



**MAULANA AZAD  
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**TENDER FOR THE SUPPLY OF MANPOWER FOR BUILDING MAINTENANCE  
WORKS**

BID REFERENCE : MANIT/BS/ 2017/NIT/01 dated 11/09/2017

DATE OF COMMENCEMENT OF  
SALE OF BIDDING DOCUMENT : 12/09/2017  
THROUGH DOWN LOADING

LAST DATE AND TIME

FOR RECEIPT OF BIDS : 21/09/2017 AT 4.00 PM

PLACE OF OPENING OF BIDS : Maulana Azad  
National Institute of Technology,  
Bhopal

TIME AND DATE OF OPENING OF TECHNICAL BID : 22/09/2017 AT 11.30 AM

TIME AND DATE OF OPENING OF FININCIAL BID : 25/09/2017 AT 11.30 AM

ADDRESS FOR COMMUNICATION : DIRECTOR  
Maulana Azad  
National Institute of Technology,  
Bhopal

**Signature**

**EXECUTIVE ENGINEER (CIVIL)**

*MAULANA AZAD*  
**NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL**

BHOPAL 462 003

Tender No: MANIT/BS/ 2017 / NIT / 01

Dated: 11/09/2017

**TENDER FORM**

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**MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL**  
**Terms & Conditions for Supply of Manpower**

(Note: The Tenderers are requested to go through the instructions carefully and complete all formalities as required and submit along with bid)

**1. Tender Information**

S. No.	Description	Remarks
1.	website	<a href="https://manit.e-wizard.in/tender/">https://manit.e-wizard.in/tender/</a>
2.	Name of Work	<b>SUPPLY OF MANPOWER FOR BUILDING MAINTENANCE WORKS</b>
3.	Tender Reference No.	
4.	Tender Type	Open
5.	EoI Release Date	12/09/2017
6.	Last Date of Submission	21/09/2017 up to 4.00 PM
7.	Date of Opening of Technical bid	22/09/2017
8.	Date of Opening of Financial bid	25/09/2017
9.	Contact Details for correspondence	0755 4051000.4052000 <a href="mailto:info@manit.ac.in">info@manit.ac.in</a> , <a href="mailto:eecivilmanit@gmail.com">eecivilmanit@gmail.com</a> FAX: 0755- 2670562
10.	EoI Category	Works/ Services
11.	Estimate cost	<input type="checkbox"/> 96,09,246/-
12.	Earnest Money Deposit	<input type="checkbox"/> 1,92,185/-
13.	Cost of Tender Form	<input type="checkbox"/> 1,500/-
14.	Processing Fee (non-refundable)	<input type="checkbox"/> 7080/- (Rs.6000/- Plus GST @18%) <u>(In the form of DD in favor of ITI Ltd. Payable at New Delhi or Online Payment through gateway on e-wizard</u>
15.	Contact Details of E-Wizard	<u>Mr. Awesh Tyagi: +91-9205898224</u> <u>Mr. Bhuneshwar +91-9205898226</u> <u>Mr. Birendra: +91-9205898228</u> <u>Helpdesk (10:00AM to 6:00PM): 011-49606060</u>

## **SPECIAL INSTRUCTIONS TO BIDDERS**

### **From ITI Ltd – eProcurement Service Provider to MANIT Bhopal.**

- 1) EOI documents uploaded by MANIT Bhopal can be downloaded from the website <https://manit.e-wizard.in/tender/> or [www.manit.ac.in](http://www.manit.ac.in).
- 2) To participate in the e-Bid submission, the bidders are required to obtain user ID & password for e-procurement portal by filling up registration form duly supported by following documents and payments -
  - i. PAN Card (for Individuals, Indian and Foreign Bidders)/ TAN Card (for Foreign Bidders).
  - ii. Letterhead of Proprietor Firm / Partnership Deed / Certificate of Incorporation / Memorandum and Articles of Association (MoA)
  - iii. GST Registration Certificate and Others if applicable.
  - iv. For registration on ITI portal one time charges of Rs. 2360/-(Rs 2000/- + 18% GST) shall be payable through online payment/DD. **Validity of online registration is 1 year** after which re-registration charges at that time shall be applicable.

