



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान, गुवाहाटी
NATIONAL INSTITUTE OF PHARMACEUTICAL
EDUCATION AND RESEARCH, GUWAHATI
Sila Katamur (Halugurisuk), P.O.: Changsari, Dist: Kamrup,
Assam, Pin: 781101

NOTICE INVITING TENDER

F.No.NIPERG/Admin/2021/Manpower/125/1202

Date: 18/12/2021

Sealed tenders are invited by the undersigned on behalf of NIPER Guwahati from the experienced & professionally competent Contractors / Firms having valid registration/licenses and requisite credentials for providing Manpower and Housekeeping outsourcing services, in sealed covers. The Tender Document will be available on our website www.niperguwahati.ac.in from **18/12/2021 onwards**. The last date for submission of tenders is **10/01/2022 till 10.30 A.M.** The Technical bids will be opened on the same day, i.e., **10/01/2022 at 12.00 NOON**.

Sd/-
Registrar

Description of work:

Providing Manpower and Housekeeping outsourcing services at different levels in Administrative/clerical, technical, sub-staff and Housekeeping (cleaning & maintenance services) and sanitation services for NIPER Guwahati situated at Changsari Campus, Guwahati, on contractual basis.

Duration of Contract:

- The Contract shall be initially for a period of One year (01) from the awarding of work, which is extendable by another one year with mutual agreement.



NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH Guwahati

(An autonomous Institute under the DoP, Ministry of Chemicals & Fertilisers, Govt. of India)

TENDER DOCUMENT FOR PROVIDING MANPOWER AND HOUSEKEEPING OUTSOURCING SERVICES ON CONTRACTUAL BASIS TO NIPER GUWAHATI

Tender dates / time:

- i. To be deposited in the Administration Wing, NIPER Guwahati
- ii. Date and Time for downloading of Tender document from **18/12/2021** to **10/01/2022**
- iii. Closing Date & Time of submission of Tender Form: **10/01/2022 at 10.30 A.M**
- iv. Date & Time of opening of Technical Bid: **10/01/2022 at 12.00 NOON.**

Note:

- i. This tender Document contains 20 pages and bidders are requested to sign on all the pages.
- ii. This tender document can be downloaded from the website www.niperguwahati.ac.in
- iii. The technical bid & the financial bid should be sealed by the bidder in separate covers duly super scribed & both these sealed covers are to be put in a bigger cover which should also be sealed and bear the name & address of the tenderer and super scribed with "Tender for PROVIDING MANPOWER AND HOUSEKEEPING OUTSOURCING SERVICES".
- iv. The tender should be addressed to The Registrar i/c, NIPER GUWAHATI, Changsari, Kamrup, Guwahati, Assam -781101 and dropped in the Tender Box available at Administration Wing, NIPER Guwahati upto **10.30 A.M** on **10/01/2022**.

CONTENTS

| S.No. | Description | Pg.No. |
|-------|-----------------------------------|---|
| 1. | General Instructions | <i>(will be filled after finalization of the tender document)</i> |
| 2. | Technical requirements | |
| 3. | Terms and Conditions | |
| 4. | Declaration | |
| 5. | Technical Bid- Annexure I | |
| 6. | Financial Bid- Annexure II | |
| 7. | Check list of mandatory documents | |



NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH, Guwahati

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH, Guwahati is established in 2008 as an autonomous Institute under the DoP, Ministry of Chemicals & Fertilizers, Government of India. Presently NIPERG is located at Changsari, Sila Katamur, Kamrup, Guwahati, Assam - 781101. At present approx. 250 students are studying in this Institute and about 90 Officers/Faculty and employees are working in this Institute.

NIPER Guwahati invites Sealed competitive bids under Two Bid System from interested reputed and registered service providers/firms for providing manpower to the NIPER Guwahati on outsourcing basis depending upon the requirements of NIPER Guwahati {Manpower and Housekeeping Services at various levels in Administrative/clerical, technical, sub-staff and Housekeeping (cleaning & maintenance services) and sanitation services} from time to time as per the terms and conditions set forth in the following paragraphs. The Services of manpower agency would be required initially for a period of one year, extendable with mutual consent further subject to satisfactory compliance of terms and conditions of the contract. The first part is the Technical Bid, consists of technical requirements and general terms & conditions and the second part is Financial Bid.

