

Tender document for providing manpower services in different categories on contract basis
at National Institute of Technical Teachers' Training and Research, Kolkata

TENDER DOCUMENT

FOR

PROVIDING MANPOWER SERVICES IN DIFFERENT CATEGORIES ON CONTRACT BASIS

(Single stage process containing
technical and financial bid)



National Institute of Technical Teachers' Training and Research, Kolkata
Sector-III, Salt Lake, Kolkata-700106, West Bengal

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at National Institute of Technical Teachers' Training and Research, Kolkata

Tender No. / Advertisement No.: 02/2022-23

Date: 08.07.2022

Tender for Annual contract for providing Outsourced Manpower Services in different categories
on Contract Basis

at

National Institute of Technical Teachers' Training and Research, Kolkata

Estimated cost: ₹ 1,00,00,000/- (Rupees One crore only)

Client

Director

National Institute of Technical Teachers' Training and Research, Kolkata
Sector-III, Salt Lake, Kolkata-700106, West Bengal

Table of contents

INDEX

Description	Page Nos.
ABOUT THE INSTITUTE	4
DETAILS OF WORK OR SERVICE TO BE PERFORMED BY THE CONTRACTOR	5-7
FACILITIES AND THE INPUTS WHICH SHALL BE PROVIDED TO THE CONTRACTOR BY THE INSTITUTE	8
ELIGIBILITY AND QUALIFICATION CRITERIA TO BE MET BY THE CONTRACTOR	9
STATUTORY AND CONTRACTUAL OBLIGATIONS TO BE COMPLIED WITH BY THE CONTRACTOR	10-13
NOTICE INVITING TENDERS AND SCHEDULE OF EVENTS	14
TERMS OF PAYMENT	15
GENERAL TERMS & CONDITIONS OF CONTRACT	16-17
ANNEXURES	18-25

ABOUT THE INSTITUTE

National Institute of Technical Teachers' Training & Research (NITTTR), Kolkata was established in 1965 as Technical Teachers' Training Institute (TTTI), Calcutta at the premises of Jnan Chandra Ghosh Polytechnic, Calcutta. This was the first of four such regional Institutes (other three being at Chandigarh, Bhopal and Chennai) established by then Department of Education, Govt. of India as fully centrally funded autonomous institution. Since 1980, the Institute is located at Salt Lake City. The primary focus of the Institute is to provide in-service training to the teachers and staff of Degree and Diploma level technical institutions and conduct activities related to the quality improvement of the technical education system of the country. NITTTR, Kolkata has been actively involved in improvement of quality of the technical education system in various states including those in the north-east through innovative academic interventions, providing assistance to policy makers at the national and state levels, in formulation of educational plans, projects and their implementation in the fast changing scenario. The Institute has also established two extension centres at Guwahati (in 1999) and at Bhubaneswar (in 2000) for reaching out to its clients in North-Eastern states and Odisha respectively. By virtue of working closely over the last few decades, this institute has developed a thorough understanding of the technical educational needs of the states in the eastern region including those in the North-east. The Institute started offering M. Tech courses in various emerging areas since 2003 and is expected to be elevated to status of University under de-novo category in near future.

NITTTR, Kolkata has two campuses one at Block-FC, Sector-III, Salt Lake, Kolkata-700106 and the other one is at DN-61, Sector-V, Salt Lake, Kolkata-700 091. While the Institute operates its educational activity from its FC Block Campus spread over 11 acres of land, the other Campus at DN-61, Sector-V, Salt Lake is meant for Residential purposes only.

Tender document for providing manpower services in different categories on contract basis
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DETAILS OF WORK OR SERVICE TO BE PERFORMED:

Sl. No.	Category	Number of the workers	Age	Workplace / Shift	Service to be provided	Educational Qualification
1.	Multi-Tasking Staff	09	20-45	Kolkata // Bhubaneswar / Guwahati 9-45am to 6-15 pm	<ul style="list-style-type: none"> • Physical maintenance of records of section. • General cleanliness & upkeep of the Section/Unit. • Carrying of files & other papers within the campus. • Photocopying, sending of FAX etc. • Other non-clerical work in the Sections/Unit. • Assisting in routine office work like diary, dispatch etc. • Delivering of Dak (inside & outside the campus) • Opening & closing of rooms. • Cleaning of rooms. • Dusting of furniture etc. • Cleaning of building, fixture etc. • Upkeep of parks, lawns, potted plants etc. 	Matriculate + 02 years' experience in the office work.
2.	Data entry Operator	01	20-45	Kolkata / Delhi / Bhubaneswar / Guwahati 9-45am to 6-15 pm	<ul style="list-style-type: none"> • Report generation & maintenance of office records. • Organizational Skills: Office clerks have many different jobs at once. • Power Point Presentation, Scanning, email, Excel • Data entry of record keeping, editing of existing database. • Storage and backup of database. • Report generation & maintenance of office records. 	Graduate with 02 years' experience in the office work.
3.	Plumber	02	20-45	Kolkata 9-45am to 6-15 pm	<ul style="list-style-type: none"> • Routine water supply to all buildings of both the campus and maintenance thereof. • Cleaning of Overhead/ Underground tanks 	Matriculate +Certificate course in Plumbing with 02 years relevant experience in the field
5.	Electrician	05	20-45	Kolkata Three shifts 6am to 2 pm 2pm to 10pm 10pm to 6am	<ul style="list-style-type: none"> • All electrical maintenance at DN & FC campus • Telephone (EPBX) maintenance • AC maintenance 	Matriculate+ Diploma in Electrician from ITI. *All Electricians should have appropriate level of certificate / from government recognized organization to handle HT/LT lines etc.