The required documents are to be uploaded on portal during registration process.

Upon successful registration, an acknowledgement mail shall be sent by e-Wizard a copy of which shall be required at [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com) to ensure account activation. At the same time, delivery of DD needs to be ensured on following address:

#### **E-Wizard Helpdesk**

A 41, 4th FLOOR, HIMALAYA HOUSE; 23, KG MARG, NEW DELHI – 110001

Tel: 011-23710092.

- 3) Once the registration process is complete, CLASS 3 Digital Signature Certificate of the bidder shall be required for uploading of their Bid Documents. Applicant's digital signature on the E-Tender form is a tool for considering that they have read / accepted and uploaded tender documents true to their knowledge and belief and that they have signed with full responsibility towards the document submitted by their bidding firm / organization.

## 2. GENERAL CONDITIONS

1. E-tenders are invited from experienced, resourceful and reliable Agencies of repute to supply and engagement of manpower (High Skilled, Skilled & Unskilled), who had executed prestigious jobs having current and valid EPF and ESIC code number and GST Registration Number. Tenders may be submitted along with updated list of their clients.
2. The firm should also have a varied experience of supplying manpower to National Level Institutions or their Local Organization/Institutions of high repute such as banks, Govt. of India's Autonomous Organization/Public undertaking etc.
3. The period of contract under the scope of work shall normally be for 11 months, which can be further extended by mutual agreement on the same terms and conditions for another 11 months.
4. If the work is not satisfactory, a penalty of Rs. 500/- per day will be deducted from the monthly bill. The manpower may reduce or increase as per actual requirement of work.
5. Agency has to give its phone/ mobile no to execute the work as per needs.
6. The addresses, contact number, photo ID proof, Aadhar Card & character of the manpower be provided duly verified by the contractor through police station as per norms of MANIT, Bhopal.
7. The contractor will provide the identity cards to each worker and each worker should wear his identity card during the duty hours.
8. The contractor will provide safety equipments along with working equipments as per requirement of work.
9. As per the needs, the work is to be executed.
10. The Agency may quote their Management/Service Charges, in percentage only both in figure and words. (As per the format enclosed at Annexure –IV). These service charges include utility of tool & plants equipment, i-card, uniform, gum boot, contractor service charges and overhead if any. The agency should ensure that the service charges are not below the practicable rates. Other than service charges, all other tax/charges will be levied as per the Govt. norms only.
11. The MANIT will pay the employer's contribution towards Employees Provident fund (EPF) @ 13.15% and Employees State Insurance (ESIC) @ 4.75% and all taxes/Charges levied under statutory provisions (subject to Govt. revision).
12. Difference of wages will be paid as and when required as per the department of labour Govt. of India.
13. The MANIT will deduct Income tax on bills and payment shall be released within 07 days of submission of the Bills in order along with the requisite documents like;
  - i) Proof of payment through Bank to each worker through a nationalized / scheduled bank. There is state bank in the Institute premises.
  - ii) Proof of submission of EPF, ESIC, Service Tax / GST upto current month.
  - iii) Certificate in the register of wages.

14. The **Technical Bid** must include the following (In separate Envelope)
- i) The Technical compliance Statement related to document required as per Annexure I. **Must be uploaded in the given website as per e-tendering notice. Hard copies of document as listed should also be submitted to the institute within the time limit given in the tender during technical bid opening.**
  - ii) The EMD Amount of **Rs. 1,92,185/-** and a separate for the sum of **Rs. 1500/-** in favour of MANIT Bhopal. If the tender documents are downloaded, transaction details must be enclosed.
  - iii) Other document as stated in the Instruction to Bidders must be enclosed.
  - iv) One set of the complete tender document duly signed and sealed as a token of acceptance of the terms and conditions of this tender along with all technical documents needed in this tender.