I. General Instructions:

- i. Tender shall be submitted in prescribed tender form only.
- ii. The schedule provided with the form of tender; listing the services to be rendered, must not be altered by the tenderer. Any modification/alterations of the schedule considered necessary by the tenderer should be in the separate letter accompanying the tender. No paper shall be detached from the tender form.
- iii. The name and address of the tenderer must be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer.
- iv. Financial bids of only the bidders who qualify technically will be opened.
- v. The tender is liable to be ignored if complete information is not given there-in or if the particulars of date (if any) asked for in the schedule to the tender are not filled in.
- vi. Tenders received after the specified date and time, due to whatever reason, will not be considered.

➤ The Tender should be submitted in two sealed covers:

- i. The first sealed cover should be super scribed "Technical Bid" and should contain the Performa as at Annexure-I duly filled in with supporting documents, declaration (at Pg. No. 12-16) for acceptance of Terms and Conditions
- ii. The second sealed cover super-scribed "Financial Bid" should contain detailed service charges for providing the services of manpower and housekeeping to be quoted on monthly basis (Annexure-II - Pg. No. 17-19).

- iii. "Tender for Providing Manpower and Housekeeping outsourcing services". This should be addressed to The Registrar i/c, National Institute of Pharmaceutical Education and Research, Changsari, Kamrup, Guwahati, Assam -781101, and dropped in the Tender Box placed at Administrative wing, NIPER Guwahati, on or before 10/01/2022 till 10.30 am.
- iv. Technical bids will be opened by the Committee in the presence of bidders at 12 Noon on 10/01/2022. Financial Bid of technically qualified tenderers/bidders will be opened later on, and the date and time will be informed to them accordingly.

II. Technical requirement for the Tendering Manpower and Housekeeping Service Provider:

The Manpower and Housekeeping Service Provider should fulfill the following technical specifications at the time of bidding and produce documents as proof of each:

- i. They should be registered with the appropriate Statutory Authorities (Annexure-I). They should have at-least 3 years' experience as Service Provider to Reputed Organisation/Autonomous Bodies/PSU/Central Government Institutes (The information may be provided in the prescribed in Annexure -I). The Agency should also attach satisfactory performance certificates issued by Government Ministries/Departments etc. in support of its having rendered satisfactory services to such departments/Institutions, etc. during the last three years.
- ii. They should have their own Bank Account and must be in possession of Permanent Account Number (PAN). The documentary proof in these regard should be attached. The Agency should also produce Income Tax clearance certificate (ITCC) for the last three years and Sales Tax Certificate/VAT/ Service Tax.
- iii. List of similar contracts (all together) in the last 3 years with a minimum average annual turnover of Rs.40,00,000/- (Rupees Forty Lakh only) and should be profit making.
- iv. There should be no legal suit/criminal case pending or contemplated against the Company, Proprietor or any of its Directors (in the case of Pvt. Ltd. Company) on grounds of impropriety or for violation of any of the laws in force. The Agency must enclose declaration to this effect at the time of submission of bid.