Tender document for providing manpower services in different categories on contract basis
at National Institute of Technical Teachers' Training and Research, Kolkata

6.	Sweeper	09	20-45	Kolkata 8:00 AM to 4:00 PM	<ul style="list-style-type: none"> • Sweeping of entire areas of the building and collection of all waste material and its disposal as per instructions of the Person-In-Charge. • Cleaning of the floor area with mechanical as well as manual and other equipment shall be used (provided on demand). • Wet floor dusters and detergents, disinfectables and other materials as necessitated shall be provided in sufficient quantity. The cleanliness operation shall be completed once in the morning before opening of the office and thereafter every 2 hours specially in the area like corridors, reception, other walking area etc. • Cleaning and washing of the toilets and urinals using deodorants, detergents and disinfectants once in the morning and again in the afternoon. • Cleaning of carpets on floors with vacuum cleaner (to be provided by the COMPAT). The venetian blinds are to be cleaned/washed as per site requirements or as ordered by the In charge of this office. • Regular dusting/cleaning of office furniture (table and chairs) and equipment, telephones, book cases, filing cabinets, almirah, doors, windows etc. • Provisions of soaps, liquid soaps, naphthaline balls/cakes, odonil cakes etc., as per the requirement, at all times at the prescribed locations in the lavatories. 	Matriculate + 02 years' experience in the sweeping work.
7.	Cook	04	20-45	Two shifts 6am to 2pm 2pm to 10pm	<ul style="list-style-type: none"> • To prepare and serve tea/coffee/snacks/breakfast/lunch/dinner for the boarders from all over India. • To clean used all cups/plates and utensils etc. • To clean crockery/cutlery/utensils etc. in running water and hot detergent water. • To attend to all works in the kitchen relating to cooking and distribution of food for the users. • To attend to works relating to general maintenance and cleanliness of the kitchen. • Cleaning dining table, chair and other furniture in Hostel/Canteen • Cleaning slabs and area where food is cooked. • Any other additional duty allotted by the in-charge of the Hostel/Canteen. 	Matriculate + 02 years' experience in the cooking work.
8.	Gardner	05	20-45	Kolkata 9-45am to 6-15 pm	<ul style="list-style-type: none"> • To monitor the health of all plants and greenescapes • Watering and feeding plants • Trimming trees and shrubs • Fertilizing and mowing lawns • Weeding gardens and keeping green spaces • Dealing with pest problems • To maintain all gardening equipment and machinery like mowers, trimmers 	Matriculate + 02 years' experience in the gardening work.

Tender document for providing manpower services in different categories on contract basis
at National Institute of Technical Teachers' Training and Research, Kolkata

					<ul style="list-style-type: none"> etc. • Plantations of saplings and its regular maintenance • Collection of agricultural waste products and removing the same from site. • Digging and removing of earth etc. as per necessity. 	
9.	Mason	02	20-45	Kolkata 9-45am to 6-15 pm	<ul style="list-style-type: none"> • Patch repairing, brick work, plastering and other masonry work as required 	Class VIII + 02 years' experience in the masonry work.
10.	Carpenter	02	20-45	Kolkata 9-45am to 6-15 pm	<ul style="list-style-type: none"> • All wooden repairing work at DN and FC campus. 	Class VIII + 02 years' experience in the carpentry work.
11.	Driver	01	20-45	Kolkata 9-45am to 6-15 pm	<ul style="list-style-type: none"> • Driving, maintenance of office car others related jobs. 	Class VIII + Valid Driving Licence (LMV) and 10 years' experience in the driving

N.B.

1. Manpower requirement as shown above is tentative and may vary at a later stage.
2. The above list of duties is only illustrative and not exhaustive. Department is free to add to the list, duties of similar nature ordinarily performed by outsourced manpower at this level. All the field offices of the organization may use it and take necessary action in the matter.
3. **Yardsticks:** For sweeping roads 50,000 sft of road only 01 sweepers, 8 hours shift. For sweeping road with broken surface 45,000 sft per sweeper in a shift, for cleaning drain one sweeper will take 10 minutes 100 rft, for removal and disposal of accumulated slit from 100 rft will take 15 minutes. For sweeping of the one staircases for a 4 storied a sweeper will take 40 minutes. For cleaning one community latrine with 10 seats a sweeper will take 30 minutes.
4. Items of work to be done generally in addition to other duties
 - i. Washing and scrubbing of floor areas with detergents and dirt/spots removing agents.
 - ii. Acid cleaning of sanitary wares without damaging their shine/luster.
 - iii. Removing of stains from the floor, doors and partitions etc. by using surf
 - iv. or any other suitable detergents without leaving undesirable spots/cleaning marks.
 - v. Cleaning of water cooler tanks and space underneath and around the water cooler tanks.
 - vi. Cleaning the filled surface in the corridors and reception area.
 - vii. Thorough cleaning and dusting of the Chambers of the Senior Officers of
 - viii. Polishing of name plates with brasso and cleaning of all other name plates/boards.
 - ix. Dusting and cleaning of fans, electrical fittings, windows, panes with suitable cleaning agents.
 - x. Cleaning of the rooftops, asbestos/plastic sheets and lifting of fallen leaves and garbage.
5. Age relaxation with regard to deployed manpower will be considered in exceptional cases if it is found that the previous experience is outstanding.

