

*Maulana Azad*  
National Institute of Technology Bhopal- 462 003

(An Institution of National Importance under MHRD, Govt. of India)



**TENDER DOCUMENT**  
**FOR**  
Supply of Manpower for office upkeep services in Departments/  
Sections at Institute

Website: [www.manit.ac.in](http://www.manit.ac.in)  
Email Address: [info@manit.ac.in](mailto:info@manit.ac.in)

Fax No: 0755-2670562  
Telephone No: 0755-4051000, 0755-4052000

*Maulana Azad*  
National Institute of Technology Bhopal- 462 003

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*Maulana Azad*  
**National Institute of Technology Bhopal- 462 003**

(An Institution of National Importance under MHRD, Govt. of India)

No. MANIT/S&P/2018/03

Date:25/04/2018

**NOTICE INVITING e-TENDER**

Sub: ***Supply of Manpower for office upkeep services in Departments/ Sections at Institute.***

Maulana Azad National Institute of Technology (MANIT) is one of the leading institutions of national importance in the area of technical education, established with the objective of developing a “Centre of Excellence” in the central region. Its aim at becoming a multi-disciplinary Centre for technical education by strengthening both teaching and research activities besides contributing to the needs of rural community, society and industry at large.

Institute is fully funded by Ministry of Human Resource Development, Government of India and is governed as per provisions made under the National Institute of Technology, Science Education and Research Act 2007. (NITSER Act 2007).

E-Tenders in two bid system are invited for Supply of Manpower for office upkeep services in Departments/ Sections at Institute. Interested Company/Partnership firm/ Proprietary firm/Agencies may log on Institute website [www.manit.ac.in](http://www.manit.ac.in) for further details. Tender Document can only be downloaded after registration of bidder on the website <https://eprocure.gov.in/eprocure/app>.

Last date of receipt of complete tender document is 17/05/2018 up to 11.00 hours. The Director of the Institute reserves the right to accept or reject any or the entire tender in full or in part without assigning any reason whatsoever.

**Registrar**

<b>IMPORTANT INFORMATION AT A GLANCE</b>	
e-Tender No & Date	No. MANIT/ S&P/2018/03 Date: 25/04/2018
Scope of Tender	<b>Supply of Manpower for office upkeep services in Departments/ Sections at Institute.</b>
Tender Type and Category	<b>OPEN and Services &amp; Supply</b>
Approximate cost of Work	<b>Rs. 3,00,00,000.00</b> (Inclusive of all taxes)
Location of Supplies	Departments/ Sections of Institute
Tender Document	Tender document can only be obtained free of cost after registration of bidder on the website: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> .
Duration of Contract	One year from the date of award of contract
Date & Time of Pre-bid Meeting	<b>11/05/2018 at 15:00 hours</b> Institute Committee Room
Earnest Money Deposit (EMD)	Rs. 6,00,000.00 ( Six Lakhs Only) by way of RTGS/NEFT
<b>Last Date &amp; Time of Submission of Tender</b>	<b>17/05/2018 up to 11:00 hours</b>
<b>Date &amp; Time of Opening of Technical Bids</b>	<b>18/05/2018 at 11:00 hours</b>
<b>Date &amp; Time of Opening of Price Bids</b>	Shall be informed after evaluation of Technical bid through website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
Details of Contact Person for Commercial Query	<b>Shri Harish Vaidya</b> Asstt. Registrar- Stores & Purchase 0755- 4051040 <a href="mailto:harishvaidya@manit.ac.in">harishvaidya@manit.ac.in</a>