III. Quality & Size of Manpower

| Sl. No. | Category/Service of Manpower required | No. of manpower required | Education Qualification | Range of Pay (Month) {in Indian Rupees} | Estimated average cost to company per person/per month inclusive of all liabilities except service charge {in Indian Rupees} |
|---|---|----------------------------------|--|--|--|
| Specialized Trained Manpower | | | | | |
| 1 | Assistant Gr. III | 4 | Bachelor's Degree and two years of relevant experience preferably with basic knowledge of Computer Application | 25000-35000 | 30,000/- |
| 2 | Technical Assistant | 2 | B.Sc./B. Pharm. and 10+2 Science and two years of relevant experience in Lab preferably with basic knowledge of Computer Application | 25000-35000 | 30,000/- |
| 3 | Supervisor | 1 | Bachelor's Degree and two years of relevant experience preferably with basic knowledge of Computer Application | 20000-30000 | 24000/- |
| Manpower for Housekeeping/Sanitation/Plumber/ Electrician/Cook/Gardening | | | | | |
| 4 | MTS (including Centres of Excellence) (7) | 16 | 10th Pass with knowledge of English Language | 18000-25000 | 20000/- |
| 5 | Cook (Canteen) a. Boys Hostel b. Girls Hostel | 3 2 | Skilled | Wages as per norms of Central Labour Commissioner. | |
| 6 | Helper (Canteen) a) Boys Hostel b) Girls Hostel | 2 3 | Unskilled | | |
| 7 | Sweeper a) Boys Hostel b) Girls Hostel c) Office | 3 (Male) 3 (female) 1 Male | Unskilled | | |
| 8 | Electrician | 1 | Highly Skilled | | |
| 9 | Plumber | 1 | Skilled | | |
| 10 | Gardener | 1 | Semi-Skilled | | |

The above requirement is only tentative and may vary depending upon the volume of work, functional requirements etc. Any additional requirement/variation of manpower including qualifications shall be communicated to the Agency at the sole discretion of NIPER Guwahati as and when the need arises during the period of contract.

IV. Emoluments

The estimated pay range applicable to different categories of manpower to be engaged shall be as given above. Gross pay will be computed on agreed rate of wages for the job category inclusive of EPF, ESI and any other Govt. approved entitlements. However, final gross pay shall be fixed by the Institute in consultation with the outsourcing agency based on the experience of the candidates.

***Gross emoluments will be inclusive of employee's as well as employer's contribution on account of EPF, ESI and service tax etc. at prescribed rates but will be exclusive of Service charge to be paid to the outsourced agency. The final pay in the range given above will be fixed by NIPER Guwahati in consultation with the outsourcing agency. The selection of manpower shall be done by NIPER Guwahati on behalf of the contractor on the basis of CVs submitted by the contractor.**

No remuneration is payable for unauthorised absence / late coming / early leaving. The payment to the personnel shall be made through ECS in Bank Account of the personnel and a copy of deposit shall be attached with the bill raised.

V. Submission of Bills

The Agency will make payment to the staff on a monthly basis by the **7th of each month** in the individual bank accounts of the outsourcing staff and need to provide a proof of the same by **10th of the month**. The Agency will submit the invoice/claim to the NIPER Guwahati on a monthly basis duly supported by proof of disbursement of salary to the staff, in triplicate for payment. The payment to the Agency shall be released within **15 days from the date of receipt of invoice** provided the claim of the Agency is found to be in order from all angles. The **Tax deducted at source** and such other taxes /levies as are required by law to be deducted shall be deducted from the charges payable to the Agency. The Agency shall ensure **that Form-10 and Form-5** shall be filed regularly with PF authorities, and also necessary **Group Insurance facility** for the staff deployed. The Agency shall furnish details of disbursement made to the staff indicating the amount of remuneration received from the NIPER Guwahati against each individual, amount deducted on account of statutory deductions such as **ESI/EPF** etc., as employee's share and net amount paid to each individual duly supported by details of payments made to the contractual staff before presenting claim for the next month. The proof of payment of statutory obligations such as **ESI, EPF** etc. and any other applicable taxes must be furnished by the Agency indicating the names of the employees and the amount deposited in respect of each, failing which subsequent payment to the Agency shall be withheld.

VI. Terms and Conditions:

Administrative:

- i. The Service Provider shall provide Manpower in Administrative/clerical, technical, sub-staff and Housekeeping (cleaning & maintenance services) and sanitation services for NIPER Guwahati campus situated at Changsari Campus, Kamrup, Assam as per NIPER's requirement with specified qualification and experience in accordance with the conditions laid down by NIPERG.
- ii. Personnel provided by the Service Provider will have to attend their duties at specified timings on all working days including Saturdays and on few occasions on holidays depending on the requirement the institute. Late coming, leaving early, absenteeism shall not be accepted.

