documentary proof in the form of service certificate should be enclosed. Documents like service agreements, work orders etc. will not be considered for the purpose.
  - c) Copy of the Audited Balance Sheet, Profit and Loss Account duly certified by a Chartered Accountant for the years mentioned above should be submitted as proof in this regard. Documents like self-certification of turnover, certified income statement prepared for filing IT, etc. will not be considered.
  - d) Certificate of Registration under the Employees State Insurance Act (ESI). Employee Provident Fund Registration Certificate issued by the Regional Provident Fund Commissioner.
  - e) Copy of General Service Tax Registration Certificate.
  - f) Copy of the PAN card in the name of the quoting Organisation (PAN card in the name of the Individual or Proprietor will not be considered).

9. The Manpower Agency should quote Service Charge in percentage (% - up to two decimal only). Financial /Price Bids received with service charges less than or equal to 0 % (Zero percent) will be treated as **UNRESPONSIVE BID** and shall be rejected. The Manpower Agency has to quote only service charge rate and the evaluation of successful bidder shall be made on basis of lowest rate of service charges only. Service charges quoted will be applicable on wage only, exclusive of ESI, PF, Bonus, other taxes etc. In case, service charges quoted by two or more agencies are same, L1 will be decided by highest total turnover for the last three financial years (2018-19, 2019-20 & 2020-21) submitted by the Manpower Agency in separate sheet (Annexure VI) duly certified by Chartered Accountant.

### **GENERAL TERMS AND CONDITIONS**

1. The Manpower Agency has to undertake all such jobs/activities of NITTTR, Chennai and Extension Centres whether such activities are elaborated hereunder or not.
2. All personnel provided for the Manpower services shall be governed by Govt. of India Ordinance Minimum Wages Act/Govt. of Tamil Nadu Minimum Wages Act whichever is beneficial to the employee. EPF, ESI and all statutory recovery & remittance shall be taken care by the Manpower Agency.
3. All personnel provided for Manpower services are bound to work all the days except Government holidays and Sundays and they should reach the office premises well in advance at-least by 08.45 hrs to start work. The working hours of manpower is 09.00 hrs to 17.30 hrs with lunch break of 13.00 hrs to 13:30 hrs.
4. The Manpower Agency shall strictly observe and ensure to the following standards from their deployed Manpower:
  - Are always smartly turned out.
  - Are punctual and arrive at least 15 minutes before start of their office time.
  - Perform their duties with honesty and sincerity.
  - Extend respect to all Officers and Staff of the NITTTR.
  - Shall not consume intoxicated drinks on duty hours, or come drunk and report for duty.
  - Will not gossip or chit chat while on duty.
  - Will never sleep while on duty.
  - Will not read newspaper or magazine while on duty.
  - Will immediately report to the Director NITTTR, Chennai any untoward incident/ misconduct or misbehaviour.
  - Do not entertain visitors.
  - Shall not smoke in the office premises.
5. It is the sole responsibility of the deployed Manpower to execute the assigned work perfectly and neatly. If any damages are caused to assets of NITTTR, while discharging the duty, suitable amount will be deducted from the Manpower Agency's monthly payment.