Area:

The area of NITTTR, Kolkata, FC Block Campus is approx. 11 acres consisting of the following:

Tender document for providing manpower services in different categories on contract basis
at National Institute of Technical Teachers' Training and Research, Kolkata

1. Ishwar Chandra Vidyasagar Bhavan, Sarvepalli Radhakrishnan Bhavan and Chanakaya Bhavan comprising of Offices, classrooms, labs, seminar halls, library, computer rooms and small auditorium
2. Five Hostel Blocks
3. Three residential blocks;
4. One Auditorium Hall;
5. Electrical Installations (including two Generator Sets, Transformer rooms, switch Gear Room etc.)
6. Open play ground surrounded by trees;
7. Roadways and pathways (including peripheral road all along the boundary wall)

The area of NITTTTR, Kolkata, DN-61 Campus at Sector-V, Salt Lake, Kolkata-700 091 is approximately 3 acres consisting of the following:

1. Five residential blocks;
2. One Community Hall
3. Electrical Installations
4. Roadways and circular /intercepting pathways

FACILITIES AND THE INPUTS WHICH SHALL BE PROVIDED TO THE CONTRACTOR BY THE INSTITUTE:

The Institute shall provide following:

1. Office room
2. All kind of equipment and consumables related with cleaning, gardening, repairing tool required for electrical works and others as and when required to do a specific job.

ELIGIBILITY AND QUALIFICATION CRITERIA TO BE MET BY THE CONTRACTOR:

Qualification Criteria Only those bidders who meet the following minimum criteria will be considered:

S. No.	Description	Requirement	Documents to be submitted
1.	Minimum years in Security Services Business	10 Years as on 31/03/2022.	Proprietorship or Partnership Deed or Memorandum of Association
2.	Place of Business	Having Office in Kolkata	Documentary proof of Office at Kolkata
3.	Minimum annual turnover	Rs. 5.00 Crore in any of the last three financial years.	Income Tax Return Or Audit report duly certified by chartered accountant
4.	Registration Certificate	1. Contract Labour (Regulation & Abolition Act 1970) 2. Employee State Insurance 3. Provident Fund 4. Labour Department 5. Service Tax 6. Income Tax	Self-attested copies of respective Registration Certificates and PAN No. with seal of the agency.

**THE STATUTORY AND CONTRACTUAL OBLIGATIONS TO BE COMPLIED WITH BY
THE CONTRACTOR:**

Statutory Compliance:

1. The contractor shall specifically ensure compliance of various Labour Laws/Acts including but not limited to with the following and their re-enactments/amendments/modifications:
 - i. The Payment of Wages Act 1936
 - ii. The Employees Provident Fund Act, 1952
 - iii. The Factory Act, 1948
 - iv. The Contract Labour (Regulation) Act, 1970
 - v. The Payment of Bonus Act, 1965
 - vi. The Payment of Gratuity Act, 1972
 - vii. The Employees State Insurance Act, 1948
 - viii. The Employment of Children Act, 1938
 - ix. The Motor Vehicle Act, 1988
 - x. The Minimum Wages Act, 1948

Contractual Obligations:

1. To **PROVIDE MANPOWER ON CONTRACT BASIS** in NITTTR, Kolkata. The supplied manpower should be competent enough to execute the work assigned to them. The number of requirement of manpower to be deployed for carrying out the assigned task shall be communicated from time to time as per demand.
2. The contract workers deployed shall be healthy, active and not less than 20 yrs or more than 45 years of age. Upper age may be relaxed in case of exceptional potential candidate. Nobody shall have any communicable diseases or not declared as convict by the court of law. No criminal case will be pending against them.
3. The contractor shall provide the outsourced manpower with proper uniform. The contract workers deployed shall be in proper uniform and shall always carry Identity Card issued by the agency. The agency shall provide fully trained and disciplined personnel who should be well behaved and well mannered.
4. The contractor shall bear all expenses regarding uniforms, preparation of their Identity card, compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labour legislations including weekly off and working hours. The Contractor shall pay the wages to the contract workers on or before the 15th day of every succeeding month, irrespective of delay in payment of Bill by the NITTTR, Kolkata for whatever reason. **Wages payable shall not be less than the minimum wages payment as declared by the Central Government from time to time.**
5. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages as per Government of India and (Contract Labour (Regulation & Abolition Act 1970), EPF etc. with regard to the Manpower staff engaged by him for works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the Institute and to the Labour department.
6. The Contractor shall submit workers' EPF number and proof of submission of EPF, ESI etc as applicable every month for the previous month along with the monthly bill with respect to all employees deployed by him at NITTTR, Kolkata.