- iii. NIPER Guwahati reserves the right to cancel the contract at any stage without assigning any reason.
- iv. The service provider shall provide substitute well in advance if there is any probability of the staff deployed leaving the job due to his/her own personal reasons. The payment in respect of overlapping period of the substitute shall be the responsibility of the service provider.
- v. The service provider shall not assign, transfer, pledge or subcontract the performance of service.
- vi. The service provider shall ensure proper conduct of staff of the service provider in office premises and avoidance of any in-disciplined act on their part and **strictly enforce prohibition of consumption of alcohol drinks, paan and smoking.**
- vii. The normal working hours are 09.00 am to 6.00 pm on all working days including Saturdays at NIPER Guwahati.
- viii. Before deploying the outsourced staff the successful contractor shall arrange for the interview of the suitable candidates by the nominated committee constituted by the Registrar, NIPER Guwahati. The photocopies of the documents of the selected candidates will be retained for the record of NIPER Guwahati.
- ix. The decision of the Director, NIPER Guwahati in any matter relating to this contract shall be final.
- x. NIPER Guwahati reserves the right to accept or reject any or all the tenders without assigning any reason thereof. Director NIPER-Guwahati reserves the right to relax any of the conditions of tender or to modify in the best interest of the Institute. in the interest of NIPER Guwahati.
- xi. The personnel will not be provided any transport facilities or conveyance allowance for attending their duties at NIPER Guwahati. However, if anyone is sent out for official work during their office hours NIPER Guwahati will provide transport or local conveyance on actual basis.
- xii. Even though the personnel will be deputed for one year period initially, Director, NIPER Guwahati reserves the right to terminate any particular personnel at any time or all of them engaged through your agency without assigning any reason thereof.
- xiii. Arrangement made with the Manpower and Housekeeping Service Provider for engaging personnel, would not entitle any of those personnel for regular or contract appointment at NIPER Guwahati on any post at any point of time.
- xiv. The tenure of contract shall be initially for a period of one year and the same shall be extendable by one year based on performance and on mutually agreed terms & Conditions. The Institute also reserves the right to discontinue the contract at any time during the contract period.

Financial:

- i. The Service Provider shall be paid service charge on the total remuneration payable to the personnel.
- ii. The personnel engaged for the services in NIPER G through Service Provider shall be the employees of the Service Provider and will take their remuneration/wages from the Service Provider directly.

- iii. Statutory deductions shall be promptly remitted to the statutory agencies as per law. Service charges alone shall be retained by the service provider for the provision of services to NIPER Guwahati.
- iv. During the End of the contract, the last payment will be released only after ensuring compliance with all statutory and other obligations.
- v. Payment to the manpower and housekeeping service provider would be strictly on the certificate by the Establishment Section of NIPER Guwahati on satisfactory provision of the services and attendance of staff deployed by the service provider.
- vi. Income Tax (TDS), GST TDS & Other Taxes will be deducted from the bill amount as per Tax rules & regulation in force from time to time.
- vii. During the subsistence of the contract, NIPER-G shall not undertake any monetary liability other than the amount payable to the Manpower and Housekeeping Service Provider for the services of the personnel provided by them. Other liabilities, if any, shall be solely rest with the Service Provider. Even if, NIPER Guwahati has to bear such liabilities on unforeseen circumstances/occasions, NIPER Guwahati will recover such amount from the Service Provider by adjusting the amount payable to them.
- viii. The rate offered by the tenderer for service charges for providing of personnel shall be valid up to 90 days from the date of opening of Commercial Bid.
- ix. If any delay in providing a suitable substitute for the period beyond three working days by the agency a penalty of Rs.500/-per day per person shall be deducted from the monthly bill of the service provider in the following month.
- x. In case of same percentage of service charge quoted by more than one tenderers, based on technical evaluation i.e. past performance, turnover, infrastructure, regular payment of statutory deductions/payments, IT returns, Audited balance sheets with profit & loss accounts, similar experience in educational institution and certificate/reports of them etc. will be taken as criteria for selection of Service Provider by NIPER Guwahati.
- xi. **Indemnity Bond:** The service provider shall indemnify NIPER-G on a Rs. 100/- non-judicial stamp paper against any action, claims or proceedings relating to infringement of all or any of the prevailing laws like Workmen's Compensation Act and any other acts specifically not mentioned during the currency of the contract. Specimen format shall be made available to the successful service provider.
- xii. **Security Deposit and its forfeiture:** The service provider shall guarantee faithful execution of the contract accordance with the terms and conditions specified herein. As a performance security, the service provider shall furnish Security Deposit for 10% of the total contract value. The security deposit shall not carry any interest and shall be returned after the completion of all contractual obligations.
In the event of any breach of any terms and conditions of the contract, NIPER-G shall have (without prejudice to other rights and remedies) right to terminate the contract forthwith and/ or to forfeit the entire or parts of the amount of security deposit or any part thereof.