6. The Manpower Agency shall follow the instructions of Authorised Person of NITTTR, Chennai from time to time in discharging the duty every day.
7. The NITTTR, Chennai shall have the right to remove any deployed Manpower from the duty whose interests are detrimental to NITTTR, Chennai.
8. The Manpower Agency shall exercise adequate supervision to reasonably ensure proper performance of assigned work in accordance to the schedule of work.
9. The Manpower Agency shall issue identity card/identity documents the Manpower who are deployed in NITTTR.
10. All necessary reports and other information shall be supplied immediately by the Manpower Agency as and when required by the NITTTR, Chennai and at regular meetings held with NITTTR, Chennai.
11. The Manpower Agency shall not employ any person of age below 18 years and above 55 years. The employees should be sound in health in carrying out the duty and should not have infectious diseases.
12. The Manpower Agency shall not subcontract the assigned work to any other agencies.
13. If required, amendment to the contract shall be effected from time to time in accordance to Government notifications or otherwise.
14. The Manpower Agency shall raise the invoice/Bill before 7th of the succeeding month for the payment. The evidence of payment of monthly wages through bank account and other statutory payments like EPF and ESI for the Manpower deployed working at NITTTR, Chennai campus and other Extension Centres should be submitted along with the bill/invoice.
15. On expiry of the contract, such portion of the said Performance Security Deposit may be retained by the NITTTR, Chennai sufficient to recover any incorrect or excess payments made on the bills to the firm, shall be retained till the final bill is settled.
16. In case of any accident caused to the Manpower deployed during the work period, it is the sole responsibility of the Manpower Agency to meet all expenditure in this regard.
17. Contract is initially for a period of ONE YEAR which is likely to be extended for further period of twelve months (total period = 24 months). The Contract shall be extended subject to mutual consent between the NITTTR, Chennai and Manpower Agency and satisfactory performance of the service by the Manpower Agency.
18. The Manpower Agency shall execute the assigned work as per the schedule and if the same have not been executed up to the expected level, warning notice shall be issued in this regard. If the situation continues still, penalty will be imposed at the rate of 1% of the contract value per month.
19. The contract may be terminated by either party by giving Three months' notice in writing.
20. The contract may be terminated by the NITTTR, Chennai by giving notice in writing to the Manpower Agency, in case of serious negligence or serious breach of any of the terms and conditions of the contract by the Manpower Agency , and the NITTTR, Chennai is of the opinion that any further continuance of the contract is not in the interest of the NITTTR, Chennai, then the NITTTR, Chennai shall have the right to terminate the contract immediately without assigning any reason thereof or without giving any notice, and any amount payable by the NITTTR, Chennai as well as the Performance Security /Security Deposit is liable to be forfeited.

## 21. Manpower Requirement:

Sl.No	Place	Highly Skilled	Skilled	Semi - Skilled	Unskilled	Total
1	NITTTR, Chennai	6	7	6	5	<b>24</b>
2	NITTTR, Extension Centre Hyderabad	1	-	1	1	<b>03</b>
3	NITTTR, Extension Centre Vijayawada			2		<b>02</b>
4	NITTTR, Extension Centre Bengaluru	1	1			<b>02</b>
5	NITTTR, Extension Centre Kalamassery		1		3	<b>04</b>
Total		<b>08</b>	<b>09</b>	<b>09</b>	<b>09</b>	<b>35</b>

## 22. Basic Wages & Variable Dearness Allowance:

The Basic Wages & VDA shall be paid to the workmen as per the minimum wages, notified/revised by the Government of India, from time to time. Current Basic Wages and Variable Dearness Allowance:

Sl. No.	Category	Basic Wages (Rs)	VDA (Rs)	Total (Rs)
1.	Highly Skilled	693	171	864
2.	Skilled	637	158	795
3.	Semi Skilled	579	145	724
4.	Unskilled	523	131	654

Any increase in the respective State's minimum wages along with the corresponding increase in PF, ESI, EDLI & Admin charge will be reimbursed by NITTTR, Chennai. Similarly, in case of any reduction in minimum wages, such reduction along with the corresponding reduction in PF, ESI, EDLI & Admin only shall be made effective in the rates payable. The Minimum Wages will be paid as per the respective states (A area, B area, C area) based on attendance.

## 23. Payment of wages:

The Manpower Agency shall make the payment of wages to deployed manpower on or before 7th of every month, irrespective of the fact, whether any reimbursement of bill due from NITTTR Chennai, has been received by the Manpower Agency or not. Further, any amount not paid to any workman, for any reason whatsoever, by the Manpower Agency, which was paid by NITTTR Chennai, earlier based on attendance, would be recovered in the subsequent bills of the Manpower Agency. The Manpower Agency shall maintain a register recording the amount and date of payment made to each employee for inspection by the Government Authority. Payment of Wages to the Contract Workmen shall be made through Bank. Payment is to be made by giving them ATM Debit Cards except for Contract workmen attending duties as leave vacancy / temporary replacements. Signatures of Contract Workmen have to be obtained in Wage Register as a token of receipt of wages by the contract workmen and a copy of the Wage Register Extract and copy of Proof of Bank Remittance along with Attendance Register is to be submitted with Invoice every month for processing of Invoice.



**24. Penalty for delayed payment of Wages:**

An amount equivalent to 1% of the total invoice value will be deducted from the Manpower Agency for any delay in payment of wages to their personnel.