Tender document for providing manpower services in different categories on contract basis
at National Institute of Technical Teachers' Training and Research, Kolkata

7. The contractor will have to pay minimum wages as notified by the Govt. under minimum Wages Act through electronic mode. NITTTR, Kolkata, as Principal Employer reserves the right to call for such details in order to verify the compliance and no charges should be recovered from employer.
8. If the Contractor wishes to replace any of the personnel, the same shall be done after prior consultation with the NITTTR, Kolkata. The full particulars of the personnel to be deployed by the contractor including the names and address shall be furnished to the NITTTR, Kolkata along with testimonials before they are actually deployed for the job.
9. In case of any loss that might be caused to the NITTTR, Kolkata due to lapse on the part of the personnel deployed by the contractor discharging their responsibilities, the such loss shall be compensated by the contractor and in this connection, the NITTTR, Kolkata shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to the NITTTR, Kolkata besides imposition of penalty. In case of any deficiencies/lapses on the part of the personnel deployed by the contractor, the NITTTR, Kolkata shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
10. If case of a death or mishap occurred during discharging the duty, the compensation liability will solely rest with the Contractor.
11. That Contractor's authorized representative (Owner/Director/Partner/Manager) shall personally contact Officer in charge, Man Management Cell of the NITTTR, Kolkata or the office in charge of Administration at NITTTR, Kolkata at least once a month to get a feedback on the services rendered by the contractor viz-a-viz corrective action required to make the services more efficient.
12. In the event of contract personnel being on leave/absent without intimation, the contractor shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities which may hamper the normal work, the contractor shall make provision for leave reserve; Failure on this account shall attract penalty which shall be reckoned by the contract monitoring committee per day per person basis against such missing / absent without intimation from duty. The decision of the said committee in this regard is final and binding. The Contractor shall remain bound to pay such demand.
13. In case if it is found that the performance of the outsourced person(s) deployed by the contractor is/are unsatisfactory or not suitable for the job assigned to him/her, the contractor shall be solely responsible to replace/terminate him/her within 24 hours from the time of intimation at his own risk and cost.
14. Performance Security:
The successful bidder would have to deposit an amount of 8% (Eight percent) of Annual contract value approximate amount one crore towards performance security deposit through Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial Bank in favour of the Director, NITTTR, Kolkata or online payment through NEFT/RTGS in the following SBI Account No. 10836428657, IFSC Code: SBIN0001612 of the Institute. The performance security deposit would remain valid for a period of 60 days beyond the date of completion of all contractual obligation with NITTTR, Kolkata and no interest shall be payable on the performance Security Deposited amount. In case of FDR, it should be valid for minimum period of 24 months.

Tender document for providing manpower services in different categories on contract basis
at National Institute of Technical Teachers' Training and Research, Kolkata

15. The contractor shall arrange to maintain the daily shift-wise attendance record of the contract personnel deployed by him. This attendance record is to be submitted every week to NITTTR, Kolkata with an attested photo- copy of the attendance record of the personnel to which it pertains. The attendance record shall be produced for verification on demand by the NITTTR, Kolkata at any other point of time.
16. If at any point of time it come to the notice of the NITTTR, Kolkata that the contract personnel deployed are different from the list provided (with attested photographs), NITTTR, Kolkata will be well within its right to impose penalty not exceeding five times the wages payable to contractor for each such personnel identified.
17. The contractor shall be solely liable for all payment/dues of the workers employed and deployed by him with reliable evidence provided to the NITTTR, Kolkata. In the event, NITTTR, Kolkata makes any payment or incurs any liability, the contractor shall indemnify the NITTTR, Kolkata completely.
18. In case of any dispute arising out of this agreement then Director, NITTTR, Kolkata shall nominate any officer of the NITTTR, Kolkata a sole arbitrator to adjudicate upon the issue involved in the dispute and the provisions of the Arbitration Act shall be applicable. In case of any dispute with regard to providing services and interpretation of any clause of the Agreement, High Court, Calcutta will have the jurisdiction to settle and decide all the disputes.
19. Income Tax, TDS as per rules shall be deducted from the bills of the contractor as per applicable laws.
20. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
21. In case the NITTTR, Kolkata suspects or finds any work is entrusted to any sub-contractor on piecemeal basis or on regular terms, the NITTTR, Kolkata reserves the right to terminate the contract without assigning any reasons.
22. Personnel engaged on day-to-day works should not be utilized for carrying out the occasional work for which contractor has to engage extra personnel.
23. The contractor will be held wholly responsible for any action taken by statutory bodies for violation/non-compliance of any provision/rule.
24. The contractor shall, at all times, maintain all the statutory records and documents, in proper format, as prescribed under the various Acts / Rules / Laws applicable to contract labours/personnel and shall ensure filing of all prescribed returns in proper format to the concerned authorities well within the time limit specified under the respective Acts / Rules / Laws.
25. The contractor shall, on demand by NITTTR, Kolkata, produce all such records / documents / returns for inspection as NITTTR, Kolkata deems fit for ensuring proper compliance towards the provisions of applicable Acts / Rules / Laws is being done by the contractor.
26. The contractor should obtain a Licence from the Jurisdictional Labour Commissioner to engage the Contract labour/personnel as per Contract Labour Act within a period of one month from the date of award of contract by the NITTTR, Kolkata.