## INSTRUCTIONS TO BIDDERS

1	<b>Location of Work &amp; Supplies:</b>		
a	Departments/ Sections of Institute.		
b	The bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (So far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A bidder shall be deemed to have full knowledge of the site whether he/she inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.		
2	<b>Scope of Work &amp; Supplies:</b>		
a	The bidder shall supply Skilled, Semi-skilled and Un-skilled manpower considering gender as per the Bill of Quantity (BoQ) ANNEXURE-2. The Institute may reduce or increase manpower at any point of time in writing depending upon the requirement on same terms & conditions of the contract		
b	The bidder shall ensure to make deputed manpower available for offering services between 09.00 AM and 05.30 PM with half an hour lunch break between (01 PM and 1.30 PM). Bidder shall develop a system of marking attendance while incoming and outgoing both.		
c	The bidder shall ensure to check & verify the qualification as prescribed below for manpower to be deployed. The bidder shall get the prescribed form filled by prospective candidates and submit to Contract Controlling authority before deployment.		
	<b>SN</b>	<b>Type of manpower</b>	<b>Minimum qualification</b>
	1	High-Skilled	Ministerial
			Graduate + PGDCA
			Technical
			Graduate in Engineering Diploma in Engineering
	2	Skilled	Ministerial
			HSC+ Computer knowledge
			Technical
			HSC + ITI or any certificate course
	3	Semi-Skilled	Ministerial
			V Pass
			Technical
			V Pass+ Technical Experience
	4	Un-skilled	---
			Not applicable
	In exceptional circumstances qualification may be relaxed looking to experience & other criteria.		
3	<b>Expectation &amp; Penalty:</b>		
a	The bidder shall ensure to collect complete Bio-data, recent Photograph, Aadhar Card and Character Certificate from manpower at the time of starting of contract at the time of change of manpower and should be provided to the		

	Institute duly checked and verified by bidder. No amount / fee shall be charged by the bidder from manpower deployed for character / police verification / identity verification otherwise penalty of Rs. 1000.00 per person shall be deducted.
b	The bidder shall ensure to follow Government of reservation policy and its percentage of reservation in respect of SC, ST, and OBC and Physically handicapped.
c	The bidder shall ensure good physical and mental health position before deploying staff. The bidder should also verify moral character of deployed staff.
d	The bidder shall deploy the person having age between 18 and 55 years. In exceptional circumstance bidder may deploy the person (s) looking to their physical & mental health condition.
e	The bidder shall keep attendance register or install Biometric Attendance machine for its staff and keep track of work carried out by them on daily, weekly and monthly basis. If there is any lacuna is found penalty of Rs. 2000.00 shall be imposed & deducted.
f	The bidder shall ensure the payment of wages as per provisions of Minimum Wages Act on the basis of attendance verified by concerned HoD/ Sectional head to the employees by way of consolidated list with a cheque to Nationalized Bank or through e-banking latest by 07 <sup>th</sup> of every month otherwise penalty of Rs. 5000.00 per week shall be deducted. Payment of wages through cash or individual cheque shall be strictly forbidden.
g	The bidder shall deposit Provident Fund (employees & employers contribution and allied charges), ESIC (employee's & employer's contribution) and all Taxes & duties under statutory provisions monthly within time limit.
h	The bidder shall adhere and follow all the statutory provisions envisaged in the Acts/Rules during the running of agreement.
i	The bidder shall ensure to provide ESIC card and PF number to every worker deployed under this contract. Upon request by deployed staff, bidder has to provide printouts of PF passbook and facilitate other similar type their request free of cost otherwise penalty of Rs. 500.00 shall be deducted on each complaint.
j	The bidder will issue (a) the photo identity cards bearing Aadhar Number to each worker free of cost and ensure for its wearing during the duty hours. No Amount shall be charged from deployed staff otherwise penalty of Rs.5000.00 shall be deducted.
k	The bidder shall replace particular manpower within 03 days (three) in case of his/her work is not satisfactory otherwise penalty of Rs. 100.00 per day per manpower shall be deducted.
l	The bidder shall maintain decorum while executing the contract. Institute may impose penalty if any complaint of misbehavior, disobedience, dishonesty is received from any of the department or section of Institute or from deployed staff.
m	The bidder has to provide complete address of local office, landline numbers, mobile numbers and name of contact person to the Institute and deployed staff as well.
n	The bidder shall submit the payment bill along with desired documents to Contract Controlling Authority (CCA) latest by 12 <sup>th</sup> of the each month