Legal:

- i. The Service Provider shall provide substitute to any of its staff deployed, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and

- breach of confidentiality or improper conduct upon receiving written notice from the authority of NIPER Guwahati. NIPER Guwahati may require the service provider to immediately remove from the place of work any such staff deployed by the service provider and service provider shall forthwith comply with such requirements.
- ii. Staff deployed by the service provider shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangement, administrative/organizational matters etc.
 - iii. Any staff deployed by the Service Provider cannot claim any master & servant relationship with NIPER Guwahati. Also, the service provider's staff shall not claim any benefit/compensation/ absorption/ regularization of service with NIPER Guwahati or its Centre under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other similar enactment or order. Undertaking obtained from the person to this effect shall be submitted by the service provider to the Director, NIPER Guwahati.
 - iv. The agency shall be responsible for their personnel conduct and observance of normal discipline at NIPER Guwahati.
 - v. The Service Provider will furnish to the NIPER Guwahati the full particulars of the personnel deputed including details like Name, Father's Name, Age, Photograph, Permanent Address etc., and they will also ensure the verification of the antecedents of such personnel from their Ex-employer/ Police and also ensure that they possess the requisite academic/technical qualifications and experience for rendering the services of NIPER Guwahati.
 - vi. Any violation of discipline or irregularity in attendance or indulgence in misconduct on the part of personnel deployed shall be immediately withdrawn as per instructions of Director, NIPER Guwahati.
 - vii. The Service Provider would be fully responsible for its personnel for their termination, discharge or for any legal action or liabilities and/or payment of legal duties like salary or wages, EPF/ESI contribution. The Service Provider shall be also responsible to keep all records required by law i.e. Contract Labour (Regulating & Abolition) Act. The Employees Provident Fund Act, Minimum Wages Act. The payment of Wages Act 1956, Payment of Bonus Act, E.S.I Act, or any such Act applicable to carry out the work assigned by NIPER Guwahati.
 - viii. The Service Provider shall undertake to indemnify NIPER Guwahati for any liability under any law arising out of the entered manpower and housekeeping contract.
 - ix. The Service Provider shall comply with all the rules and regulations regarding safety and security of its supplied/provided employees and NIPER Guwahati will in no way be responsible in any manner in case of any mis-happening with their personnel at any place.
 - x. Any loss, theft or damage or the life and or property of the employees of NIPER Guwahati and or property of NIPER Guwahati, shall be compensated by the Service Provider if the cause of such loss, theft or damage is on account of default, negligence and or lapse of the employees of the Service Provider. Manpower deployed will maintain full secrecy of the official working and records etc., failing which action will be initiated against the concerned persons and concerned Service Provider under applicable rules and laws etc.,
 - xi. In case of any dispute arises during the process, the decision of the Director, NIPER Guwahati, shall be binding to both parties.