### 3. ELIGIBLE CRITERIA FOR BIDDERS

The eligible bidders should be the agencies who possess the following documents and essentially required to upload through e-tendering.

- 1) Registration of Firm. (Minimum period of three year or more)
- 2) Labour License Certificates. --do—
- 3) EPF Registration. --do—
- 4) ESIC Registration. --do--
- 5) GST Registration. --do-
- 6) Income Tax Registration. --do--
- 7) Balance sheet of the Firm duly audited by a Chartered Accountant. (Minimum period of last three year or more)
- 8) Work experience must clearly mentioned the name of organization, number of workers, time limit and amount of work.
- 9) Turn over details:- Average annual financial turn over should be at least 30% of the estimated cost of this tender during the immediate last 3 consecutive financial year.
- 10) Solvency certificate: Solvency of the amount equal to 40% of the estimated cost of the work.
- 11) The bidder who have supplied manpower to the government / Semi Government Organization such as ISRO, SBI, CPWD, MES, Municipal Corporation, Railways etc. will be preferred.
- 12) Three similar works of not less than 40%  
Or  
Two similar works of not less than 60%  
Or  
One similar works of not less than 80%

#### 4. SCOPE OF CONTRACT

1. Immediate requirement of Manpower (Highly Skilled, Skilled workers & unskilled workers for institutes work etc) will be approximately. (**Highly Skilled : 04, Skilled: 12, Unskilled: 21**). Actual number of Manpower/Laborers will be finalized after award of work in consultation with Executive Engineer (Civil) & MANIT Authorities. The number of Manpower may increase or decrease later as per requirements.
2. Details of areas & work  
**Civil Maintenance:** All type of civil maintenance including carpentry, plumbing work in the institute building, campus, hostels, guest houses etc.

#### 5. SPECIAL TERMS AND CONDITIONS

1. Manpower/Labourers for various works should be made available. The Manpower shall be able to perform various works as well as field duties.
2. The Personnel deployed by the Agency will be the employees of the Agency in all respects. The MANIT will not accept any responsibility whatsoever in regard to the personnel provided by the Agency. The firm shall fully indemnify MANIT in this respect.
3. The Agency shall ensure the payment of wages to the staff through e-banking only.
4. The selected Agency has to enter into an Agreement on Non Judicial stamp paper of appropriate value at his own cost with the MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY for 11 months, which can further be extended twice each time for 11 months with the consent of both the parties. Draft Agreement format is available with the office, MANIT, Bhopal.
5. The Agency shall be responsible to register itself and obtain a valid licenses under the Contract Labour (Regulation and Abolition) Act, 1970 and rules there under, if required it must comply with and carry out all the provisions and obligations under the said Act and Rules and furnish all information to the Director, Maulana Azad National Institute of Technology as may be required by the Act / Rules and shall indemnify MANIT against any penalties/claims arising out of any event, accident or of any default on its part. A copy of the certificate of registration and Licenses of the agency to be verified by MANIT with originals.
6. The MANIT will not be responsible financially or otherwise for any causality/disablement/death caused to any staff of the Agency, while providing the services under this agreement. The Agency Shall obtain adequate insurance policy in respect of all his staff, engaged by him in the execution of this contract work, against all risks as may be required under any provisions of law and to meet the liability of compensation arising out of such injury/disablement/death at work site and carry out complete obligations under the said Act / Rules and furnish all information to Director, MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY and shall indemnify MANIT against any such penalties/claims out of default on its part.
7. Interchanging of personnel from one section to another section shall remain prohibited unless authorization/permission issued by MANIT specifically