		otherwise penalty of Rs. 1000.00 per day will be imposed after 15 <sup>th</sup> of each month.								
4	<b>Tender Documents &amp; its Clarification</b>									
	a	The tender document can only be downloaded free of cost after registration of bidder on website: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> between 25/04/2018 and 17/05/2018.								
	b	A prospective bidder requiring clarification on the tender document may notify to the Assistant Registrar in writing, well before the due date of submission of bids, and a response will be sent in writing to the clarifications sought prior to the date of opening of the tenders.								
5	<b>Amendment &amp; Corrigendum:</b>									
	a	At any time prior to the date submission of bids, the Institute, may, for any reason, whether at its own initiative or in response to a clarification sought by a prospective bidder, amend bid document by issuing corrigendum.								
	b	The corrigendum will be notified/ published in e-tendering website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> & Institute website only. The prospective bidders are advised to remain in touch with e-tendering portal <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> for updates. Any corrigendum, addendum etc issued shall be part of this tender document and shall be made available on this e-tending portal.								
	c	In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Institute may, at its discretion, extend the last date for the receipt of bids if required.								
	d	The Institute shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by the Institute after the deadline for submission of bids shall be declared late, rejected and returned unopened to the bidder.								
6	<b>Authorization for Submission:</b>									
	a	The original and all copies of the bid shall be signed by a person duly authorized to do so on behalf of the bidder.								
	b	The person signing the tender form or any other documents on behalf of the bidder shall be deemed to warrant that he has authority to bind the bidder. If it subsequently comes to light that the person so signed had no authority to do so, the Institute may without prejudice to any other civil & criminal remedies cancel the tender and hold the bidder liable for all costs, charges and damages.								
7	<b>Earnest Money Deposit &amp; Security Deposit</b>									
	a	The EMD of Rs. 6,00,000.00 (Six Lakhs Only) shall be remitted through RTGS/NEFT into Institute bank Account as under:								
		<table border="1"> <thead> <tr> <th>Account Name</th> <th>Bank Name</th> <th>Bank A/c No.</th> <th>Bank IFS Code</th> </tr> </thead> <tbody> <tr> <td>Director MANIT Bhopal</td> <td>State Bank of India</td> <td>10020150107</td> <td>SBIN0001608</td> </tr> </tbody> </table>	Account Name	Bank Name	Bank A/c No.	Bank IFS Code	Director MANIT Bhopal	State Bank of India	10020150107	SBIN0001608
Account Name	Bank Name	Bank A/c No.	Bank IFS Code							
Director MANIT Bhopal	State Bank of India	10020150107	SBIN0001608							
		The bidder is instructed to submit the RTGS/ NEFT slip along with Technical Bid to prove the transfer of payment. No cash/ DD towards EMD shall be accepted. The offers without EMD from the bidders shall be rejected.								
	b	The Institute shall not be liable for payment of any interest on EMD. Any request by the bidders to consider their EMD already furnished by them to any								

		of the other office of the Institute, for any other contract/ tender will not be considered as EMD for this tender. The EMD will be returned to the unsuccessful bidders soon after the orders are placed on the successful bidder and to successful bidder upon submission of Security Deposit.
	c	The successful bidder has to deposit 05% (Five) of annual tender value before start of work as performance guarantee by way of FDR/ Bank Guarantee in favour of the Director- MANIT Bhopal for contract period plus three months.
	d	Security Deposit will not carry any interest and will be refunded to the bidder only after full and final settlement of dues (labour wages, EPF, ESIC, GST and any other statutory tax etc.) if any.
8	<b>Withdrawal and Re-submission:</b>	
	a	The bidder, after submitting the tender, is permitted to withdraw and re-submission as per laid down the procedure given on Government CPPP up to the date and time of the tender through on-line only. Any such request received after prescribed date and time of receipt of tender will not be considered. No bid shall be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity. Withdrawal of bid during this period will result in forfeiture of the bidder's EMD and imposition of other sanctions.
9	<b>Submission of Tender:</b>	
	a	The bidder is expected to examine all instructions, Forms, Terms & Conditions and Specifications in the tender document and to furnish with its bid all documents or information as required in tender document through e-tendering website i.e. <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> . No documents shall be submitted in hard copy (s).
	b	The bidder is instructed to give their offer through two bid system for this tender. i.e. Technical Bid and Price Bid.
	c	The Technical bid cover shall include all commercial documents as mentioned at serial No 10 of Technical bid submission of tender document for the supplies to be made and the services to be rendered EXCLUDING ANY PRICE DETAILS THEREOF.
	d	The Price bid cover shall contain only rate of service charge & cost offered for the raw-material and tool & tackles to be provided.
	e	Tenders received in open covers/ letters/ fax/ email will not be considered.
10	<b>Technical Bid Submission:</b>	
		Bidder should submit Technical Bid consisting of followings:
	a	Instruction to Bidders Chapter-I,II and III duly signed & accepted.
	b	ANNEXURE-1 undertaking for participation duly signed and accepted.
	d	ANNEXURE-2 Bill of Quantity duly filled & signed.
	e	ANNEXURE-3 Primary Compliance Statement duly filled and signed.
	f	ANNEXURE-4 Self Declaration-No Blacklisting duly filled and signed.
	g	Copy of valid Registration certificate of Company/ Firm/ Agency.
	h	Copy of valid ISO certificate from bidder.
	i	Copies of valid Income Tax PAN.
	j	Copy of valid GST Number.
	k	Copy of valid PF and ESIC Number.
	l	Copy of valid Labour license.