Tender document for providing manpower services in different categories on contract basis
at National Institute of Technical Teachers' Training and Research, Kolkata

27. The contractor shall ensure that the payment of wages to his workmen deployed for carrying out his contractual obligations shall not be less than the minimum wages prescribed by **Central Government** from time to time, as applicable during the contract period which as on date rates are as follows:

Assignment	Rate per day	Notification
Skilled	Rs 806.00	Ministry of Labour and Employment, Government of India Order No. 1- 4(3)/2022/LS.II dated 31/03/2022.
Unskilled	Rs 663.00	

28. The contractor should ensure payment of wages to his workmen on or before 7th of every succeeding month.
29. The wages shall be paid to workers without any deduction except those under the payment of Wages Act and Minimum Wages Act.
30. The contractor should ensure that his workers are granted Holidays/Leave with wages as per applicable Act/Rules.
31. The NITTTR, Kolkata reserves its rights to withhold bills, if the contractor fails to produce proof for having remitted the ESI/PF dues/wages and other statutory liabilities until the matter is resolved.
32. The bill will be submitted along with a) attendance sheet / duty roaster, b) extra duties, c) documentary evidence of pay of EPF and d) ESI and documentary evidence of salary paid to the personnel deployed in the Institute for further process.
33. The contractor must get police verification of all his personnel employed at NITTTR, Kolkata and submit the report to this office along with voter IDs, and other valid proof of residence and qualifications. The Contractor also has to submit the attested photocopies of his voter ID, PAN, residential address, educational qualifications etc. The agency / firm must ensure that the workmen deployed by them must be free from any criminal record & registered with police, not declared as convicted by any court of law.
34. If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. Such personnel who indulge in such type of activities should not be further deployed in this office by the contractor in any case. All such losses shall be make good by the contractor.
35. Whenever there is a duplication of clause either in the terms and conditions or in the agreement, the clause which is beneficial to the NITTTR, Kolkata will be considered applicable at the time of any dispute/following any statutory rules.
36. The contractor shall appoint at least one Supervisor on his behalf to coordinate with NITTTR, Kolkata and supervise the work done by the personnel deployed to the satisfaction of NITTTR, Kolkata. The details of the Supervisor shall be provided separately to NITTTR, Kolkata before commencement of the work and any change shall also be duly intimated.
37. The contractor shall ensure that there is no scope for any grievance from the personnel deployed by him on account of delayed payment of wages.
38. All outsourced personnel shall have to registered with Biometric attendance system maintained by NITTTR, Kolkata

**SINGLE STAGE PROCESS TENDER CONTAINING (TECHNICAL AND
FINANCIAL BID) AND SCHEDULE OF EVENTS**

Tenders are invited, in the format given in **Annexure-I**, from experienced & reputed Service providers of sound financial standing, meeting the qualifying requirement for the services given below:

Name of work	Single state Tender for Annual contract for Providing Manpower in different categories on Contract basis at National Institute of Technical Teachers' Training and Research, Kolkata
Tender no/Advertisement No.	02/2022-23 dated 08/07/2022
Bid security	Rs. 3,00,000/- (Rs. Three lakh only) by Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks in favour of the Director, NITTTR, Kolkata payable at Kolkata or online payment through NEFT/RTGS in the following SBI Account No. 10836428657, IFSC Code: SBIN0001612 of the Institute. Companies registered with Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Departmental of Micro, Small and Medium Enterprises (MSME) are not required to submit Bid Security. They should submit the valid document in this regard as supporting paper. Bid Security remain valid for a period of 45 days beyond the validity period for the proposal. Bid security should be released to unsuccessful bidders once the contract has been signed with the lowest responsive bidder at the earliest after expiry of final bid validity and latest on or before the 30 th day after the award of the contract. No interest will be paid on Bid Security.
Contract period	The initial period of contract will be for ONE year and may be extendable for further period of six-month subject to satisfactory performance throughout the contract period.
Issue of tender	For details and bid documents please visit website: www.nitttrkol.ac.in
Opening of tender	29-07-2022 at 4 PM Bidders are requested to attend at the time of opening of tender either self or by authorised representative
Contact persons (for any clarifications)	Senior Administrative Officer, NITTTR, Kolkata Email: sado@nitttrkol.ac.in Tel: (033) 6625 1902
Estimated Cost	₹ 1,00,00000/- (Rupees one crore only)
Duly signed application form along with Bid Security & the requisite copies of documents in sealed envelope super scribing Tender for Annual contract for Providing Manpower in different categories on Contract basis" at National Institute of Technical Teachers' Training and Research, Kolkata should reach the Director, NITTTR, Kolkata, Block-FC, Sector-III, Salt Lake, Kolkata-700106 on or before the closing date.	

Tender document for providing manpower services in different categories on contract basis
at National Institute of Technical Teachers' Training and Research, Kolkata

Notes:

- The price shall be filled up both in figures and in words. No overwriting or use of correction fluid shall be accepted. Any correction shall be legible and signed by the authorized signatory. In case the “figure” & “words” mismatches each other, the “word” will be taken into consideration.
- The Institute reserves the right to modify any terms and conditions before submission of the bids. Such changes will be put on the website at least three (3) days prior to the submission of bids.

Method of evaluation of single stage process containing technical and financial bid

A duly constituted Consultancy Evaluation Committee comprising of three members or more including FIC Accounts and a representative of user department shall be constituted to evaluate the bids and to review the other aspects of bids as stipulated in the manual for procurement of consultancy and other services 2017.

TERMS OF PAYMENT:

No advance payment will be made. Payment will be made on monthly basis after satisfactory completion of work.