- inconsideration cases and prior submission of request by the firm.
8. All the statutory provisions shall to be observed/ followed by the Agency during the running of Agreement.
  9. Annual report/Return of EPF, ESIC and GST / Service Tax for the last financial year must be submitted. (Tenderers are required to ensure them self before bidding that these documents are essential).
  10. The Tenderers should attach copy of audited balance sheet for last three years.
  11. The Agency shall have to provide facility for inspection of its office, works and documents to the inspecting team of MANIT and shall cooperate / assist in providing any other details if necessary.
  12. Incomplete tender form without all relevant documents and to conceal information shall be summarily rejected.
  13. Any change in dates regarding bid submission, technical and financial bid opening shall be made available in website only and no further communication in this regard will be made by MANIT.
  14. The Tenders will be opened in the presence of Tenderers or their authorized representative (maximum two in numbers) in absentia. Further communication shall not be done in this regards.
  15. The successful Tenderer shall maintain an office at Bhopal during the period of contract.
  16. The MANIT, Bhopal reserves the right to declare any person deployed by the agency as unfit for any work on account of not having proper efficiency, sound physical, mental health or creating nuisance and or any other valid reason and its decision shall be final and binding on the service provider. Any deployment / change of the contract employee should be with the consent of the MANIT authority.
  17. If the Tenderer withdraws the offer after submission of the tender or fails to deploy the required personnel after acceptance of tender, MANIT, Bhopal reserves the right to forfeit the earnest money / security deposit so deposited and terminate the contract.
  18. The Contract may be terminated at any time without paying compensation whatsoever to the agency in the case of misbehavior, disobedience, dishonesty, clandestine insolvency, court order, cancellation of license or any other related activities on its failure to fulfill the terms and conditions of the contract. The decision of the Director MANIT will be final and acceptable to the contractor in this context.
  19. There will a continuous supervision by the institute staff and if it is not found satisfaction as per terms & conditions, the same will be cancelled by giving 01 month notice.
  20. The Contract will only be awarded to the lowest technically and commercially accepted contractor and in case if there are two or more contractors with same rate the award of contract shall be done according to the highest qualification marks in technical evaluation and it must be acceptable to the contractors. The decision of the Director MANIT, Bhopal will be final and acceptable to the contractor in this context
  21. The successful tenderer shall produce all original relevant documents of the contract at the time of signing of agreements.

## **6. EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT**

1. The bidder shall furnish EMD for an amount of Rs. 1,92,185/- through e-tendering.
2. The EMD of successful bidders will be returned upon furnishing the performance security by the bidder. The bid security can be adjusted against the performance security at the option of the Bidder.
3. The EMD is liable to be forfeited.
  - (i) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form or
  - (ii) In case of successful bidder, if the bidder fails to sign the contract agreement or to furnish the performance security.
  - (iii) The Tenderer does not commence the work within the period as provided in the letter of intent/contract.
4. The EMD will be refunded to the unsuccessful Tenderers within seven working days after award of work to the successful tenderer. EMD will not carry any interest.
5. EMD of the successful tenderer shall be returned after the deposit of Security deposit.
6. The selected Agency shall have to keep Security Deposit of minimum one month billing amount (Amount shall be informed by MANIT at the time of contract agreement) permanently as performance security with MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, during the running of Agreement in form of FDR (issued by Nationalized Bank/ scheduled banks) in favour of Director, MANIT, Bhopal.
7. Security Deposit will be taken from the successful tenderer before the commencement of work.
8. Security Deposit will not carry any interest.
9. Security Deposit will not be refunded to the Contractor except in accordance with the terms of contract.
10. The selected agency shall have to pay the contract employee salary through bank account and salary is to be credited every month.
11. The Director, MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever and in such case no tenderer shall have any claim arising out of the action by the MANIT.

## **7. SCHEDULE OF RATES**

The wages rates shall be as per Government of India Ministry of labour and planning applicable to Bhopal. It used to circulate by regional labour commissioner. The wages shall be paid as per the existing rates including any change during the currency of contract prescribed by the government EPF & ESIC contribution payable for each Person and the contractor's service charge. (as per format the minimum wages for Unskilled, Skilled and Highly Skilled person as per vide F.No. 1/13(3)/2017-LS-II Dated 20/04/2017, Govt. of India, Ministry of labour & Planning issued by deputy Chief labour commissioner, Jabalpur (M.P) time to time.