	m	Proof of RTGS/ NEFT of Rs. 6,00,000.00 ( Six lakhs Only) towards Earnest Money Deposit.
	n	Copies of Purchase order/ work Completion certificate from any Central/State government organizations, PSU's, Universities, Hospitals, Government research Institute or other government organizations in India during the last 5 years ending 31st March, 2018.
	o	Copy of Balance Sheets & P&L/ Chartered Accountant Certificate of last three years for assessing turnover.
11	<b>Price Bid Submission:</b>	
	a	The bidder would have to quote the practical rate for the total scope of work & supplies and expectation from bidder in the ANNEXURE-5. Quoted rate shall not more than two decimals. Partial & Impracticable quote are liable to be rejected.
	b	The bidder have to quote their Monthly Management/ Service charges ( base number is 85* offered Rate)
	c	The bidder shall take into account all costs (including cost of Identity Card, communication expenses, Supervision expenses etc).
	d	The bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted offer.
	e	No extra payment shall be paid on account of any discrepancy in nomenclature of items. The bidder shall seek clarifications if any before submitting the tender.
	f	No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained till work and supplies under the contract.
12	<b>Opening of Technical Bid:</b>	
	a	The Technical Bid of tenders will be opened on 18/05/2018 at 11.00 hours. The bidder or their authorized representative (only one person) may be present at the time of opening of the tender.
13	<b>Opening of Price Bid:</b>	
	a	The Price bid of only technically qualified bidders will be opened on the stipulated due date. The date & time for opening of Price Bid shall be intimated to the technically qualified bidders through website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> or telephonically or email, after the evaluation of Technical Bid.
14	<b>Validity of tender &amp; Period of contract:</b>	
	a	The tender shall be valid for a period of 90 days from the date of opening of the Technical Bid of tender. Terms and financial details submitted in the bid shall be treated as firm during the 90 days period.
	b	In exceptional circumstances, prior to the expiry of the bid validity period, the Institute may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.
	c	Period of contract under the scope of work shall be for 12 months (twelve months) from the date of award of contract which can be further extended by mutual agreement on the same terms and conditions.

15	<p><b>Evaluation Criteria:</b></p> <p>a If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Institute there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.</p> <p>b If there is an error in a total corresponding to the addition or subtraction of sub totals, the subtotals shall prevail and the total shall be corrected.</p> <p>c If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.</p> <p>d To assist in the examination, evaluation, comparison of the bids and qualification of the bidders, the Institute may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a bidder in respect to its Bid and that is not in response to a request by the Institute shall not be considered. The Institute’s request for clarification and the response shall be in writing only.</p> <p>e If a bidder does not provide clarifications of its bid by the date and time set in the Institute’s request for clarification, its bid may be rejected.</p> <p>f The Institute reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to supply order, without thereby incurring any liability to bidders. In case of annulment, all bids submitted and specifically bid document, EMD deposits shall be promptly returned to the bidders.</p> <p>g The Institute shall compare the evaluated prices of all substantially responsive bids to determine the lowest evaluated bid. The comparison criteria shall be of monthly Management/ Service charges.</p> <p>h The Institute have right to verify the particulars furnished by the bidder independently.</p>
16	<p><b>Causes of rejection of Tender:</b></p> <p>a The bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency/ person without prior written consent of Institute.</p> <p>b While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.</p> <p>c If any bidder stipulates any condition of his own, such conditional tender is liable to be rejected.</p>
17	<p><b>Forfeit of Earnest Money Deposit or Security Deposit:</b></p> <p>a If any bidder withdraws his tender before the period of 90 days from the date opening of Technical Bid or makes any modifications in the terms and the conditions of the tender which are not acceptable to the Institute, then the Institute shall, without prejudice to any other rights or remedy, be at liberty to forfeit the EMD.</p> <p>b The EMD/ SD will also be forfeited in following cases:</p> <ol style="list-style-type: none"> <li>i. If the bidder fails to accept the order based on his offer (bid) and within the prescribed time.</li> <li>ii. If the bidder fails to start work &amp; supplies with specifications as</li> </ol>