**25. Bonus:**

The Manpower Agency shall make Bonus payment to their workmen as per the Payment of Bonus Act within one month from the close of the first year of contract and within one month after the closure of the contract. The Manpower Agency shall furnish the list of workmen engaged by them during the preceding one year, with month-wise Attendance particulars to NITTTR, Chennai. Out of this list, NITTTR, Chennai will confirm the persons eligible for bonus. On receipt of confirmation, the Manpower Agency shall make payment of Bonus to their workmen through Bank remittance. The proof of such payment shall be submitted to NITTTR, Chennai within fifteen days from the disbursement of bonus, for arranging reimbursement to the Manpower Agency. If bonus is not paid by the Manpower Agency to his workmen within the time indicated above for the 1st year of contract, the invoice of the Manpower Agency for subsequent month/s will not be processed for payment. Similarly, if bonus is not paid by Manpower Agency to his workmen within the time indicated above for the 2nd year of contract, the invoice of the Manpower Agency for the last month of contract will not be processed for payment. Reimbursement will be as per the Payment of Bonus Act and on verifying with the Register for attendance and signatures of the workmen. If the payment is made by the Manpower Agency for Bonus without taking confirmation from NITTTR, Chennai on the eligibility / money to be paid, the same will not be reimbursed by NITTTR, Chennai.

**26. ESI/PF:**

The Manpower Agency shall ensure that their workmen are covered under the Employees State Insurance Act and Employees Provident Fund Act. The Manpower Agency shall arrange for payment of the Employees contribution as well as their share of the contribution to the Provident Fund and ESI in such proportion as fixed from time to time as provided under Law. The Manpower Agency shall ensure that ESI and PF contributions are paid to the ESI and PF Authorities without any delay. The Manpower Agency shall obtain and produce the individual ESI Code Number and PF Code Number of the firm, while submitting the Quotation. Copies of the certificates from the respective authorities allotting the PF/ESI codes should be submitted along with the Technical Bid. Individual ESI cards have to be issued to the workmen, within one month of the commencement of the contract. Individual PF Nos. should be given to the workmen, under intimation to the NITTTR Chennai, within two months of commencement of contract.

**27. Statutory Obligations:**

The Manpower Agency shall comply with the provisions of Payment of Wages Act, Minimum Wages Act, Payment of Bonus Act, Industrial Disputes Act, Factories Act, Contract Labour (Regulation & Abolition) Act and all other Labour and Welfare Legislations as applicable to the engagement of contract labour. The Manpower Agency alone shall be responsible for all the acts of commission and omission, breaches and losses etc., and the Manpower Agency shall

undertake to keep NITTTR Chennai, fully secured and indemnified in respect of the same, including all costs arising there from. The compliance of Payment of Minimum Wages is mandatory for continuance of the Contract.

28. The Manpower Agency shall ensure that all registers and records are properly maintained in respect of the workmen engaged by them, for various works, towards the implementation of the various Labour Acts. These records shall be opened for inspection to NITTTR Chennai, Authorities and also to the Inspectors appointed under the various Acts from time to time.

**29. Solvency Certificate:**

Solvency Certificate for an amount not less than Rs 30,00,000(Rupees Thirty Lakhs only) issued by a scheduled bank **within the last six months**(Annexure – V).

**30. Agreement:**

The work should be taken up within 15 (fifteen) days from the date of issue of work order. The successful Manpower Agency shall execute an Agreement with NITTTR Chennai on Non Judicial Stamp Paper of appropriate value before the commencement of work.

**31. Security Deposit:**

As per the GOI OM No.F.9/4/2020-PPD dated 12.11.2020, the successful bidder shall be required to **deposit security amount within 15 days of award of Contract to the tune of 3%** of the Annual contract value in the form of Fixed Deposit Receipt/Bank Guarantee in favour of The Director, NITTTR Chennai issued from any Nationalised Bank at their own cost. The Security Deposit should remain valid for a period of six months beyond the date of completion of the contract period of (One year) to ensure fulfilment of all contractual obligations by the firm, including settlement of PF claims of all the contractual worker, No interest shall be payable by the NITTTR, Chennai on the amount of Security Deposit so held. The NITTTR, Chennai will forfeit fully or partly the Security Deposit in the event of failure on the part of the Manpower Agency to execute the contract or observations of all or any of the terms & conditions. The decision of Director, NITTTR Chennai in this regard shall be final & binding. In case, the contract is further extended beyond the initial period, the Security Deposit will have to be accordingly renewed/extended by the successful Manpower Agency for the revised value.

**32. The invoice to be submitted by the Manpower Agency every month shall have the following annexures:**

32.1 A copy of **Employee Register** [Form A (Rule 2(1))] of the Contract Labour (Central) Rules 1971 has to be submitted containing the details like Name of Establishment, Name of the Owner, LIN No., Employee Code, Name, Surname, Gender etc.