- i) The contractor shall submit the pre-receipted bill (three copies) for every month at the beginning of next month duly certified by the Estate Office of the Institute. No interim bills will be entertained. The payment is subject to TDS applicable as per Income Tax Act, 1961.
- ii) In case of any complaint of non-fulfilment of any obligation under the contract, the Director, NITTTR, Kolkata reserves the right to deduct the payments due from the contractor from monthly bill (s),
- iii) Proof of challan / receipt /self-certificate for the payment made towards wages to each employee should be furnished to this office along with the monthly charges bill to be submitted for reimbursement.
- iv) The contractor shall strictly comply with the provisions of the Employee Provident Fund Act, 1952 and the provisions of Employees' State Insurance Act, 1952. The contractor shall deposit Employees and Employer Contributions in the designated account with the designated authority every month. The contractor shall furnish along with each running bill, the challan / receipt for the payment of Provident Fund and ESI made on account of the workers for the preceding month together with their ESIC Ins. No. / EPF subscriber No.

GENERAL TERMS & CONDITIONS:

1. The Bidder should have minimum ten years of experience of providing manpower services in any Govt. Department/Public Sector Undertaking/any reputed educational Institute/Private Companies.
2. Bidder shall submit only one proposal, either individually or as a Joint venture partner in another proposal.
3. The Bidder must note that they should have carried out and completed similar works in their own name as principal contractor and not in any other name as per MOU signed with other parties. Relevant completion certificates issued by the beneficiary firm(s) should be furnished with signature & seal of agency there.
4. The Bidder shall submit the self-attested copies of the following documents:
 - a) Copies of balance sheet and Profit & Loss A/c of previous three financial years ending 31 March 2022 duly certified by CA.
 - b) List of Arbitration cases (if any)
 - c) Undertaking of the agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment at NITTTR, Kolkata along with supervisory staff.
 - d) Copy of Last income tax return.

(The application form vide **Annexure I** along with Financial Bid **Annexure IV** Annexure IV should be filled correctly otherwise the tender will not be considered.)

5. The bidder shall submit details of organizations, where he has undertaken such similar services as per **Annexure-II**.
6. There should be no case pending with the police against the proprietor/firm/partner or the company (Agency) and should also have not been black listed by any Govt/Semi Govt/PSUs. The firm should give such an undertaking with their bid.
7. The bid shall be valid and open for acceptance of the Competent Authority of NITTTR, Kolkata for a period of 90 days from the date of opening of the tenders. No addition / alternation of tender will be entertained after opening the tender.
8. An agreement shall be signed with the successful bidder as per specimen enclosed at **Annexure-III**.
9. Declaration of Bid Security **Annexure-V** should be duly filled in and to be attach while submitting the tender.
10. Letter of acceptance vide **Annexure-VI** should be duly filled in and to be attach while submitting the tender.
11. Conditional Tender will not be accepted under any circumstances. All the terms and conditions mentioned in the tender document are integral part of Tender.
12. All entries in the Tenders must be written in ink or typewritten. Over-writing should be avoided. Corrections if any should be attested with signature by the bidder.

Tender document for providing manpower services in different categories on contract basis
at National Institute of Technical Teachers' Training and Research, Kolkata

13. Late Tenders (including postal delay)/in open condition/without EMD/not meeting the tender condition/incomplete in any respect are liable to be rejected.
14. Bidders are advised to study carefully the tender documents and the conditions before quoting their bid. All the pages of the documents should be signed by the bidder as a token of acceptance.
15. The rates should be indicated both in words and figures. In case of discrepancy between the figures (numbers) and words, the rates given in the words only will be taken as authentic and no further clarification will be sought from the bidder.
16. The Earnest Money is liable for forfeiture in the event of: (a) withdrawal of offer during the validity period of the offer, (b) Non-acceptance of orders when placed, or (c) Non-confirmation of acceptance of orders within the stipulated time after placement of offer (d) Any unilateral revision made by the bidder during the validity period of the offer.
17. The Director, NITTTR, Kolkata, reserves the right to postpone and/or extend the date of receipt / opening of bids or to withdraw the same without assigning any reason thereof.
18. The said contract will be initially for a period of one year commencing from the date of signing the contract which may be extended further with same terms & conditions subject to mutual consent of both the parties and of satisfactory performance of by the vendor. However, the contract is liable to be terminable by giving one-month notice in writing by either party.
19. NITTTR, Kolkata reserves the right to reject any bid at its discretion for not complying with conditions/specifications as stated above and if construe any unethical business practices or non-compliance of statutory dues.
20. Without affecting the sanctity of the above criterion NITTTR, Kolkata has power to relax any condition of eligibility criteria qualifying the bid(s) based on merit of each case and the situation so warrants in the interest of work of NITTTR, Kolkata.
21. The payments to workers by the contractor shall be made by electronic means/ cheque only.
22. The award of the contract will be subject to the fulfilment of the conditions laid down in Rule 157, 158 and 160 of GFR, 2017 as amended from time to time.
23. The vendor should follow the COVID-19 guidelines and SOP strictly, issued by Institute/Government of India from time to time.
24. Tender should be submit in a sealed cover marks “**Quotation for providing Manpower Services**” on the top of the envelope with advertisement number and date.