		<p>mentioned.</p> <p>iii. If the bidder delays supplies beyond a reasonable time resulting in disruption of project.</p> <p>iv. Bidder for any reason whatsoever withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period.</p> <p>v. Submission of misleading/contradictory/false statement or information and fabricated/invalid documents is detected before or after the issue of order to execute the supplies.</p>
18	<b>Micro, Small &amp; Medium Enterprises Development Act</b>	
	a	If a bidder falls under the Micro, Small & Medium Enterprises Development Act, 2006, then a copy of the registration certificate along with Udyog Aadhaar Number must be provided to Institute for relevant domain. Further, the bidder must keep Institute informed of any change in the status of the company.
	b	Exemption from payment of earnest money has been extended to the SSI units registered with specified authorities for the products / services asked in this tender.
19	<b>Notification of Award:</b>	
	a	Prior to the expiry of the period of bid validity, the Institute shall notify the successful bidder, in writing, that its bid has been accepted. The notification letter shall specify the sum that the Institute will pay to the bidder in consideration of the Supply of Manpower for office upkeep services in Departments/ Sections at Institute.
20	<b>Time Limit for Supply &amp; Work:</b>	
	a	The successful Bidder shall, within a week from the date of receipt of communication of acceptance of quotes from Institute shall start the work after completing the formalities.
21	<b>Payment Procedure &amp; Terms:</b>	
	a	Institute shall reimburse amount of wages paid, Employer's contribution to PF, ESIC & other allied charges and statutory taxes. The reimbursement & payment shall be made within 15 days time subject to submission of bill (s) in proper manner.
	b	The Institute shall pay variable Management/ Service charges (as quoted in Price Bid) on basis of supplied manpower. This service charge shall be inclusive of supervision, cost of identity card and document verification charge etc.
	c	Difference of wages will be paid as per the rate decided by Department of labour, Govt. of India.
	d	The bidder shall submit pre-receipted bill in duplicate immediately after making payment to its deployed staff but not later than 7 <sup>th</sup> of each month to Contract Controlling Authority (CCA) of Institute.
	e	<p>The bill should consist of following documentary evidence for processing further:</p> <ol style="list-style-type: none"> <li>1. Attendance &amp; Satisfactory work report from Department/ Section in the prescribed format.</li> <li>2. Complete Pay Bill of deployed staff of current month and previous month both.</li> </ol>

		<p>3. Photocopy of separate PF, ESIC and GST Challans of preceding month duly verified by CCA.</p> <p>4. Photocopy of Electronic Challan cum Return (ECR)/Contribution history Report for PF &amp; ESIC of preceding month shall be attached along with the bill.</p> <p>5. Any other document desired by Institute authority for specific compliance.</p>
	f	The Institute shall deduct Income tax at source (TDS) on bills as per Income tax Act.
	g	All the payment to bidder shall be made by crossed account payee Cheque/ RTGS/ NEFT.
22	<b>Claims:</b>	
	a	If the work & services and supplies are found to be lower than those stipulated in the accepted offer, the Institute shall have right to totally reject the contract to claim for compensation from bidder. The bidder shall reimburse to Institute, the claim lodged in writing within 30 (Thirty) days of its demand. The bidder shall also compensate for losses, if any, sustained by Institute due to deficiency in services & supplies.
We confirm with our acceptance to the instructions (Sl.No-1 to 22 above) as given above.		
Date:		BIDDER'S NAME & SIGNATURE WITH SEAL

CHAPTER-II	
<b>ELIGIBILITY &amp; QUALIFICATION CRITERIA</b>	
1	The bidder should be a Company/Partnership firm/Proprietary firm registered with appropriate authority and have a registered office in India and operation from at least 05 ( Five Years) as on 31/03/2018.
2	The average financial turnover during the last three consecutive financial years should be at least Rs. 2,00,00,000.00 (Two Crore) per year and should have positive net worth. Relevant supporting document like Balance-Sheet/ CA certification must be submitted.
3	The Bidder should have ISO 9001:2000 or 9001:2008 Certification valid as on 31/03/2019.
4	The bidder must have Income Tax Account Number PAN, GST Number. Copy of the same shall be attached.
5	The bidder must have Employee Provident Number, ESIC Number and should have Labour License under the Contract Labour (Regulation & Abolition) Act. Copy of the same shall be attached.
6	The bidder should have experience in successfully execution work of similar nature during last 05 (five) years in any Central/State government organizations, PSU's, Universities, Hospitals, government research Institute or other government organizations in India. (Bidder must submit copy of PO/Completion Certificate from the Client in following manner. 1. One similar work costing not less than 80% of the estimated cost or 2. Two similar work costing not less than 60% of the estimated cost or 3. Three similar work costing not less than 40% of the estimated cost.
7	The Bidder or any of its partners/ Director etc. should not have been black listed/ debarred by any of the government agencies or department or should not have been found to be guilty or moral turpitude or convicted of any economic offence or with violation of any labour laws etc by any court or any authority appointed to enforce any labour laws or regulation. Self- declaration shall be attached.
8	The bidders who have refused to execute any work order issued by MANIT in the past are disqualified from participating in this tender.
We confirm with our acceptance to the instructions (Sl.No-1 to 08 above) as given above.	
Date:	BIDDER'S NAME & SIGNATURE WITH SEAL