- xii. **No amount should be collected or deducted from the employee's salary apart from statutory deduction. If this clause is violated, the contract is liable to be cancelled.**
- xiii. **Arbitration:** All disputes arising between the parties shall be referred to and settled through Arbitration conducted in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the rules framed there under. Such disputes shall be adjudicated by an arbitrator nominated by Director, NIPER Guwahati. The arbitrator shall have powers to award only such remedy as is contemplated by this Agreement, including as appropriate, injunctive relief. The place of arbitration shall be Guwahati. The language of arbitration shall be English.
- xiv. **Jurisdiction:** The courts within Guwahati shall have the jurisdiction to deal with and decide any matter arising out of this contract.
- xv. Any attempt at negation (direct or indirect) on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavour to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.
- xvi. The service provider shall be liable to deposit all taxes, etc. on account of services rendered by it to NIPER Guwahati to the concerned tax authorities from time to time, if any.
- xvii. The engagement of suitable/qualified persons through the agency and the disposal of the persons (if necessary) is at the discretion of NIPER Guwahati only.
- xviii. Attendance should be attached with the bill duly certified by the designated officer of the Establishment Section.
- xix. The agency shall pay wages to the employees through E.C.S. only.
- xx. The agency shall provide deployment/engagement letter to the staff engaged at the beginning of the contract and issue pay-slips (hardcopy / softcopy) on a monthly basis to the staff engaged.
- xxi. Director Niper-Guwahati reserves the right to have parallel contracts with other agencies during the tenure of contract.
- xxii. The service charge quoted less than 2% with applicable GST on service charge will be liable for rejection.
- xxiii. **Signing of Agreement:** An agreement covering the above stated terms and conditions whichever applicable and other details shall have to be signed by the successful service provider with NIPER-G.

Sd/-
(Registrar i/c)

VII. Declaration

I Son/Daughter/Wife of Sri. Authorized Signatory of the service provider, mentioned above, am competent to sign this declaration and execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The information/ documents furnished along with the technical and financial bid are true and authentic to the best of my knowledge and belief.

Date:
Place:

Signature of the tenderer
Name:
Seal:

BID DECLARATION FORM

Date: _____

Tender No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three years 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 Bidders.

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

- d) Signed: (insert signature of person whose name and capacity are shown)
In the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

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

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)



**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH,
GUWAHATI**

(An autonomous Institute under the DoP, Ministry of Chemicals & Fertilizers, Govt. of India)

VIII. Technical Bid

For the work of Providing Manpower and Housekeeping outsourcing Services on contractual basis to NIPER Guwahati.

- i. This Technical Bid for providing Manpower and Housekeeping Services shall be filled in by the tendering party, duly signed, stamped and sealed and sent to “The Registrar, National Institute of Pharmaceutical Education and Research, Guwahati” in a separate cover super-scribed with “Technical Bid”.

| S.No. | Particulars | Details |
|-------|--|---------|
| 1 | Name of the Tendering Company/Firm/Agency | |
| 2 | Full Address of the Registered Office/Branch Office (if any) | |
| 3 | Phone No. Fax No. | |
| 4 | State status whether firm is Proprietary/ Partnership firm / Company | |
| 5 | Name(s) of the Director/ Proprietor/ Partners of the firms | |
| 6 | Name & Design. of authorized representative(s) with Ph.No. | |

ii. Statutory information under various statutes:

| Sl. No. | Registration under the | Registration No.(attested copies should be attached) |
|---------|---|--|
| 1. | Firm Registration Certificate with concerned authorities. | |
| 2. | Shops & Establishment Act | |
| 3. | License under the Contract Labour Act | |
| 4. | Provident Fund Number (PF) | |
| 5. | Employee State Insurance (ESI) | |
| 6. | GST Registration No. | |
| 7. | Permanent Account No. (PAN) | |
| 8. | Copy of IT return filed for the last three financial years | |
| 9. | Certified extracts of the bank account containing transactions for the last three years | |
| 10. | Any other | |

iii. Give details of major similar contracts handled by the tendering manpower and housekeeping service provider during the last three years with minimum overall turnover of Rs. 40 lakh per annum in the following format. The copies of the contracts/agreements etc., of the experience are to be attached(if the space provided is insufficient, a separate sheet may be attached)

| S.No. | Name of the Client with Address, P.No | No. of Manpower provided (Ministerial / Technical) | Contract amount | Duration of the Contract | |
|-------|---------------------------------------|--|-----------------|--------------------------|----|
| | | | | From | To |
| | | | | | |
| | | | | | |
| | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