32.2 A copy of **Wage Register** [Form B] of The Contract Labour (Central) Rules 1971 has to be submitted containing the details of payment to workmen duly signed by workmen with details of Rate of Minimum Wages, Payment date, Name of the Establishment, Name of the Owner, LIN No., Wage period from and to period, Name of the Workmen, Rate of Wage, No. of days worked etc. PF & ESI Challan copy with endorsement by the Manpower Agency duly signed, declaring that the remittances pertain to the workmen deployed in NITTTR, Chennai.

32.3 A copy of **Attendance Register** [Form D] of The Contract Labour (Central) Rules 1971 has to be submitted containing the details like Name of Establishment, Name of Owner, LIN No., Name of the workmen, Relay or set work, Place of work and date, In and Out time details, Summary No. of days, etc.

#### **32.4 Payment of wages to workmen:**

The Manpower Agency shall submit Bank Statement containing the following details in respect of all the workmen employed by him for NITTTR, Chennai, duly certified by the Banker with their official seal/stamp and date of certification. Emp. Code/ Staff No, Employee Name, Account No, IFSC Code, Name of Bank, Amount. In addition, the Manpower Agency shall also submit proof of bulk remittance to the Bank in respect of wages of the workmen. Payment will be made based on the actual attendance.

#### **32.5 PF Remittances:**

Electronic Challan Cum Return (ECR) of Employees' Provident Fund Organization containing details of Manpower Agency & Workmen like UAN, Name, UAN Repository, Wages (Gross, EPF, EPS, EDLI), Contribution Remitted (EE, EPS, ER) etc. have to be submitted along with the monthly bills. A copy of remittance of total PF contribution for the month in the EPFO website is also to be submitted additionally.

#### **32.6 ESI Remittances:**

The Manpower Agency shall be responsible for deposit of employees' and Principal Employer's share of statutory contribution towards ESI with concerned department/authorities through a separate e-challan for all the persons deployed by him at NITTTR, Chennai and maintenance of such record as per rule. Manpower Agency will be required to submit a copy of challan/abstract/statement of the amount deposited on account of the statutory contributions along with the bills for release of payment, failing which the payment of the bills of the following month will be withheld.

#### **32.7 Attendance:**

Details of date wise deployment of contract workmen and their attendance duly attested by Department. Billing month would be calendar month. Consolidated statement of workman wise attendance shall be furnished by the Manpower Agency. Payment / wages will be made based on actual attendance.

### **33. Payment Terms:**

Payment to Manpower Agency will be made within 20 days through e-payment after receipt of invoice/bills. However, any increase/decrease in total payment will be given effect to if revision as notified by Govt. of India in respect of statutory dues like rate of minimum wages, EPF, ESI etc. is intimated to NITTTR, Chennai. No advance payments will be made and approved by NITTTR, Chennai.

### **34. Income Tax:**

Income Tax (TDS) at the prevailing rate under Sec.194C of IT Act (Presently 2%) or as framed by the Government of India from time to time will be deducted from the monthly bill of the Manpower Agency.

### **35. ARBITRATION:**

In case, any dispute or difference shall arise between NITTTR, Chennai (or the Officer on their behalf) and the Manpower Agency on any matter within the scope of this Contract except as to matters entirely left to the decision of The Director, NITTTR, Chennai under the provisions of this Agreement, then either party shall forthwith give to the other written notice of such disputes or difference shall be referred to a sole Arbitrator to be selected by the Manpower Agency from among the panel of three nominees to be indicated by NITTTR, Chennai at the time of reference of the disputes to arbitration. The award of the Arbitrator shall be final and binding on both parties. The procedure laydown in accordance with the Indian Arbitration and Conciliation Act, 1996, as amended from time to time and the rules made there under shall apply in the matter of the reference. Only Courts at Chennai shall have jurisdiction to entertain a claim or for enforcement of the award.