CHAPTER-III	
GENERAL CONDITIONS OF CONTRACT	
1	<b>Abbreviations &amp; Acronyms:</b>
a	Abbreviations & Acronyms and Definitions used in this tender document shall be in accordance with GFR 2017 and Manual for procurement of Consultancy & Other Services 2017.
2	<b>Language of Bids:</b>
a	The bids prepared by the Bidder and documents relating to the bids exchanged by the bidder and the Institute, shall be written in the English language only. Moreover, the printed literature/Technical details may be furnished in English/ Hindi.
3	<b>Standards of Performance:</b>
a	The bidder shall perform the Services and carry out its obligations under the contract with due diligence, efficiency and economy, in accordance with generally accepted techniques and practices used in the industry and with professional engineering and consulting standards recognized by international professional bodies and shall observe sound management, engineering practices. It shall employ prudent technical and engineering practices. It shall employ advanced technology and safe and effective equipment, machinery, material and methods. The bidder shall always act, in respect of any matter relating to this contract, as faithful advisors to the client and shall, at all times, support and safeguard the client's legitimate interests in any dealings with third Parties.
4	<b>Force Majeure:</b>
a	In the event of any unforeseen circumstances directly interfering with the supply of goods/work/service arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the bidder shall, within a week from the commencement thereof, notify the same in writing to the Institute with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days "notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.
5	<b>Code of Ethics:</b>
a	The Institute as well as the Bidder shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", during the Supply & Installation or execution of such contracts. If the bidders are found in bid pooling or against law against fraud and corruption then their firms may be blacklisted.
6	<b>Address for communication:</b>
a	All the communication with respect to the tender shall be addressed to: The Registrar Maulana Azad National Institute of Technology- Bhopal- 462 003
7	<b>Jurisdiction:</b>
a	In the event of any dispute the legal matter shall be subjected to the jurisdiction of Bhopal court only.
We confirm with our acceptance to the instructions (Sl.No-1 to 07 above) as given above.	
Date:	BIDDER'S NAME & SIGNATURE WITH SEAL

		<b>ANNEXURE-1</b>
(Undertaking from bidder on their official stationery)		
To,		
The Director		
Maulana Azad National Institute of Technology		
Bhopal- 462 003		

Sub:	Undertaking for the participation in the Tender No: S&P/2018/03 Dated 25/04/2018.
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Dear Sir,

<b>HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS</b>	
1	Notice Inviting Tender
2	Instruction to Bidders Chapter-I,II and III
3	Bill of Quantity ( <b>Annexure-2</b> )
4	Primary Compliance Statement ( <b>Annexure-3</b> )
5	Self Declaration »No blacklisting ( <b>Annexure-4</b> )
6	Price bid ( <b>Annexure-5</b> )
<p>I/We .....do hereby submit the above tender in prescribed formats duly completed in all respects in accordance with the conditions applicable. If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions in the tender documents.</p> <p>I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully followed the instructions and I/We have understood the existing system of supply &amp; work at the location of Institute including the scope and nature of duties expected from the bidder.</p> <p>I/We distinctly agree that I/We would hereafter make no claim or demand upon the Institute based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.</p>	
<p>I/We fully understand the terms and conditions in the tender documents.</p> <p>I/We understood that the Institute is not bound to accept any proposal that it may receive without assigning any reason.</p>	
Date:	Authorized Signatory

				<b>ANNEXURE- 2</b>			
<b>Bill of Quantity</b>							
Ref:	Tender document No: S&P/2018/03 Dated 25/04/2018.						
SN	Name Department/ Section	Gender	Number of Manpower				
			High Skilled	Skilled	Semi Skilled	Unskilled	
1			25	50	00	10	
			<b>25</b>	<b>50</b>	<b>00</b>	<b>10</b>	
<b>Note:</b>							
1	Skilled manpower shall supervise the entire work and coordinate between bidder and Contract Controlling Authority (CCA) of the Institute. Skilled manpower shall instruct and guide the unskilled manpower for smooth working.						
2	Manpower may be reduced or increased by the Institute at any point of time in writing depending upon the requirement.						