Note: These terms and conditions are part of the Contract/ Agreement as indicated in the Agreement between NITTTR, Kolkata and the contractor and any non-compliance shall be deemed as breach of the Contract/Agreement.

Tender document for providing manpower services in different categories on contract basis
at National Institute of Technical Teachers' Training and Research, Kolkata

Annexure-I

APPLICATION LETTER

To
The Director
National Institute of Technical Teachers' Training and Research, Kolkata
Block-FC, Sector-III, Salt Lake, Kolkata-700 106

Sub: Single stage Tender for providing of Manpower Services in different categories on contract basis at National Institute of Technical Teachers' Training and Research, Kolkata

Sir,

In response to your Notice Inviting Tender (NIT) No. dated for the above mentioned contract, I/We, a Company/Partnership/Sole Proprietor submit the tender with following particulars:

Sl. No.	Description	Particulars
	(Full Name of the Firm)	
1	Constitution & Nature of Firm (State whether sole proprietor/partnership firm/limited company)	
2	Year of Establishment	
3	Registration Number under applicable act with a copy of registration certificate	
4	Registered Postal Address	
5	Telephone No. Fax No. Mobile No.	
6	Address of Branches	
7	Name and address of Directors, in case of Company Name and address of Sole proprietor Name and address of partners; in case of partnership firm	
8	(a) Name of Bankers & Branch with full address (b) Style of Account & Number (c) Name(s) of person(s) operating the account (enclose banker's certificate)	
9.	PF Code allotted by the jurisdictional PF Commissioner with photo copy of certificate	
10.	Total cost (including wages of staff, overhead charges and other taxes)	

Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as effecting the tender invited by National Institute of Technical Teachers' Training and Research, Kolkata, I/We, the undersigned hereby offer for providing qualified staff as indicated in the Tender Document to provide manpower strictly in accordance with the terms and conditions as indicated by you in the said documents. I/We confirm that adequate manpower of requisite qualification and experience is available with me/us for deployment at NITTTR, Kolkata.

Tender document for providing manpower services in different categories on contract basis
at National Institute of Technical Teachers' Training and Research, Kolkata

We also agree to submit the bill on monthly basis and accept the payment to the workers as per the Minimum wages declared by the Central Government from time to time. I/We also agree for the compliance of applicable Labour and other Laws in force and other Govt. orders. All workers engaged by me/us would be suitably compensated by me/us complying with Minimum Wages Act. All other payment like payments under Workmen Compensation Act etc. shall be borne and payable by me/us. I/We will always keep NITTTR, Kolkata indemnified of any claim/damages that NITTTR, Kolkata have to pay with respect to the service and the deputation of any workers to NITTTR, Kolkata.

I/We fully understand that NITTTR, Kolkata reserves the right to reject any or all the quotations or to reject the lowest quotations without assigning any reasons and that NITTTR, Kolkata further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

I/We further pay and have enclosed Bid Security (EMD) amounting to Rs. 3, 00,000/- (Rs. Three lakh only) in the form of Demand Draft from a Nationalized / Scheduled Bank only drawn in favour of Director, NITTTR, Kolkata payable at Kolkata, along with the application which will remain with NITTTR, Kolkata up to final award of contract. However, no interest shall be payable on Earnest money. Earnest money of successful bidder shall be adjusted against the security deposit.

Thanking you,

Yours faithfully,

(Name) Signature Signed as proprietor/partner/Director that holds power of
Attorney on behalf of firm

Name of Firm

Address

Copy of the Power of Attorney to be submitted which will be compared with the original in case the tender is awarded)

ANNEXURE-II

**Details of other organizations where similar contracts undertaken during last three years
(enclose supporting documents).**

Sl.No.	Name & Address of the organization, contact No	No. of personnel supplied	Period of contract	Whether Govt / semi Govt / Autonomous Bodies / PSUs / Industries etc. <u>(pl specify)</u>	Amount of contract	Reasons for termination (if currently not valid)
1.						
2.						
3.						
4.						
5.						

(To be made on Rs.500.00 Non Judicial Stamp Paper)

DRAFT AGREEMENT

This Agreement is made on _____ day of _____ Two thousand Twenty-Two between National Institute of Technical Teachers' Training and Research, Kolkata, as one part, hereinafter called NITTTR, Kolkata and M/s _____ Agency for providing Manpower Services in different categories on contract basis at National Institute of Technical Teachers' Training and Research, Kolkata on contract basis on the other part.

Whereas NITTTR, Kolkata is desirous to engage the Agency for providing Manpower Services in different categories on contract basis at National Institute of Technical Teachers' Training and Research, Kolkata (as explained in Annexure II of the Tender Document, a signed copy of which is attached herewith) for the National Institute of Technical Teachers' Training and Research, Kolkata, on the terms and conditions stated below:

1. The agency shall be solely responsible for compliance to provisions of various labour, Industrial and any other laws applicable and all statutory obligations, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc relating to contract personnel deployed in NITTTR, Kolkata. The NITTTR, Kolkata shall have no liability in this regard. Institute may call for additional information as deem fit from time to time.
2. The Agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at NITTTR, Kolkata. The NITTTR, Kolkata shall have no liability in this regard.
3. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving one month's notice on either side.
5. In case of non-compliance with the contract, the NITTTR, Kolkata reserves its right to:
 - a. Cancel/revoke the contract, and /or
 - b. Impose penalty up to 10% of the total annual value of contract.
6. The successful bidder would have to deposit an amount of 8% (Eight percent) of Annual contract value towards performance security deposit through pay order/demand draft /FDR/or bank guarantee from a Nationalized / Scheduled bank only in favour of Director, NITTTR, Kolkata which would remain with NITTTR, Kolkata. The validity of performance guarantee is for a period of 60 days beyond the date of completion of all contractual obligations of the contractor and no interest shall be payable on the performance Security Deposit amount. In case of FDR, it should be valid for minimum period of 24 months.
7. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in NITTTR, Kolkata.