Date:

Place:

**Name and Signature of Contractor with date and seal**

**TECHNICAL BID DOCUMENT****FORMAT TO BE FILLED BY THE MANPOWER AGENCY FOR SUBMITTING TENDER**

<b>Sl.No</b>	<b>Description</b>	<b>Page No</b>
1	Name of the Organization/Firm, location of office with complete address with Telephone /Fax nos and email address.	
2	The Manpower Agency should possess Certificate of Registration with Registrar of companies under Companies Act, and / or Shops & Establishment Act.	
3	The Manpower Agency should have Head Quarters or zonal or Regional office at Tamil Nadu preferably in Chennai.	
4	Experience in performance of similar nature of contracts continuously for last preceding five years ending 31st March 2021 in Central/State Govt. Depts./Organization/PSUs/Central Autonomous Organisation or in reputed establishments/ Educational Institutions.	
5	The Manpower Agency must have carried out exclusively at least in any one of the following during preceding three years : a. One similar completed work in Manpower services exclusively costing not less than the amount equal to 80% of the estimated cost. b. Two similar completed works in Manpower services exclusively each costing not less than the amount equal to 60% of the estimated cost. c. Three similar completed works each in Manpower services exclusively costing not less than the amount equal to 40% of the estimated cost.	
6	All Manpower Agency should submit along with their tender, copies of: a) the valid license no. under Contract Labour (R & A) Act, b) PAN Card, c) PF Registration Certificate, d) ESI Registration Certificate, e) GST Registration no. f) Financial Information, g) Affidavit as per given format. h) Declaration as per given format.	
7	The Manpower Agency must have a total turnover of Rs.1.08 Crores cumulatively during the preceding three years. All Manpower Agency should submit copies of audited statement of accounts for the last three years (Annexure VI).	
8	Solvency Certificate of an amount not less than Rs. 30 Lakhs issued by a scheduled bank within the last six months (Annexure – V).	
9	The Manpower Agency must submit copy of acknowledgement of Income Tax return for last three years.	
10	A copy of audited Balance sheets of last three years.	
11	EMD/Bid Security Declaration Form (Annexure-VIII).	
12	Any other information / relevant certificates.	

You are requested to attach all relevant documents in support of your claims as above and Manpower Agency should indicate the page number in the respective column.

**Signature of the Contractor with date and Seal**

**DECLARATION**

1. I, ----- Son /Daughter of Shri -----  
-----  
Authorized Signatory of M/s. -----  
am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.
6. I/we hereby confirm and declare that I/we am/are not blacklisted /De-registered / debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other Manpower Agency for which we have Executed/Under taken the works/Services.

-----  
**Signature of the Contractor with date and Seal**

Date: -----

Name: -----

Place: -----

Company Seal: -----

**AFFIDAVIT**

I/ We \_\_\_\_\_ (Name) Agency/

do hereby solemnly affirm and declare that the individual firm/ companies are neither black-listed by the Union or State Government nor any partner/ Shareholder thereof is directly or indirectly connected with or has any subsisting interest in business of my/ our firm.

DEPONENT

Address:

\_\_\_\_\_  
\_\_\_\_\_

Verification:

Verified that the contents of above affidavit are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been kept concealed there from.

DEPONENT

Place:

Dated:

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner)

**Signature of the Contractor with date and Seal**

**DETAILS OF MANPOWER CONTRACT OF SIMILAR NATURE COMPLETED OR  
IN OPERATION DURING THE LAST FIVE YEARS.**

<b>Sl. No.</b>	<b>Name of institution/ Organization where similar work carried out.</b>	<b>Cost of Contract in lakhs Rs.</b>	<b>Date of commencement as per Manpower Agency</b>	<b>Actual date of completion (Completion Certificate to be Enclosed)</b>	<b>Number of Manpower deployed</b>	<b>Name and Address/ Tel. No. of Officer to Whom reference may be made</b>	<b>Remarks</b>
1	2	3	4	5	6	7	8

**Signature of the Contractor with date and Seal**



**Solvency Certificate**

**[Format for Solvency Certificate]**

To

The Director  
National Institute of Technical Teachers Training & Research  
Chennai 600113  
Tamil Nadu.

**Solvency Certificate**

This is to certify that to the best of our knowledge and information, M/s .....  
..... (Address) ..... a customer of our  
bank is respectable and be treated as good for an engagement up to a sum of  
Rs.....

....

(Solvency amount) ..... only as on ..... (date of certificate)

This Certificate has been issued without any risk and responsibility on the part of the Bank or any of its officers. This certificate is issued at the specific request of the customer (to be issued from a scheduled bank within the last six months).

Yours faithfully,

For..... Bank

**Bank Officer with designation**

**FINANCIAL INFORMATION****I. Financial Analysis**

Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the three preceding years duly certified by the Chartered Accountant, as submitted by the Manpower Agency to the Income Tax Department (copies to be attached).