		<b>ANNEXURE- 3</b>
<b>PRIMARY COMMERCIAL COMPLIANCE STATEMENT</b>		
Ref:	Tender Document No: S&P/2018/03 Dated 25/04/2018.	

SN	Institute Requirement as per tender document	Compliance		Deviation if any
		Yes/ No	Ref Page No	
1	Instruction to Bidders Chapter-I,II and III duly signed & accepted			
2	ANNEXURE-1 undertaking for participation duly signed and accepted.			
3	ANNEXURE-2 Bill of Quantity duly filled & signed.			
4	ANNEXURE-3 Primary Compliance Statement duly filled and signed.			
5	ANNEXURE-4 Self Declaration-No Blacklisting duly filled and signed.			
6	Copy of Certificate of Registration of Company/ Firm/ Agency			
7	Copy valid ISO certificate bidder			
8	Copies of Income Tax PAN			
9	Copy of valid GST Number			
10	Copy of valid PF & ESIC			
11	Copy of valid Labour license			
12	EMD of Rs. 6,00,000.00 ( Six Lakhs only)			
13	Copies of Purchase order / Work Completion Certificate at least three orders as specified in eligibility & qualification criteria.			

SN	Name & Address of Client	Nature of Work	Work Order No & Date	Amount of Work Order

13 Financial Turnover during last three year Rs. 2,00,00,000.00 (Two Crore)  
(Please attach Copy of Balance Sheets & P &L/ Chartered Accountant Certificate)

Financial Year	Amount ( in Lakhs)	Remarks, if any
2016-17		
2015-16		
2014-15		

**Seal & Signature of Bidder**

		<b>ANNEXURE-4</b>
	(Undertaking from bidder on their official stationery)	
To,		
The Director		
Maulana Azad National Institute of Technology		
Bhopal- 462 003		

Sub:	Undertaking for the participation in the Tender No: S&P/2018/03 Dated 25/04/2018.
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Dear Sir,

<b>SELF-DECLARATION – NO BLACKLISTING</b>	
<p>In response to the Tender Document for Selection of office up-keeping Service Provider for MANIT- Bhopal, I/ We hereby declare that presently our Company/ firm _____ is having unblemished record and is not declared ineligible for corrupt &amp; fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.</p> <p>We further declare that presently our Company/ firm _____ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt &amp; fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labour laws.</p> <p>If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.</p>	
Date:	Authorized Signatory

		<b>ANNEXURE-5</b>		
<b>FORMAT FOR SUBMISSION OF PRICE BID</b>				
To,				
<b>The Director</b>				
MANIT- Bhopal- 462 003				
Sub:		<b>Price Bid with reference to Tender Document No: S&amp;P/2018/03 Dated 25/04/2018</b>		
SN	Description of Material/ Charges	Monthly Amount		Remarks
		Rs	Ps	
a	Monthly Management/ Service charges In Rupees (85 * per person Rate)			
<b>Net offered charge→</b>				
Net offered Charge (In Words)				
The followings things are confirmed and undertake by us that:				
a	<i>Quotation for variable Management/ Service charges shall be in Rupees for the month is based on number of person (s) initially deployed as per the tender document. For example: (a) Number of person is 85 (b) Person service charge is Rs. 1000.00 Monthly Charges shall be Rs. 85000.00 (85* 1000)</i>			
b	<i>Offer price shall be valid for a period of 90 days from the date of opening of Technical bid of this tender</i>			
c	<i>We agree with the terms and conditions specified in "Instructions to Bidders" and if selected, the execution of supplies &amp; work would be made in compliance</i>			
Date:		Signature of Authorized Bidder with proper rubber stamp		
		Name:		
		Designation:		
		Mobile No:		