Tender document for providing manpower services in different categories on contract basis
at National Institute of Technical Teachers' Training and Research, Kolkata

8. The personnel provided by the Agency will not claim to become the employees of NITTTR, Kolkata and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment in NITTTR, Kolkata.

9. There would be no increase in rates payable to the Agency during the contract period except reimbursement of the statutory wages revised by the Govt.

10. The agency also agrees to comply with **General Terms and Conditions of contract in addition to other statutory and contractual obligations mentioned in the tender document.**

11. Decision of NITTTR, Kolkata in regard to interpretation of the terms and conditions and the Agreement shall be final and binding on the Agency.

12. In case of any dispute between the Agency and NITTTR, Kolkata shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Kolkata.

IN WITNESS WHEREOF both the parties have set and subscribed their respective hands with their Seal in Kolkata in the presence of the witness:

National Institute of Technical Teachers' Training and Research, Kolkata

Witness: 1.

2.

AGENCY

Witness: 1.

2.

FINANCIAL BID

Sub: ANNUAL CONTRACT FOR PROVIDING SECURITY SERVICES (WATCH AND WARD) ON CONTRACT BASIS AT NITTTR, KOLKATA

CONTENTS

1. This document shall contain only Financial Bid of Tender Document, i.e. the copy of schedule of rates duly filled in by the bidder. Any commercial or technical condition or qualification of any sort shall not be indicated by the bidder in this document, otherwise the tender shall be summarily rejected.
2. The format for providing Schedule of Rates to be filled by the bidder is as below.

SCHEDULE OF RATES (FINANCIAL BID)
(To be uploaded as a separate document titled 'Financial Bid')

Name of the work: Contract for PROVIDING OUTSOURCED MANPOWER ON CONTRACT BASIS AT NITTTR, KOLKATA

Sl. No	Description	Unit price per person basic rate per day	Rate/Wages per day per person (in Rs)	PF	ESI	Relieving charges if any (in Rs)	Contractor's profit / (service charges)	Total Wages per person per month (in Rs)
01	Outsourced manpower		As per Ministry of Labour, Govt. of India Notification No. S.O.191 (E) File No. 1/8(6)/2019-LS-II dated 27.03.2019 applicable as on last date of submission of bids	Mandatory (As per law)				
			Skilled					
			Unskilled					

NOTE:

1. The rates quoted shall be exclusive of GST which shall be payable at applicable rates.
2. A duly signed and stamped copy of the financial bid is required to be uploaded.
3. Normally 8 hours of work with five days' week excluding other holidays applicable except the area with emergent nature of job like Hostel, Electrical Maintenance, Horticulture, Driving etc.

ANNEXURE V

BID SECURITY DECLARATION

To
The Director
National Institute of Technical Teachers' Training and Research
Block FC, Sector III, Salt Lake, Kolkata – 106

Reference: (1) Enquiry No. _____ of NITTTR, Kolkata

(2) Our Bid No. _____ dated _____

I/We _____ irrevocably declare as under:

I/We understand that as per Clause of Tender/bid conditions bids must be supported by a Bid Security Declaration

I/we hereby accept that I/We may be disqualified from bidding for any contract with you for a period of Three years from the date of disqualification as may be notified by you (without prejudice to NITTTR's Kolkata rights to claim damages or any other legal recourse) if,

1. I am/We are in a breach of any of the obligations under the bid conditions
2. I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any
3. On acceptance of our bid by NITTTR's Kolkata, I/we failed to deposit the prescribed Performance Security or fails to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions and other contractual obligations and within the specified time.

Signature

Name & designation of the authorized person signing the Bid-Securing Declaration Form:

Duly authorized to sign the bid for and on behalf of _____
(complete name of the bidder)

Dated on _____ day of _____ month _____ year

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

ANNEXURE VI

**LETTER ACCEPTING TERMS AND CONDITIONS AND SUBMISSION OF SINGLE STAGE
TENDER DOCUMENT**

To
The Director
NITTTR, Kolkata

Dear Sir,

I/we have carefully read, examined and understood the specifications, general instructions and all other contractual obligations relating to the works specified in the single stage process Tender document vide advertisement no. and having visited and examined the sites of the works specified and having acquired the requisite information relating thereto as affecting the tender, I/we hereby offer to execute the works specified in the memorandum within the time and under the terms and conditions specified in the tender document at the rates mentioned in the financial bid and in accordance, in all respects, with specifications and instructions in writing referred to in articles of agreement, general instructions to the tender(s) and all other contractual obligations by and in all other respects, in accordance with such conditions in so far as they may be applicable.

Signature and Seal of Applicant(s)

Witness

1.

2.

Witnesses are requested to put his/her full signature and address, mobile number