## **8. PERIOD OF VALIDITY OF BIDS**

Bid shall remain valid for 120 days after the date of opening of bids prescribed by the contracting authority.

## **9. SUBMISSION OF BIDS**

The tenderers are request to upload their offer as per the time given through e-tendering. In addition to this tenderers will submit the hard copies of document of technical bids before or on the time of opening of technical bids which is essentially required for verification.

Price bid of the tenderers whose Tender cost, EMD and Technical bid found in order, and declare technically qualified shall be opened as per the time given in tender. Director, MANIT, reserves all right regarding enhance or reduce the work and to cancel all the tenders or any tender without assigning any reason thereof. Conditional Tender will not be accepted.

## **10. BID OPENING AND EVALUATION**

- 1) The contracting authority shall open the bids in the presence of bidders or their authorized representatives who choose to attend, at as per tender notice on due date. The bidder's representatives who are present shall sign in an attendance register. Authority letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening process.
- 2) MANIT Bhopal at its discretion shall reserve the rights to disclose the bidder's names, bid prices, modifications, bid withdrawals and such other detail at the time of bid opening.
- 3) The contracting authority shall evaluate the bids to determine whether they are complete in all respect, whether required bid security have been furnished, whether the documents have been properly enclosed and duly signed.
- 4) The Technical bid will be evaluated and merit list will be prepared on the following basis: -
  - (i) Services provided to the Educational / Cultural Institution / Govt. Institutions and number of Govt./Semi Govt. /PSU contract in Hand / completed with minimum 30 Nos. of workers. Please give details of last three years. (5 points for each year, maximum upto 15 points)
  - (ii) Satisfactory report of performance from the organizations/Institutions where the contracts has been already executed or in running. (5 points)
  - (iii) Average Annual Turnover of the bidder of last three years.  
(For 30% of the estimated cost of the tender and above)  
(5 points for each year, maximum upto 15 points)
  - (iv) Length of experience in providing number of workers in last three years contracts (minimum contract order should have 30 Nos. workers per year and 5 points per year, maximum upto 15 points)
  - (v) In additions to the above the documents required to be submitted in Technical details as per Annexure I

- 5) Only those bid which qualified for the Technical part will be considered for examination in the financial part. Thirty (30) points out of 50 (fifty) is necessary to qualify for the financial bid.
- 6) The evaluation and comparison of responsive bids shall be on the rate for the services offered.
- 7) If there is a tie, the bid scrutiny committee decides the awarding the contract depending their service in earlier organization and merit of document submitted as per the tender condition. Final authority shall be the Director, MANIT, and Bhopal.

#### **11. CONVIASSING AND OTHER OUTSIDE INFLUENCE**

1. No bidder shall try to influence the contracting authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
2. Any effort by a bidder to modify his bid or influence the contracting authority in its bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.
3. If there is any dispute with any of the earlier contracts MANIT will not be responsible and will be free to take any decision for the entering/entered contract will regard to this dispute.

#### **12. AWARD OF CONTRACT**

1. The contracting authority shall consider selection of the bidders whose offers have been found technically and financially acceptable.
2. The contracting authority reserves the right, during the validity of the contract, to increase or decrease the quantity as per requirement.

#### **13. CONTRACTING AUTHORITY'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

1. The contracting authority reserve the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to the award of contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder or bidders arising out of the contracting authority's action.
2. Any one or more than of the following actions/commissions are likely to cause rejection of bid.
  - (a) Any bid not accompanied by required bid security or received with shorter validity period or insufficient amount of security.
  - (b) Quotation from the bidder, without letter of authority from the principal.
  - (c) Any conditional bid.
  - (d) Any bid in which rates have not been quoted in accordance with specified formats/details as specified in tender document.
  - (e) Any bid received not signed by duly authorized signatory at all appropriate places.