- iv. Letters of satisfactory performance from the client(s) must be attached.
- v. Annual Gross Turnover during the last 3 consecutive years should be minimum Rs. 40 Lakh in each financial year i.e. Rs. 40 Lakh each in 2018-19, 2019-20 and 2021-22. The Organization should provide required documentary proof in support thereof such as IT>Returns, Financial Audited Reports by statutory authority for the respective three years:

| Financial Year | Turnover in rupees (Nos. & words) (Documents should be submitted) |
|----------------|---|
| 2018-19 | |
| 2019-20 | |
| 2020-21 | |

- vi. Additional information, if any: (attach separate sheet if required)

Place:
Date:

Seal & Signature of the Tenderer
Address.....
Phone No.



**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH,
GUWAHATI**

(An autonomous Institute under the DOP, Ministry of Chemicals & Fertilizers, Govt. of India)

IX. Financial Bid

**For Providing Manpower and Housekeeping Outsourcing Services on Contractual basis to
NIPER Guwahati (Govt. of India/Govt. of Assam. -Minimum Wages Act)**

- i. This Financial Bid should be filled in by tendering party duly signed, stamped and sealed and must be submitted in a separate cover, superscribed with "Financial Bid".
- ii. After opening of technical bid the capability and suitability of the tenderers shall be evaluated and Financial Bid of the qualified tenderers shall be opened on the date informed accordingly in presence of bidders

| | | |
|---|--|--|
| 1 | Name of the Tenderer | |
| 2 | Address of the Tenderer | |
| 3 | Phone No. & Fax No. | |
| 4 | Whether proprietary/partnership firm or company | |
| 5 | Name (s) of the Proprietor or Partners of the firms | |

iii. Charges for providing the Manpower and Housekeeping Outsourcing Services:

| Category / Service | Salary per month (in Rs.) | EPF contribution per person | ESI contribution per person | Other Liabilities (Bonus), per person if any | Service Charge liability per person (%) | Service Charge liability per person (in Rs.) | Total expenditure per person per month (in Rs.) | No. of employees required (tentative) | Total expenditure of all employees (under the category) per month (in Rs.) |
|---------------------|---------------------------|-----------------------------|-----------------------------|--|---|--|---|---------------------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Estate Supervisor | | | | | | | | 01 | |
| Assistant Gr. III | | | | | | | | 04 | |
| Technical Assistant | | | | | | | | 02 | |
| Supervisor | | | | | | | | 01 | |
| MTS | | | | | | | | 16 | |
| Cooks | | | | | | | | 05 | |
| Canteen helpers | | | | | | | | 05 | |
| Sweepers | | | | | | | | 07 | |
| Electrician | | | | | | | | 01 | |
| Plumber | | | | | | | | 01 | |

| | | | | | | | | | |
|-----------------------------|--|--|--|--|--|--|--|----|--|
| Gardener | | | | | | | | 01 | |
| Grand total (in Rs.) | | | | | | | | | |

Note 1: The agency shall not quote service charges below the TDS rate i.e.2%. If quoted below the TDS rate, the bid shall not be considered.

Note 2: The price bids would be compared based on the Grand Total of column 10, above

Note 3: The rates may be quoted on monthly basis, not daily basis. The rates quoted by the service provider should be exclusive of all statutory liabilities, taxes etc. in force at the time of entering into the contract. The taxes as applicable shall be loaded extra by NIPER, Guwahati. The payment to the personnel shall be made on conclusion of the calendar month.

Place:

Date:

Seal & Signature of the Tenderers

I accept the above Terms and Conditions

(Signature of the Tenderer)

X. Check list of documents (attach the following) mandatory when submitting the Bid

1. EPF Registration
2. ESI Registration
3. GST Registration
4. Firm Registration from concerned depts.
5. Labour License Regn. No
6. Pan Card
7. Bank statement for the last three years
8. IT returns for the last three years
9. Experience certificates of similar works/contracts for the last 3 years in Private/Public sectors.
10. Bid Declaration form