To be furnished after award of contract on appropriate Stamp paper	
<b>ANNEXURE-6</b>	
<b>CONTRACT AGREEMENT</b>	
<p>This agreement is made on the _____ day _____ (Month) _____ (Year) between the Maulana Azad National Institute of Technology through The Registrar , MANIT Bhopal- 462003 (Maulana Azad National Institute of Technology Bhopal) hereinafter called “the Institute”, which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND _____ (Name and address of the contractor) through Shri _____, the authorized representative (hereinafter called “the contractor”) (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide Supply of Manpower for office upkeep services in Departments/ Sections at Institute.</p>	
NOW THIS AGREEMENT WITNESSETH as follows:	
1	In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2	The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
a	Notice Inviting Tender
b	Instruction to Bidders Chapter-I,II and III
c	Under taking of participation ( <b>Annexure-1</b> )
d	Bill of Quantity ( <b>Annexure-2</b> )
e	Primary Compliance Statement ( <b>Annexure-3</b> )
f	Self Declaration »No blacklisting ( <b>Annexure-4</b> )
g	Price bid ( <b>Annexure-5</b> )
h	Work order (s) ( <b>Annexure-7</b> )
3	In consideration of the payments to be made by the Institute to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Institute to execute Supply of Manpower for office upkeep services with effect from _____ as per the provisions of this Agreement and the tender documents.
4	The Institute hereby covenants to pay the contractor in consideration of the execution and completion of the works/services on monthly basis as per the provisions of the tender documents and quoted price bid in respect of Management/ Service charges under the work order limit of Rs. 3,00,00,000.00 ( Three Crore only)
5	Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.
IN WITNESS WHERE OF the parties hereto have signed the Agreement the day and the year first above written	
For and on behalf of the Contractor Signature of the authorized official	For and on behalf of the Institute Signature of the authorized Officer
Name of the official	Name of the Officer
Stamp/Seal of the Contractor	Stamp/Seal of the Employer
Witness	Witness
Name	Name
Address	Address
Mobile No:	Mobile No:

*Maulana Azad***National Institute of Technology Bhopal- 462 003**

No. MANIT/S&amp;P/2018:

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

To,  
M/s**//WORK ORDER//****Sub: Supply of Manpower for office upkeep services in Departments/ Sections at Institute.**

Ref: Tender No. MANIT/S&amp;P/2018/03 Dated 25/04/2018.

*Dear Sir,*

With reference to you quotation on above mentioned subject, Institute is please to award this contract on following terms & conditions:

1 Your are required to provide manpower under:

SN	Description	Number of Manpower	Remarks
1	High- skilled	25	Detail of deployment in respective Building/ Department/ Section shall be given separately while awarding contract.
2	Skilled	50	
3	Semi-skilled	00	
4	Unskilled	10	
<b>TOTAL</b>		<b>85</b>	

2	Variable Management/ Service charges of Rs. _____ Per person per month shall be paid under the work order limit of Rs. <b>3,00,00,000.00 (Three Crore only)</b>
3	The Institute may reduce or increase manpower at any point of time in writing depending upon the requirement on same terms & conditions of the contract.
4	Duration of Contract shall be for one year from _____ to _____ which may be further extended by mutual consent upon satisfactory performance report.
5	You are required to take up the work with effect from _____ after

	completing the formalities such as signing of Contract agreement as per the format prescribed in the tender document.
6	You are required to select the manpower as per the qualification & requirement (prescribed in tender document) and submit the list along with their Bio-data and photograph and Aadhar card.
7	You are required to furnish performance guarantee of 05% (Five) amount of Work order value in the form of FDR/ Bank Guarantee favouring to the Director- MANIT Bhopal for three months extra of contract period.
8	You are required to follow all terms & conditions as mentioned in the tender document failing which penalty shall be imposed and you will be solely responsible.
9	You are required to pay wages and remit Statutory dues at proper time without fail otherwise penalty may be imposed for which you shall be solely responsible.
10	You are required to submit the bill in duplicate to the Institute along with following document for making payment. <ol style="list-style-type: none"> <li>1. Attendance &amp; Satisfactory work report from Department/ Section in the prescribed format.</li> <li>2. Complete Pay Bill of deployed staff of current month and previous month both.</li> <li>3. Photocopy of separate PF, ESIC and GST Challans of preceding month duly verified by CCA.</li> <li>4. Photocopy of Electronic Challan cum Return (ECR)/Contribution history Report for PF &amp; ESIC of preceding month shall be attached along with the bill.</li> <li>5. Any other document desired by Institute authority for specific compliance.</li> </ol>
11	It is made clear that the deployed staff shall remain the employee of your organisation and they have no right on any regular post in the Institute.

Assistant Registrar

Copy to:

- 1 All Deans
- 2 All HoD/ Sectional Heads
- 3 Assistant Registrar Accounts
- 4 PA to Director & Registrar