#### **14. ACCEPTANCE OF BID**

The bidder shall within 15 days of the intimation of the acceptance of his bid by the contracting authority shall give his acceptance along with the performance security.

#### **15. SIGNING OF CONTRACT**

The bidder, upon furnishing the performance security shall sign the contract agreement.

#### **16. ANNULMENT OF AWARD**

Failure of the successful bidder to comply with the requirement of clause 16 shall constitute sufficient ground for the annulment of the award and the forfeiture of the bid security in which event the contracting authority may make the award to any other bidder at the discretion of the contracting authority or call for the new bids.

**DOCUMENTS TO BE SUBMITTED IN TECHNICAL DETAILS**

- |  |   |                          |
|--|---|--------------------------|
| 1. Whether registered with E.P.F. Commissioner<br>If so Registration No. ....  | : | Please furnished Copy    |
| 2. Whether registered with ESIC<br>If so Registration No. ....   | : | Please furnished Copy    |
| 3. GST Registration No. ....   | : | Please furnished Copy    |
| 4. Income Tax TAN/PAN No. ....   | : | Please furnished Copy    |
| 5. Registration of Firm/Agency No.....   | : | Please furnished Copy    |
| 6. Labour License Certificate No.....  | : | Please furnished Copy    |
| 7. Copy of Balance Sheet of the Firm duly audited<br>Chartered Accountant for last 3 years   | : | Please furnished Copy by |
| 8. Copy of Bank Solvency Certificate   | : | Please furnished Copy    |
| 9. Details of clients and their address provided<br>during last 3 years.<br>Including details of supply of labours and their duration.<br>(copy of contract and satisfactory performance certificate on the companies letter head<br>with full communicate address, email address, fax, contact no. etc) | : | Please furnished Copy    |
| <b>Please ensure experience certificate should be as per the condition no.10</b>   |   |                          |
| 10. Declaration certificate as per Annexure II   | : | Please furnished Copy    |
| 11. Authority Letter as per Annexure III   | : | Please furnished Copy    |

**CERTIFICATE**

The bidder should give a certificate that none of his/her relatives are working in MANIT as below.

**CERTIFICATE**

I/We hereby declare that NONE of my/our relative(s) is/are employed in any capacity in any unit of MANIT, Bhopal. I/We shall also intimate the name of the person(s), who is/are working with us in any capacity or is/are subsequently employed by us and who are near relative to any officials in the MANIT. I/We am/are aware that any breach of this condition shall result in immediate termination of the contract/cancellation of the existing contract (s) and also forfeiting of my/our security deposit.

('Near Relative' means Wife/Husband/Parents/Grand Parents/Children/Grand /Children/Brothers/Sisters/Uncles/Aunts/Cousins and their corresponding in-laws)

Station	Signature of Bidder
Date	Name
	Address
	Seal

**LETTER OF AUTHORIZATION FOR ATTENDING BID  
OPENING**

(To be presented to the Bid opening committee)

To,

The Director  
MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY  
Bhopal

Shri .....whose specimen signature is given below is  
hereby authorized to attend the bid opening on..... at .....

1. Specimen Signature  
  
of the person authorized  
to attend the Bid

Signature of Bidder.

Name:  
Name of Firm  
Date

2. Name



**PRICE BID**

Name of the Agency :  
Address :  
Contact No :  
E Mail ID :  
Name of the Proprietor :

Having read, understood and accepted the tender no. MANIT/BS/2017/NIT/01 dated 11/09/2017 issued by MANIT, Bhopal for the supply of Manpower. We hereby offer our most competitive rates; (The agency should ensure that the service charges quoted by the agency are not below the practicable rates, if quoted rates are found below the practicable rate, the same will be rejected and next lowest practicable bid will be consider by the evaluation committee)

1 Services charges (In Percentage) : ..... (In figures)  
(In words).....