Sl. No.	Details	Year Ending 31 <sup>st</sup> March			
		2018-19		2019 -20	2020 -21
01	Gross annual turnover in Manpower Contract/services				
02	Profit (+) / Loss (-)				

Note: Manpower Services Turnover only shall be indicated. The income from other sources are not to be included.

1. Solvency certificate of Rs. 30 Lakhs from Banker of Applicant.
2. Income Tax Returns.
3. Audited Accounts of the Company for last three years.
4. Income Tax PAN Details.
5. GST No.

This is to certify that to the best of my knowledge and belief, the aforesaid facts and figures are correct and in conformity with the books of accounts of the establishment.

**Dated:**

**Signature of Chartered Accountant  
with seal and membership number**

**Note: This information is mandatory**

**REQUIREMENT OF MANPOWER PERSONNEL AT NITTTR, CHENNAI & EXTENSION CENTERS.**

<b>Sl.No</b>	<b>Place</b>	<b>Highly Skilled</b>	<b>Skilled</b>	<b>Semi - Skilled</b>	<b>Unskilled</b>	<b>Total</b>
1	NITTTR, Chennai	6	7	6	5	<b>24</b>
2	NITTTR, Extension Centre Hyderabad	1	-	1	1	<b>03</b>
3	NITTTR, Extension Centre Vijayawada			2		<b>02</b>
4	NITTTR, Extension Centre Bengaluru	1	1			<b>02</b>
5	NITTTR, Extension Centre Kalamassery		1		3	<b>04</b>
<b>Total</b>		<b>08</b>	<b>09</b>	<b>09</b>	<b>09</b>	<b>35</b>

The above Manpower requirement may be changed based on the needs.

**Note:**

1. Manpower Requirement includes Graduates in Arts and Science, Diploma, ITI etc.,
2. Plumbers, A/c Mech, Electrician, Carpenter, Attenders etc.,

**Bid Security Declaration Form**

Tender No. \_\_\_\_\_

Date: \_\_\_\_\_

The Director,  
NITTTR,  
Taramani,  
Chennai-600 113

I/We, the undersigned, declare that: I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Manpower Agency.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Manpower Agency , upon the earlier of (i) the receipt of your notification of the name of the successful Manpower Agency ; or (ii) thirty days after the expiration of the validity of my/our Bid.

**Signature of the Contractor with date and Seal**

Note:

Name: (insert complete name of person signing the Bid Security Declaration)

Duly authorized to sign the bid for and on behalf of (insert complete name of Manpower Agency )

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

In case of a joint venture, the Bid security Declaration must be in the name of all partners to the joint venture that submits the bid.

Tender No: NITTTR/Manpower/2021-22

Dated: 09.11.2021

**PRICE BID**

**TENDER FOR PROVIDING OF MANPOWER SERVICES AT NITTTR  
CAMPUS AT TARAMANI, CHENNAI AND EXTENSION CENTRES**

- 1) Manpower Requirement – Refer Annexure VII.
- 2) Minimum Wages (Basic wages & VDA) will be paid as per Govt. Notification from time to time- Refer clause no: 22 of General Terms & Conditions.
- 3) Three holidays in a year extra towards National Holidays.  
(Sl.no 3 is added separately in additional incentives column in GeM Portal)
- 4) ESI, PF, Bonus will be reimbursed as per GoI Guidelines.
- 5) **Manpower Agency to Quote only Service Charges----- %.**  
**(This will be paid only on wages, exclusive of ESI, PF, Bonus, other taxes etc)**

**Note:**

1. The rates of Minimum Wages ie VDA as notified by the office of the Chief Labour Commissioner (C), New Delhi, Ministry of Labour and Employment, Govt. of India to be considered for Manpower supplies.
2. As per notification No.12/2017 Central Tax (Rate) dated 28.06.2017, **NITTTR Chennai, being a Central Autonomous Body wholly funded by GoI providing Educational Services is exempted from GST** on pure services like Manpower Agency etc.
3. **Income- Tax (TDS) at the prevailing rate under Sec.194C of IT Act (Presently 2%) will be deducted from the monthly bills.**
4. Service Charges quoted by Manpower Agency / Company would be fixed for the entire period of contract.
5. The rate mentioned in the price bid format is for evaluation of the successful bidder. However, NITTTR Chennai will pay as notified from time to time by the Appropriate Government.
6. **In case, Service Charges quoted by two or more Manpower Agencies are same, L1 will be decided based on highest turnover for the last three financial years.**

**Signature of the Contractor with date and Seal**